

Document guide: information & requirements

The table below details the most frequently used documents by PMC's pooled fund policyholders, including signing requirements, deadlines and the information that we require to begin drafting.

Document	Short description	Document Source	Information we require to draft	Signing Requirement	Return Deadline Dealing Date (DD) Weekly	Return Deadline Dealing Date (DD) Daily	To be sent to
Proposal	Forms part of the Policy. Trustee is required to sign at onboarding	LGIM drafts	<ul style="list-style-type: none"> • Scheme size /classification • No. of members • Trustee information • Date of trust deed • Tax classification 	All trustees	-	-	signedclientdocumentation@lgim.com
Supplemental/ Restated Proposal	Amends the Policy, making additional PF Sections investible	LGIM drafts	<ul style="list-style-type: none"> • PF Section (s) & name(s) 	At least majority of trustees	12pm DD-2	COB DD-1	signedclientdocumentation@lgim.com
Benchmark Letter	Sets out ongoing benchmark management instructions	LGIM drafts	<ul style="list-style-type: none"> • Benchmark split & control ranges • Rebalancing frequency • Cashflow rules (if applicable) • Dealing day • Whether external managers/smart switching is applicable 	At least majority of trustees	COB DD-4	COB DD-4	signedclientdocumentation@lgim.com
Benchmark Suspension Letter	Suspends any existing benchmarks	LGIM drafts	<ul style="list-style-type: none"> • Current benchmark details 	At least majority of trustees	12pm DD-2	COB DD-1	signedclientdocumentation@lgim.com

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Pre-funding Indemnity Letter	Request for pre-investment facility into the Policy on behalf of the scheme	LGIM drafts	<ul style="list-style-type: none"> • Dealing date • Legacy manager • Redemption date from legacy manager • Approx./actual pre-investment amount • Price point of legacy fund • Date cash is to settle with LGIM 	At least majority of trustees	12pm DD-2	COB DD-1	signedclientdocumentation@lgim.com
Leveraged Fund Rebalancing Letter	Nominates PF Section(s) to use during leveraged fund rebalancing event(s)	LGIM drafts	<ul style="list-style-type: none"> • Nominated PF Section for upper & lower hedging breaches 	At least majority of trustees	COB DD-4	-	signedclientdocumentation@lgim.com
NIS Letter	To put in place or amend Notional Income Service arrangement	LGIM drafts	<ul style="list-style-type: none"> • PF sections from which income is to be distributed. • Subsection. • Whether income will be paid to trustee bank account or switched into a Liquidity Fund. 	At least majority of trustees	COB DD-4	-	signedclientdocumentation@lgim.com
LPI Indemnity & Commitment Letter	Confirms commitment and drawdown details for Scheme's investing in LPI Property Fund	LGIM drafts	<ul style="list-style-type: none"> • Commitment value • Primary & secondary PF Sections for drawdown • Contacts able to send withdrawal instruction 	At least majority of trustees	COB DD-4	-	signedclientdocumentation@lgim.com

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Secure Income Commitment Letter	Confirms commitment and drawdown details for Scheme's investing in the Secure Income Assets Fund	LGIM drafts	<ul style="list-style-type: none"> • Commitment value • Primary & secondary PF Sections for drawdown • Contacts able to send withdrawal instruction 	At least majority of trustees	-	-	signedclientdocumentation@LGIM.com
Novation Agreement	Transfer units from one scheme's policy to that of another scheme	LGIM drafts	<ul style="list-style-type: none"> • Transferring scheme • Receiving scheme • Full or partial • Merger Deed 	All trustees	12pm DD-2	COB DD-1	signedclientdocumentation@LGIM.com
Signature Mandate	Details scheme signatory requirements for disinvestment & specimen signatures	Template available	Template available	At least Majority of trustees	Update as necessary. 5 business days prior to dealing cut-off. Please send to ClientServiceTeam@lgim.com		
Bank Account Form	Details scheme bank account into which disinvestment should be made	Template available	Template available	At least majority of trustees	Update as necessary. 3 business days prior to dealing cut-off. Please send to ClientServiceTeam@lgim.com		
Dealing instruction	Used for dealing instructions	LGIM Dealing Form is available on request or can be located under the 'documents' section on LGIM Connect	LGIM Dealing Form is available on request or can be located under the 'documents' section on LGIM Connect	As per signatory mandate	12pm DD-2	6pm DD-1	Please refer to "Information related to trades" section on page 10

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Fee Side Letter	Used to document any reduced fees the policyholder has negotiated with LGIM	LGIM drafts	LGIM drafts	At least majority of trustees	12pm DD-2	COB DD-1	signedclientdocumentation@lgim.com
Enhanced Service Agreement (ESA)	Contract between PMC and the client which sets out how PMC should manage the LDI portfolio	LGIM drafts	LGIM drafts	At least majority of trustees	COB DD-6	-	signedclientdocumentation@lgim.com
Enhanced Service Agreement (ESA) Suspension Letter	Suspends any existing ESA agreement	LGIM drafts	LGIM drafts	At least majority of trustees	12pm DD-2	-	signedclientdocumentation@lgim.com

¹ Generally, trusts make decisions by unanimous agreement of trustees. However, s.32 of the Pensions Act 1995 allows decisions to be made by a majority of the trustees. Please note that the trustees may have restrictions under their Trust Deed which requires them to have all the trustees execute a document and this should be checked.