

# Alstom Defined Contribution Plan

## Vacancy for a Member Nominated Director

December 2010

Dear <Forename>

This leaflet provides you with important information about a vacancy for a Member Nominated Director (MND) of the Board of ALSTOM Defined Contribution Pension Trustee Limited (the Trustee). The Trustee is a company that acts separately from the employer to the Alstom Defined Contribution Plan (the Plan). It holds assets for the beneficiaries of the Plan as a sole Trustee. The Directors of the Trustee are responsible for ensuring that the Plan is run properly and that member benefits are secure.

Your chance to  
get involved

### Who makes up the Trustee Board?

- Four Directors who are nominated by ALSTOM Ltd.
- Three Directors who are nominated and selected by the members of the Plan.

### Reason for the vacancy

Mike Atkin was elected as a MND for a three-year term on 1 April 2008 and therefore his appointment ceases on 31 March 2011.

The Company and the Trustee Board therefore wish to seek nominations for the MND position, with the successful candidate's term of office commencing on 1 April 2011. Under the nomination and selection process it is possible for an existing MND whose term of office expires, to stand for re-election.

If you are interested in becoming a MND, read on for details on how to apply.

Yours sincerely



Louise Mills  
Secretary to the Trustee  
of the Alstom Defined Contribution Plan

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Direct Tel: 01788 557 430

*We are shaping the future*

**ALSTOM**

# What would the role involve?

## Active members

If you would like to apply for the role of a MND you must be an 'active member' (you must be making contributions to the Plan).

## Term of office

Until now, the appointment of a MND has been for a three-year term of office. The Trustee has changed this to four years for MNDs appointed after 31 March 2011 therefore the successful candidate's term of office will be for a four-year period, commencing on 1 April 2011.

Once elected, if a MND ceases to be an active member of the Plan, he or she will cease to be a Director (i.e. on the cessation of active membership), otherwise a MND may only be removed by agreement of all the other Directors.



Training and support  
is available to  
all Directors

## Training and time commitment

Regular training and support is available to all Directors to enable them to carry out their role effectively, so previous experience is not essential. As part of this training, Directors are encouraged to pass the Pensions Regulator's online trustee toolkit.

It is recommended that before applying, you discuss this with your line manager, as you will need to attend at least four Trustee meetings a year, be a member of a sub-committee and be available to participate in discussions and make decisions throughout the year. On average, you could expect to spend between 20 and 25 days working on Trustee issues (some of this time is spent on background reading).

# Election process

## Nominate yourself

If you would like to be considered for election you must return your completed nomination form, in the pre-paid envelope provided, to Louise Mills, Alstom Pensions Department, no later than 17 January 2011. You must have the support of two other active members of the Plan.

## Selection process

If more than one valid nomination is received, a ballot of the active members of the Plan will be arranged to select a MND. In this situation the candidate with the highest number of votes will be selected and, if one of the MND's term of office ceases before 1 April 2012, the candidate who polls the second highest number of votes will then be selected to be a MND (providing they are still an active member of the Plan). This member will be known as the 'Reserve MND'.

In the event that a further vacancy arises before 1 April 2012, then a new election process will be undertaken.

If only one valid nomination is received, that candidate will automatically be selected as a MND. If no valid nominations are received a further nomination and selection process will be held approximately 12 months from now to fill the vacant position(s).

# ALSTOM Defined Contribution Pension Trustee Limited

## NOMINATION TO BECOME A MEMBER NOMINATED DIRECTOR OF THE ALSTOM DEFINED CONTRIBUTION PLAN (Trustee of the Alstom Defined Contribution Plan)

### DETAILS OF PERSON BEING NOMINATED (Please complete in block capitals)

FULL NAME: .....

HOME ADDRESS: .....

.....

..... POSTCODE: .....

I confirm that I am willing to be appointed as a Member Nominated Director and if necessary a reserve Member Nominated Director of ALSTOM Defined Contribution Pension Trustee Limited. I am of sound mind, do not have a criminal conviction involving dishonesty, am not an undischarged bankrupt and have not been suspended from acting as a trustee.

SIGNED: ..... DATE: .....

### NOMINATORS

We hereby confirm that we are contributory members of the Alstom Defined Contribution Plan and nominate the person detailed above to be a Member Nominated Director and if necessary a reserve Member Nominated Director of ALSTOM Defined Contribution Pension Trustee Limited. (Please complete in block capitals)

FULL NAME: ..... FULL NAME: .....

EMPLOYEE NUMBER: ..... EMPLOYEE NUMBER: .....

SIGNED: ..... SIGNED: .....

DATE: ..... DATE: .....

**BACKGROUND DETAILS**

Please give a brief summary (no more than 100 words) of your background, interests and reasons why you would be a good candidate – these will be reproduced on notices to members in the event of a ballot being necessary. You may continue on a separate sheet if necessary.

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SIGNED: .....

DATE: .....

<Title> <Initials> <Surname>  
<Address 1>  
<Address 2>  
<Address 3>  
<City>  
<Postcode>

## Where can I get more information?

For information on the role of a trustee visit [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

You may also wish to look at the first module of the Pensions Regulator's e-learning programme which covers trust law, and gives a flavour of what it is like to be a Director. You can access this by going to [www.trusteetoolkit.com](http://www.trusteetoolkit.com)

If you do not have access to the Internet you can obtain a copy of the Pensions Regulator's 'Guidance for Trustees' booklet from the Pensions Department.

If you have any questions regarding the above or would like to discuss the role and its responsibilities, please feel free to call me on the number below. Alternatively, you may like to speak to Paul Naughton or Phil Derges who are MNDs.

[louise.mills@chq.alstom.com](mailto:louise.mills@chq.alstom.com)  
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### **Paul Naughton**

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