

Feel good investing
with Fidelity's
Invest@Work



Fidelity
INTERNATIONAL





Welcome to Invest@Work



At Fidelity we want you to feel good about your money, whether that's being prepared for life's unexpected moments or reaching an exciting financial milestone. We want you to feel confident and optimistic about all your finances, which is why we created Invest@Work.

Invest@Work is a service that is designed to sit alongside your workplace pension so you can do more to improve your overall financial wellness.

Our aim with this service is make sure you:

-  **Feel good investing:** You'll have an easy way to get your money working harder, so you can improve your financial wellness.
-  **Feel at ease:** You can contribute to accounts offered by our Personal Investing service, such as a Fidelity Stocks & Shares ISA, and a Stocks & Shares Lifetime ISA, from your net salary through your company's payroll if you want to, or by investing directly with us.
-  **Feel supported:** You have access to our award-winning guidance tools and insights to help you with your investment decisions.
-  **Feel rewarded:** On top of everything else, you'll receive a generous discount on our usual service fee.
T&Cs apply.

So, whether you're investing for the first time or have a wealth of experience, we've got you covered.

As one of the UK's leading investment companies with over 50 years of investing expertise, Fidelity is here to help you make your financial goals a reality.

Important information

The value of investments can go down as well as up, so you may get back less than you invest. Eligibility to invest in an ISA or Lifetime ISA and tax treatment depends on individual circumstances and all tax rules may change in the future. Tax treatment depends on individual circumstances and all tax rules may change in the future. You cannot normally access money within a Lifetime ISA unless you are buying your first home, or from age 60. Other withdrawals may incur a 25% government withdrawal charge, so you may get back less than you put in. A Lifetime ISA is not a replacement for a workplace pension. If you save into a Lifetime ISA instead of enrolling into or contributing to a workplace pension, you could lose the benefit of employer contributions. The value of your Lifetime ISA could affect any current or future entitlement to means tested benefits. This information is not a personal recommendation for any particular investment. If you are unsure about the suitability of an investment you should speak to an authorised financial adviser.

What we offer you



Choice
5,500+ ways to invest

Funds, shares & more



Expertise
**Investment choices from
100+ providers**

Including Fidelity



Value
A discount on our low-cost
service fee



Experience
Fidelity has over 50 years of
investing experience



Flexibility
The ability to vary what
you save

★ **Trustpilot**



Confidence



You must be age 18, resident in the UK and be a Non-US Person/Citizen to open a Fidelity UK account (e.g. ISA, Lifetime ISA or Investment Account). Fidelity is unable to accept business from US Persons/Citizens due to Foreign Account Tax Compliance Act (FATCA) and fund distribution licensing restrictions.

Supporting your investment decisions



Whether you're a beginner or an advanced investor, we can help you to find your next investment from the thousands on offer.

Our range of online tools could help you with your decision. Read the following explanations of what each tool does to see which of them could be useful to you.

If you've never invested before, it can be difficult to pick your first fund. This is where **Easy Invest** comes in. It helps you with a straightforward investment suggestion to set the ball rolling.

With our **Navigator tool**, you just make a few straightforward decisions and it will show you a single investment to consider based on those decisions. This investment will hold a selection of funds that is chosen and monitored by Fidelity's Multi Asset team.

If you want to pick your own funds but need some ideas to help you get started, take a look at **Select 50**. With thousands of funds to choose from, **Select 50** can help you choose from the range of funds available on our website. The funds are chosen by investment experts and feature active and passive funds, investment trusts and exchange-traded funds (ETFs) from over 100 providers. All you have to do is research the ones you like the look of.

If you're one of the increasing number of people who want their investments to have a positive impact, you've come to the right place. At Fidelity we like to keep things simple. That's why we use the term 'sustainable investing' to broadly describe an investment approach that has an environmental, social or governance (ESG), sustainable, and/or ethical focus. To help make it easier to find a fund that takes both your personal opinions and financial goals seriously, we've created the **Sustainable Investment Finder tool** that allows you to easily view – by category – all the sustainable funds, exchange-traded funds (ETFs) and investment trusts that we hold on our platform. And while the tool won't offer you a personal recommendation, it will give you a head start if you're looking for a fund that better reflects what's important to you.

If you know what you want, but need help finding it, try the **Investment Finder**. It covers all the funds and shares in the Fidelity Personal Investing range and offers an extensive selection of filters that you can use to create your own personal shortlist.

