



# Workplace Pension



**PROSPERITY**  
WEALTH AND PENSIONS

# Workplace pensions redefined



## We want to make it easy for you to set up and run your company's pension scheme

The Prosperity Workplace Pension scheme is designed to support employers by providing a trusted and reliable pension scheme for your employees.

It provides small to medium sized businesses access to a well-established pension scheme. It provides the framework of an occupational pension scheme, with the simplicity and streamlined cost structure of a ready-made solution. It is a multi-employer scheme, which means that there is one centralised set of rules,

investment options and overarching pension structure, and the plan is open for employers to join and enrol their employees into a well-structured, yet flexible arrangement.

## We have done the research for you

Our professional team has done extensive research to come up with an optimal pension solution that offers a best-in-class pension scheme where you, as an employer, only has to sign up and enjoy the benefit of a fully operational workplace pension scheme.

## Our role as pension trustee and administrator

### Pension Trustee

As corporate trustee of your pension scheme, we deliver robust governance and ensure the scheme is run properly according to the terms of the trust deed and scheme rules. We have a legal obligation to protect the pension scheme and will always act in the best interest of its members. We supervise the running of the scheme and are responsible for a wide range of activities, including the proper establishment of the scheme, the collection of contributions, the investment of the scheme's assets and the payment of retirement and death benefits.

As a reputable and experienced trustee, we provide you with peace of mind knowing that your employees' financial future will be in safe hands.

### Pension Administrator

As the administrator of the scheme we will deliver all the day to day operational activities and related business of the scheme. This includes arranging payments, liaising with your payroll team, obtaining income tax approval as required, liaising with investment managers and reporting to scheme members on their pension fund valuations. Built on great service, efficient systems and processes, and excellent communication, both with the employer and employees, we ensure the scheme is administered to a very high standard.

Our dedicated team undertakes all the administrative work and provides ongoing support. We are passionate about exceptional client service. You can rest assured that your pension scheme is being well looked after and that your employees can look forward to a bright retirement.





Attract higher quality employees and retain them over the long-term

## Protect your employees now and in the future

**Employers that make workplace pensions available to their employees are likely to attract higher quality employees and retain them over the long term.**

The Prosperity Workplace Pension provides best-in-class employee benefits so that you can secure the future of your employees.

We also offer a complete employee benefits package (optional) that includes group life insurance and group income protection insurance as an add on to the employer pension scheme.

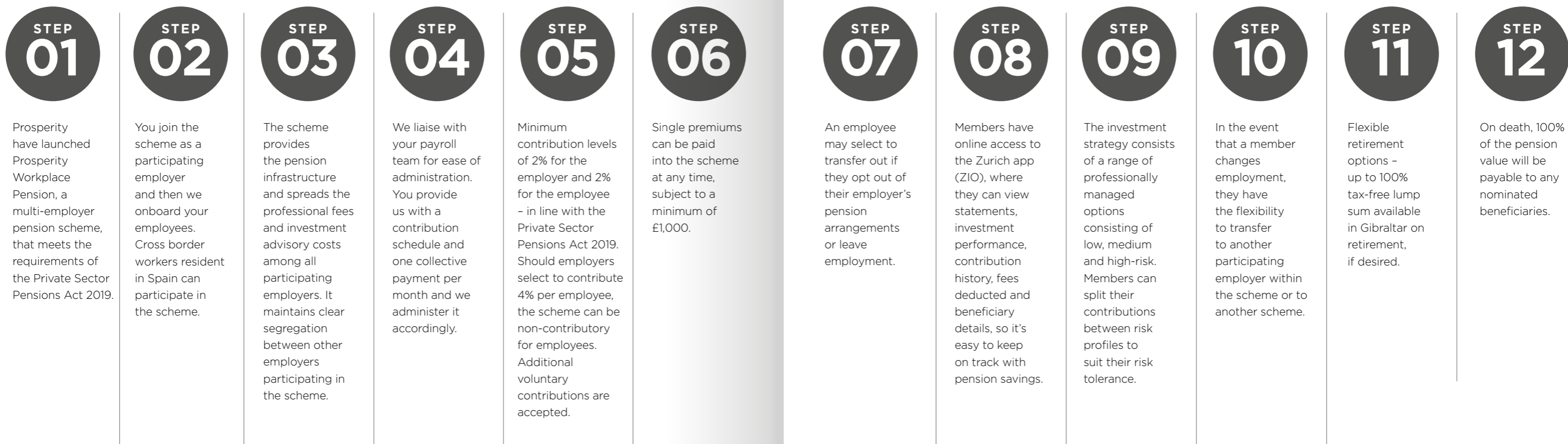
- 01 Participate in a well established pension scheme
- 02 Simple to understand and easy to implement. We guide along every step of the way.
- 03 Minimal employer administration and maximum employer support
- 04 Flexible contribution levels in line with the Private Sector Pensions Act 2019
- 05 Transparent pricing structure. Cost efficiency without compromising quality.
- 06 Professionally managed investment solutions
- 07 Exceptional client service at the outset and beyond.



