

## InterContinental Hotels Group International Savings & Retirement Plan

### Financial Counselling Benefit

As part of your participation in the International Savings & Retirement Plan you are eligible for a Financial Counselling Benefit. This benefit is provided to assist you in obtaining independent financial advice regarding your investment choices in the Plan.

As an executive member the maximum benefit is USD500 per year or as a staff member the maximum benefit is USD250 per year.

In addition, should you leave the employment of IHG, up to USD500 (one time benefit) is available to obtain advice to evaluate the option to transfer out of the Plan. The claim must be submitted within 12 months of you leaving IHG.

### How do I make a claim?

To claim this benefit all you need to do is:

1. Submit a copy of your invoice or receipt for the financial counselling services performed to [enquiries.pensions@ihg.com](mailto:enquiries.pensions@ihg.com). You will be eligible to be reimbursed for your expenses up to the maximum annual amounts listed above.
2. The Pensions team will then contact you to request further details from you in order to set you up as a one-time vendor to receive the reimbursement, and will submit the request to pay this benefit to you.

*Please note that even if you have provided your details for previous claims, you will need to complete the request in full again for future years.*

As this is considered a taxable benefit, the payment may only be issued to you directly (not your financial planner) after the expense has been incurred. Any tax payable on this benefit is your responsibility.

No specific Independent Financial Advisor (IFA) is authorised, approved or recommended by IHG and it is entirely up to participants to find their own IFA. We strongly advise you to obtain a quotation of costs from any independent financial planner before obtaining advice, as costs may be higher than your annual financial counselling benefit.

If you have any questions regarding the benefit, please contact:

[enquiries.pensions@ihg.com](mailto:enquiries.pensions@ihg.com).