If you're not ready to decide what investment(s) to choose, but still want to open an account, you can pay in your contributions as cash and decide where to invest later.

Watch our short video on investments [here for more help](#).

Important information

Please note that these guidance tools are not a personal recommendation in respect of a particular investment. If you need additional help, please speak to an authorised financial adviser. You should regularly reassess the suitability of your investments to ensure they continue to meet your attitude to risk and investment goals.

Compare accounts



	Fidelity Stocks & Shares Lifetime ISA Available via payroll	Fidelity Stocks & Shares ISA Available via payroll	Fidelity Investment Account Not available via payroll (direct only) for Commerzbank employees
Who can open an account?	UK residents aged between 18 & 39 (with the option to keep contributing until you're 50).	UK residents aged 18 or over.	UK residents aged 18 or over.
How much can I invest each year?	Up to £4,000.	Up to £20,000 (which includes any investments in a Lifetime ISA).	As much as you want.
Are there tax benefits?	Yes. They include no tax on interest, dividends, or capital gains.	Yes. They include no tax on interest, dividends, or capital gains.	No, but you can potentially benefit from tax allowances for capital gains, dividends, and interest, depending on your situation and types of investment you make.
Is there a government bonus?	Yes. There is a 25% top-up on investments. So, if you put in £4,000, you get an extra £1,000 each tax year.	No.	No.
How many of these accounts can I have?	You can have more than one, but you can only contribute to one in each tax year.	You can have more than one ISA, but you can only contribute to one of each ISA type in a tax year.	You can have as many as you want each tax year.
Can I transfer into this account from similar accounts I hold elsewhere?	No.	Yes.	Yes.
What happens if I take my money out?	It's tax free from the age of 60 or if used for a house purchase (under £450,000) as long as it has been 12 months from your first payment. Otherwise, there's a 25% government withdrawal charge, which could mean you get back less than you put in.	You can make tax free withdrawals whenever you want. Just remember that you lose that portion of your ISA allowance if you make a withdrawal.	If you make a profit, you may have to pay capital gains tax (depending on your personal tax situation).
Can I take an income from my investment?	Yes, you can take a tax-free income after your 60th birthday from your Lifetime ISA. Before this time, any income will be subject to the 25% government withdrawal charge.	Yes, and it will be tax free.	Yes, but you may have to pay tax on interest or dividends.
What are the costs?	Invest@Work offers a discounted service fee of 0.30% (normally 0.35%). We don't charge for buying or selling funds. For shares, exchange-traded funds and investment trusts, we charge £1.50 for regular savings and £7.50 for online one-off deals (£30 over the phone). There will be charges set by the companies managing your investments. Ongoing fund charges range from 0.05% to 2.4%. Find out more about fees at fidelity.co.uk/services/charges-fees/		

Important information - the value of investments can go down as well as up, so you may get back less than you invest. Eligibility to invest in an ISA or Lifetime ISA and tax treatment depends on individual circumstances and all tax rules may change in the future. You cannot normally access money within a Lifetime ISA unless you are buying your first home, or from age 60. Other withdrawals may incur a 25% government withdrawal charge, so you may get back less than you put in. A Lifetime ISA is not a replacement for a workplace pension. If you save into a Lifetime ISA instead of enrolling into or contributing to a workplace pension, you could lose the benefit of employer contributions. The value of your Lifetime ISA could affect any current or future entitlement to means tested benefits. This information is not a personal recommendation for any particular investment. If you are unsure about the suitability of an investment you should speak to an authorised financial adviser.

Payroll deductions



If you are ready to start building up some savings, we offer you flexibility in how you can pay monthly into a Fidelity Stocks and Shares ISA and/ or a Stocks & Shares Lifetime ISA (LISA).

If you are new to Fidelity Personal Investing, you can open a new ISA or Lifetime ISA and make contributions from payroll.

If you are an existing Fidelity customer, you can make payroll contributions to an existing Fidelity ISA or Lifetime ISA if you have one, or open a new account if you prefer.

Choose your level of contribution via your MyBenefits@Darwin flex platform and your monthly amount will be deducted from your pay, after tax. You can vary your regular contribution amount throughout the year, or top up your account with lump sums.

Just remember that if you're investing in an ISA, there is a yearly maximum contribution, which is currently £20,000 per person. If you decide to invest in a Lifetime ISA, there is a yearly maximum contribution of £4,000 per person, which counts towards your overall ISA limit.