The low-cost structure of the Prosperity Workplace Pension Scheme is a perfect solution for small to medium sized businesses that want to ensure compliance with the Private Sector Pensions Act 2019 without the complexities of setting up a stand-alone occupational scheme



## How does it work?



## For you

- Hassle-free support**  
 Our expert guidance will make it easy for you to set up your scheme.
- Flexible approach**  
 We can conduct business in line with your preferences, be it in person or video call.
- Ease of administration**  
 We liaise with your HR and payroll teams and conduct all the ongoing administrative duties on your behalf.
- Clear communications**  
 We encourage regular meetings so that the pension scheme stays in line with your objectives.
- Regular feedback - HR Portal access**  
 We will provide your HR team access to our online portal so you can have oversight of the pension scheme.
- Employee engagement**  
 We can deliver employee presentations at your request to ensure that your employees are well-informed about their pension.
- Tax savings**  
 Employer contributions into the pension scheme on behalf of your employees may be considered a tax deductible expense in Gibraltar.

## The Benefits

### For your employees

- Assistance when they need it**  
 Our pension team is available to provide ongoing support to your employees over email, phone or face to face as may be required.
- Investment choice**  
 Access to professionally managed investments and a range of self-select funds.
- Range of Pension Literature**  
 Pension communications that are easy to understand and take the jargon out of pensions.
- Online portal**  
 Employees can view and amend personal details.
- Tax relief**  
 Members may benefit from tax relief on personal contributions that they make into their pension plan.

## Features

- Cost effective pension solution.
- Provides the framework of an occupational scheme with the general flexibility of a personal pension.
- Approved by the Commissioner of Income Tax in Gibraltar and registered as an IORP with the Gibraltar Financial Services Commission.
- Meets the Gibraltar Private Sector Pensions Act 2019 requirements.
- Member voluntary additional contributions allowed.
- Gibraltar tax relief on employee contributions.
- Flexible contributions.
- Easy administration of pension caters for salary increases and bonuses.
- Simple process for joiners and leavers.
- Lump sum contributions allowed.
- Up to 100% tax-free lump sum on retirement.
- Access to secure online member portal.



# Investment strategy

**The default investment strategy for a pension fund typically comprises several key components to ensure long-term growth, risk management, and both member and employer satisfaction. Here is a breakdown of our strategy:**

**Use of a Risk-Related Model Portfolio:**

The pension scheme offers a default model portfolio with varying levels of risk exposure according to the number of years left till retirement. Employees have peace of mind that the professionally selected portfolio is designed for long-term growth. The scheme also offers a restricted panel of self-select funds, for employees that do wish to get involved.

**Automated Life Styling Facility:**

As members approach retirement age, the investment strategy gradually and automatically adjusts to reduce their exposure to riskier assets. This ensures that their savings are protected as they transition into retirement and need more stability in their investments.

**Passive Investment Strategy:**

The default strategy adopts a passive investment approach to reduce costs while maintaining a strong performance track record over the long term. Passive investment strategies typically involve investing in broad market indexes or ETFs, which tend to have lower fees compared to actively managed funds.

**Access to High-Quality Investment Managers:**

The pension fund provides access to world-leading high-quality investment managers who have a proven track record of delivering consistent returns over time. These managers are selected based on their expertise, performance history, and adherence to the fund's investment objectives.

**Institutional Pricing:**

Members benefit from institutional pricing, which means they pay lower fees on their pension investment funds compared to retail investors. This helps maximise returns and ensures that more of their savings are invested rather than spent on fees.

