

The Trustees of the HP Ltd Retirement Benefits Plan
c/o Inside Pensions Limited
54-56 Victoria Street
St Albans
Herts
AL1 3HZ

July 2015

Dear Member

Hewlett-Packard Limited Retirement Benefits Plan (“the Plan”) – Digital Section Notification of electronic communication for Trustees’ Reports and Summary Funding Statements

As part of our communications strategy the Trustees would like to increase the use of electronic communication to members with the aim of providing members with faster access to information and to help the Trustees reduce their high postage costs. The Trustees would like to alert members to the existence of certain Plan documents which are loaded onto the member website rather than sending these by post.

The Trustees are required to issue Summary Funding Statements to all Plan members. In addition the Trustees usually issue a Report to members which includes financial information, current issues affecting pensions and details of how the Plan benefits are being looked after by the Trustees. These documents are usually sent to you by post.

Please could you regard this letter as notification that in future Summary Funding Statements and Trustees’ Reports will not be issued in hard copy format unless you specifically request this in writing. Instead an email will be sent to members which will include a link to the relevant documents which have been uploaded to the HP member website: (hp.xpmemberservices.com).

If you do not have an email address, or you wish to continue to receive hard copies of the Summary Funding Statements or the Trustees’ Reports, details of how you can request these are shown on the reverse of this letter. Please note that if you do not use email then this will not prevent you from receiving communications from the Plan and that this notification only relates to the issue of Summary Funding Statements and Trustees’ Reports.

How to provide your email address

Please email the address to emailupdate@equiniti.com giving your name, Plan membership number (if known) and your National Insurance number in order for you to be identified correctly. Your email address will be held securely by the Plan administrators, Equiniti Paymaster and will be used solely for communicating with you regarding the Plan.

If you have already provided your current email address, thank you for taking time to send this to us.

How to request hard copy documents

If you wish to continue to receive Summary Funding Statements and Trustees’ Reports in hard copy format, please complete the tear-off slip at the end of this letter and return it in an envelope to the Plan Administrators at the Freepost address set out below:

Freepost RTJK-TAJG-YKSB
The Hewlett-Packard Ltd Retirement Benefits Plan
Paymaster (1836) Ltd
Sutherland House
Russell Way
Crawley
RH10 1UH



What happens if you do not supply an email address or request hard copy documents?

If the Plan administrators do not hold your email address and have not received a written request for hard copy versions, the Trustees will issue a further letter to your last known address when the Summary Funding Statements are next uploaded to the member website. This will offer you another opportunity to provide an email address or to request hard copy versions. If you do not respond to this final letter, no further "Notification Letters" will be sent. You can of course provide an email address or request hard copy documents at any stage, there is no deadline for a decision.

Should you have any questions regarding this letter or your Plan benefits, please contact the pension administration team at Equiniti Paymaster by emailing digital@equiniti.com or by calling the helpline on 01293 604844.

Yours faithfully



Jonathan Lord
Chairman of the Trustees

THE HEWLETT-PACKARD LTD RETIREMENT BENEFITS PLAN ("the Plan") – DIGITAL SECTION

To: The Trustees of the Hewlett-Packard Ltd Retirement Benefits Plan

Full name (in print) _____

(Membership number/National Insurance number) _____

I request that hard copy versions of the Trustees' Reports to members and the Summary Funding Statements from the Plan are sent to my home address. I confirm that my current address is as follows:

Signature: _____ Date _____