If you don't want to make payroll contributions but would still like to open an account and benefit from the discount, please read page 10.

If you have ever held an account or previously had communication with Fidelity Personal Investing, please contact us before you open a new payroll account and we will link your records to ensure you can complete your online account opening journey. Similarly, if you no longer have your customer reference number, please contact us on 0800 368 0890 so that we can help.

Get started here:

To open a new account or link to an existing Fidelity account, please go to www.fidelity.co.uk/iaw-all-lisa

You'll need the following information:

- National Insurance number -
 - Employer reference number
- **1005081183**
 - Your employee number - check your payslip **and remove any leading zeros**
-
- Use your full and proper legal name as shown on your passport.
 - Once your account has been set up, or existing account has been linked, please remember to select your investments.
 - Your discount will be automatically applied to all of your Fidelity Personal Investing accounts when you save via payroll. **T&Cs apply.**



You can watch a video of how to open your payroll linked account [here](#).

Your questions answered



Making and changing your payroll contributions



Flex your contributions through your employer

Once you have successfully opened your Fidelity ISA or LISA, or linked an existing one, you will receive a nudge from the MyBenefits@Darwin benefits portal - normally on the next working day or within 48 hours.

You can then visit the MyBenefits@Darwin benefits portal and enter your chosen contribution in the Invest@Work Fidelity ISA benefit tile(s).

You can increase or decrease your 'voluntary' contributions on a monthly basis, by revisiting the portal and amending the contribution prior to the monthly cutoff date.

Note that if you qualify for matched contributions, you can only add or change company matched contributions on the portal during the specified March and September windows.

Your monthly payments will be deducted by your payroll team. Your first payment will be taken from your next available pay cycle, subject to your usual monthly flex platform cut off dates.

The monthly cut off date is normally the 28th of the month - so new contribution elections or changes would need to be made before then.

Please remember to set up your Employee Compliance Reporting service to meet your obligations under Commerzbank's compliance policy. See page 9.



Your questions answered



When do my contributions get invested?

Your contributions will be invested in your account within 48 hours of Fidelity Personal Investing receiving the funds from your employer. This is normally a few days after your pay day. Your employer will be able to provide exact details of when the money is sent to Fidelity Personal Investing.

What happens if I leave my employer?

If you are contributing to your account via payroll this will come to an end and you will no longer receive a discount off the service fee, however you can continue to contribute into your account by making lump sums or setting up a direct debit to make regular payments. If your new employer offers Invest@Work, you may be eligible to register for a discount, the details for how to do this will be available from your new employer.

Exceeding your ISA allowance

If you exceed your ISA or LISA allowance, any contribution you make over £20,000 per annum (£4,000 per annum in the case of LISA) is automatically placed into your Cash Management Account. We will let you know if this happens. A Cash Management Account is opened for you to help you manage the movement of money between your main accounts and, if you want, you can place cash in this account to pay your service fees without having to pay fees from a tax-efficient account such as an ISA or LISA. Any money paid into this account can be moved to another account type of your choice at any time. You don't need to monitor your contributions or worry about exceeding your ISA or LISA limit.

What happens if I stop contributing via payroll through my employer?

If you decide to stop contributing to your account via payroll you may no longer automatically receive a discount off the service fee. However you can continue to take advantage of the discount service fee by registering directly with Fidelity. For further details on how to do this, please see the *Saving directly with Fidelity* section on page 10.

What happens if my employer stops offering a payroll facility?

If your employer stops contributing to your investment account via payroll, you may no longer automatically receive a discount off the service fee. However, you can continue to take advantage of the discount service fee by registering directly with Fidelity. For further details on how to do this, please see the *Saving directly with Fidelity* section on page 10.

Feel supported with reporting your investments

Commerzbank operates a personal account dealing policy. Employees should be aware of their obligations under this policy, particularly in relation to the need for reporting their investment holdings and transactions to the compliance team. In order to report your investments to your employer, you must register for our compliance reporting service. Fidelity is an approved broker*, so this service will keep your compliance team updated with your holdings and transactions – and it will automatically get you the Invest@Work discount as well. **T&Cs apply.**

Please **check our guide** if you'd like to know more about how to do this.

If you need to 'pre-clear' your investments prior to making a trade, please remember to contact your employer's compliance team and follow your employer's internal policies.

*An approved broker is one that an employer has deemed that employees are permitted to use. This 'approval' is granted to brokers that provide the necessary automated compliance reporting. It is not an endorsement of Fidelity.