**Range of Self-Selected Funds:**

In addition to the default investment strategy, members have the option to choose from a range of self-selected funds. This allows them to customise their investment portfolio based on their individual preferences and risk tolerance.

**Ongoing Independent Financial advisory Oversight:**

The pension fund appoints an independent financial adviser to provide ongoing oversight on the investment strategy. They make regular recommendations to the trustee and help them make informed investment decisions, review portfolio performance, and adjust the strategy as needed to meet the scheme's financial goals.

Overall, this default investment strategy for a pension fund combines automated risk management, cost-effective passive investing, access to top-tier investment managers, and personalized options for members, all under the supervision of corporate trustees and professional experts to ensure long-term financial security and growth.



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Our mission is to achieve long-term pension growth and member satisfaction.



## More than just guidance

### We are your partners in retirement planning

- 1.** Initial meeting or video call – here, we will learn what your broad requirements are and introduce the plan’s features and benefits to assess if it’s the right fit for your business.
- 2.** You complete our employer pensions questionnaire – this will allow us to understand your requirements in greater detail, so that we can ensure this pension solution suits your business.
- 3.** Once you are ready to proceed, we will present you with our terms of engagement.
- 4.** If desired, we can arrange a presentation to your employees that covers a general introduction to pensions, the features and benefits of the Prosperity Workplace Plan and guidance on what happens should an employee transfer out. This can be done in person at your offices or remotely via video call.
- 5.** We will complete a straightforward application form with your employees and complete our in-house onboarding process.
- 6.** Once signed up, our dedicated pensions team will ensure that any ongoing matters are dealt with professionally and efficiently.
- 7.** We provide ongoing valuations and support so that your employees can keep on track with their retirement objectives. Member access to the Zurich International online portal and app (ZIO) is provided.

## Our support services

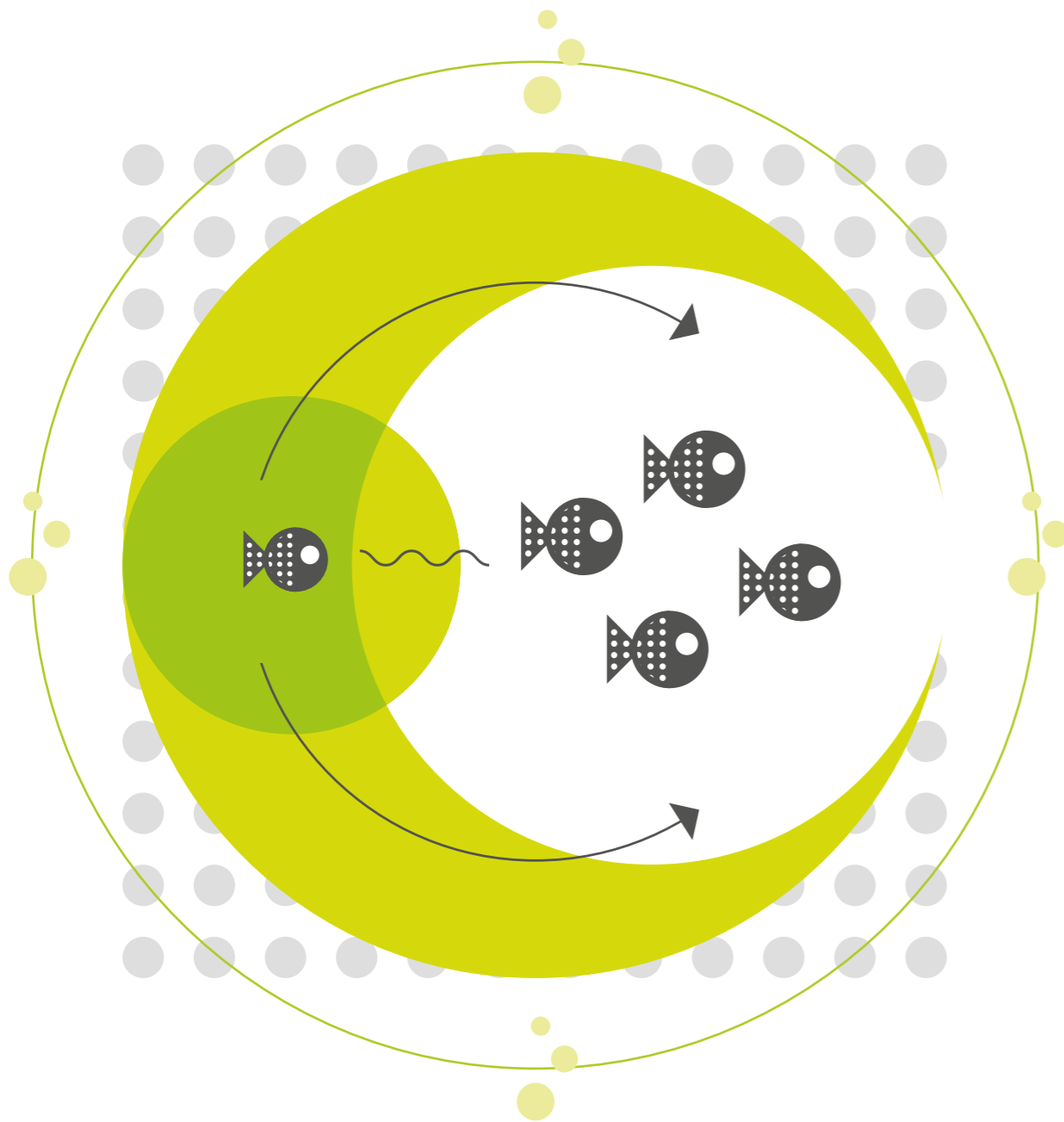
- Presentations to your employees.
- The set-up and maintenance of the pension scheme.
- Ongoing support with any pension technical and administrative enquiries.
- Face-to-face meetings with the employer to design and plan scheme implementation.
- Record keeping and updating of scheme documentation.
- Pension accounting services.
- Members have access to a regulated financial adviser.
- Liaison with your payroll team to facilitate payments.
- Acceptance of one collective payment for all contributions.
- One point of contact for any pension enquiries.
- Regular reviews of pension assets and performance.
- Annual pension statements.
- Pension valuations available online.
- Employee engagement and communication.
- One-to-one employee meetings for onboarding.



