

The Emirates Group Provident Scheme – 'C' Account

This document provides information on additional contributions and withdrawals in the Emirates Group Provident Scheme.

1) What are 'C' account contributions?

'C' account contributions are additional voluntary contributions you choose to make over and above regular mandatory 'B' account contributions to the Provident Fund. Any additional contributions made into the 'C' account are held separately to your 'A' and 'B' account monies.

2) What type of additional contributions can I make?

You can make regular contributions (as a percentage of your salary) and/or one-off lump sum contributions.

3) Is there a limit?

While there is no limit to the amount that can be held in the 'C' account, you cannot make regular contributions more than you earn (i.e. not more than 95% of basic salary). If you are interested in paying a high percentage please discuss with payroll. Note lump sum contributions require proof of funds to be provided to the Trustee (see item 5 below).

4) What investment options are available?

If you decide to pay additional 'C' account contributions you can choose from a wide range of investment funds. There is a range of low, medium and high risk funds covering money market, bond, property and equity sectors. For more information on the fund options see the Investment Guide and the individual fund factsheets on the online ePA system. These can be accessed as follows:

Investment guide: Select 'literature and forms' in the left hand menu and select the 'investment guide'.

Fund factsheets: Are held in the left hand menu, click on factsheets, select a fund and the fact sheet will open.

Please note neither Emirates nor the Trustee can provide financial advice and if you are reviewing your investment strategy we recommend you seek financial advice. The company sponsor the cost of financial advice through Mondial LLC and members can benefit from two consultations a year. Contact details are: Phone: (+971 4) 399 6601/E-mail: EGPS@mondial.com. Further details on the service provided by Mondial can be accessed from ePA under 'financial advice' in the left hand menu.

5) How do I make regular contributions?

To make regular contributions complete form 3 stating the percentage of contribution you wish to make, together with your investment fund choices. Send the completed form to Scheme Administrator, Payroll Services, 5th Floor, EGHQ. You can also scan and e-mail the form to pfadmin@emirates.com. Requests received on/before 15th of the month will be included in payroll for that month. Requests received after the 15th of the month will be included in the following month's payroll.

6) How do I make lump sum contributions?

To make a lump sum contribution complete form 4 stating the amount you wish to invest and your investment fund choices. Please note a lump sum can be made either by cheque or by bank transfer. If you wish to make payment by the latter please contact payroll. Send the completed form to Scheme Administrator, Payroll Services, 5th Floor, EGHQ. You can also scan and e-mail the form to pfadmin@emirates.com. Please note the Trustee is subject to Isle of Man money laundering requirements and they are required to determine the source of any funds you wish to invest as a lump sum. When submitting form 4 please include a copy of your bank statement with any application.

7) How is my lump sum contribution invested?

This will depend on the amount invested and is divided into two categories:

Investment less than \$10,000: Requests received on/before 15th of the month will be included in payroll for that month. Requests received after the 15th of the month will be included in the following month's payroll. Please note funds are invested with monthly the contribution investment at the end of the month.

Investment equal or greater than \$10,000: For cheque payments, investment instructions are sent the same day if received prior to 14.30 Dubai time. Dealing will take place the next day or the following day depending on receipt by the administrators. For direct transfer investment instructions are sent once funds are received in our account.

8) Can I change my investment choices?

You can change your investment choices at any time through ePA by selecting 'update your investment choices' and follow the instructions. Please note the switching timescales as dealing cycle's impact on the time it takes for switches to complete especially when you switch from one fund manager to another. In some cases it can take several days for all parts of the switch to conclude.

9) How do I withdraw money from my 'C' account?

You can withdraw money from the 'C' account at any time (i.e. you do not need to have left the company), to withdraw money complete form 5. Send the completed form to Scheme Administrator, Payroll Services, 5th Floor, EGHQ. You can also scan and e-mail the form to pfadmin@emirates.com. Please note that you can withdraw funds at any time from your C account, but not your A and B accounts, as they can only be accessed on leaving the company.

10) How long does it take for my form to be processed?

Forms received are sent for processing by Towers Watson the next day. However it can take several days (depending on which funds you sell out off) to complete the unit sale and transfer of money to you as the divestment of investment funds is subject to that particular manager's dealing cycles and settlement timeframes. You should factor the settlement time into your plans and requirements.

11) Who do I contact if I have further queries?

You can contact Nick Foxtan (nick.foxtan@emirates.com).