



Introducing the Plan

The IHG International Savings & Retirement Plan (the Plan) is an important part of your total pay and benefits package, designed to help you save for the future. The Plan is a defined contribution retirement savings plan managed by Zurich International Life Limited (Zurich), based on the Isle of Man.

This overview summarises the Plan benefits, and should be read in conjunction with the Employee Guide.

International Savings and Retirement Plan Overview

Joining the Plan

You can join the Plan at the discretion of the company, once you have received notification from the company that you are eligible.

Transferring within IHG

If you change locations and remain in employment with IHG then you may be able to remain in the Plan, depending on the new role and location. If you are not eligible to remain in the Plan in your new location, your benefits will remain with Zurich until you leave IHG or retire.

Contributions

Within the Plan you will have your own 'Retirement Account'. IHG will pay contributions to your account of 5% for Staff members and 10% for Executive members. You can also make Additional Voluntary Contributions to the Plan as deductions from your pay. Contributions are only paid for complete calendar months of service.

Currency

Contributions will normally be paid into your Retirement Account in the currency in which your

salary is paid. There are a range of investment options available in the Plan in a number of different currencies.

Investment options

Contributions will automatically be invested into the funds selected by you. You are able to change the way your Retirement Account is invested at any time by accessing the Zurich International online (ZIO) system.

Financial Counselling Benefit

Members of the Plan can claim back the cost of any financial advice they receive (up to a limit of USD250 per annum for Staff members and USD500 per annum for Executive members).

Retirement or leaving employment

On leaving or retiring from IHG, you are entitled to a cash sum of the accumulated value of the contributions you and the Company have made to your Retirement Account. Full details of the options available on leaving or retiring can be found in the Employee Guide.

Death in Service

If you die before you retire, 100% of the value of your Retirement Account, adjusted for investment returns and less any charges, will be distributed to your beneficiaries.

Beneficiary Nominations

You are able to add or update your beneficiary nominations at any time via ZIO.

Viewing your Retirement Account

When Zurich has set up your Retirement Account, you will be advised of your username and password. You will then be able to access ZIO by logging on to the Zurich website where you can view all of your Account details, change your investment options and add or update beneficiary nominations.

Plan fees and taxation

No tax will be deducted from any payment you receive from Zurich. It is your responsibility to report and pay any tax due on receipt of any payment. Details of the fees payable by you can be found in the Employee Guide.

For ZIO queries contact:
Zurich Corporate HelpPoint

We're here to help
Get in touch [here](#)