Get started here:



Go to **www.fidelity.co.uk/iaw-all-lisa** to open a new account or login to your existing account.
To apply a discount to your new or existing personal investing account(s):

- Login to your **Personal Investing account**
- Click on '**Profile**' in the main menu
- Go to **Preference Centre**
- Select **Employee compliance reporting**
- Add Employer Code as follows: **COMZ01** (zero one)
- Click '**Register**'

Following these steps your information will be sent to your employer within 48 Hours.



**Read the guide to find out
how to activate employee
compliance reporting here**

Saving directly with Fidelity

If you would prefer to make direct contributions to Fidelity accounts rather than through your salary, you can. You can save into a Fidelity Stocks and Shares ISA, and/or an Investment Account.

You also have the option of directly adding occasional lump sums into a Fidelity Lifetime ISA, but in this situation, you will need to open the account through your company and make regular contributions from your salary first.

You can benefit from a discount on all your Personal Investing accounts by following the steps in the getting started box.

Important information – the value of investments can go down as well as up, so you may get back less than you invest. If you invest in an ISA there is no capital gains tax on growth and no income tax on interest. If you redeem ISA holdings, you cannot reuse that ISA allowance. You do not have to pay income tax or capital gains tax on investments held in an ISA or Lifetime ISA.

This information is not a personal recommendation for any particular investment. If you are unsure about the suitability of an investment, you should speak to an authorised financial adviser.

Get started here:

Go to www.fidelity.co.uk/iaw-all-lisa to open a new account.

To apply a discount to your new or existing personal investing account(s):

- Login to your **Personal Investing account**
- Click on 'Profile' in the main menu
- Go to **Preference Centre**
- Select **Invest@Work Discount**
- Add Employer Code as follows:
COMZ01 (zero one)



Read the guide to apply for the discount here

Transferring investments to Fidelity



Having investments spread across multiple companies can be time consuming and costly, but bringing them together can mean less stress and paperwork for you, allowing you to take control of your money.

Here at Fidelity we work hard to make your life easier — all you have to do is let us know which investment accounts you would like to transfer across to your Invest@Work account and we will do the rest.

Where can I find information about transferring my investments to Fidelity?

- Make sure you open an Invest@Work account first by visiting www.fidelity.co.uk/iaw-all-lisa
- You can find useful information about Fidelity's transfer options as well as helpful guides, so you can weigh up the pros and cons before making any decisions:
www.fidelity.co.uk/transfer
- If you have questions about making a transfer, contact Fidelity on:
 - **0800 0854 263**
 - **8.30 a.m.–5.30 p.m. Monday to Friday**
 - **9 a.m.–12.30 p.m. on Saturdays**

Important information

If your investments are moved to us as cash, you'll be out of the market while your money is being transferred, so you could miss out on growth and income if the market rises during this time. If you transfer shares in classes that aren't supported by Fidelity, they'll be sold and the proceeds will be reinvested in supported share classes, meaning you'll be out of the market for a short period of time, and may have to pay additional costs as a result. Before making your decision, please read our transfer guide: 'Moving your investment to Fidelity,' which explains the options available and gives you the important information you need to know. If you are unsure about the suitability of an investment and/or investments, you should speak to an authorised financial adviser.

How to **links** and guides



How to set up a regular savings plan (non-payrol)

Set up a regular savings plan >

Amend your regular savings plan >

Cancel your regular savings plan >

Adding and withdrawing cash

How to add cash to your account >

How to withdraw money from your account >

How to add cash to your management account >

Managing your account

How to register to get online access >

How to change your password >

How to view your transaction history >

How to view your documents >

How to change your address >

How to change your communications preferences >

Buy sell and switch investments

How to register search for investments >

How to buy a fund (OEICs & Unit Trusts) >

How to sell a fund (OEICs & Unit Trusts) >

How to buy Exchange Traded Investments (shares, ETFs, Investment Trusts) >

How to sell Exchange Traded Investments (shares, ETFs, Investment Trusts) >

How to switch your investments >

FSCS protection

You can find out how your money is protected by visiting **here**, where you can find information on the Financial Services Compensation Scheme (FSCS) and read about the steps that Fidelity takes to protect your money.

Here to **help you**

If you need further help, please call our dedicated **Invest@Work** number on **0800 368 0890**.

Our lines are open Monday – Friday: 8.30 a.m.–
5.30 p.m. and Saturday: 9 a.m. –12.30 p.m.



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