We take care of your entire pension set-up and provide ongoing support for you and your employees. Pensions can be complex, so we make them simple, clear, and engaging—helping employers make confident decisions and employees understand the real value of their benefits.

# Switch your existing workplace pension to us

Pensions, like most financial products, should be regularly reviewed



As an employer, you should feel proud of the pension scheme you offer your employees, and you should be able to talk to them with confidence about it at every opportunity. After all, it's a big investment that you are making towards their financial future.

If you are considering reviewing your existing arrangements with a view to switching providers, we will be pleased to assist you, no matter how big or small your scheme may be.

We guide you through the process and make it straightforward for you to implement the type of scheme that best suits the needs of your business. It is possible to switch your pension provider without having to disinvest the pension assets or alter the investment strategy. However, we can also work in conjunction with a financial adviser to conduct a detailed review of your pension's underlying

investments, comment on the suitability of these, perform a comparative analysis and recommend alternative solutions.

Should you prefer a fully tailored scheme beyond the flexibility of the Prosperity Workplace Pension, we can also offer a bespoke occupational pension scheme. Either way, we would be delighted to assist you

As an employer, you should feel proud of the pension scheme you offer your employees.



## Ready to get started?

To help us implement your ideal workplace scheme we need some key information from you. This will enable us to understand your needs and present you with a no-obligation personalised proposal. We will hold an initial no obligation meeting with you to discuss the options and work with you to understand your specific requirements in areas such as contribution levels.

### Some key considerations:

- Are you setting up a new pension scheme or moving your existing scheme to us?
- How many employees will be joining the scheme?
- What is the total annual salary for all participating employees?
- Will pension contributions be based on total earnings, including overtime or bonuses, or basic gross annual salary?
- Will the scheme incorporate a qualifying period for new entrants?
- What % of salary will employer contributions be set at?
- Will employee contributions be voluntary or compulsory and at what level?
- What age will be considered as the normal retirement age? (Must be over age 55).
- Do you have any investment preferences?
- Are you open to flexible retirement income options?
- Would you like to offer your employees life cover or income protection?



Live Fully. Plan Wisely.



Joanne  
Rodriguez  
Gibraltar

## CONTACT US



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Workplace Pensions • Personal Pensions • Retirement Planning • Wealth Management • Investments & Savings • Life Insurance

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