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## UCB, Inc. 401(k) Retirement Plan Highlights

### WHO CAN JOIN

#### To participate, your plan requires

- You must be age 18.

#### To enroll in your plan

- Once you have met the requirements, you can enroll in the plan and designate your beneficiary by telephone or by logging on to your online Retirement Account at [www.mykplan.com](http://www.mykplan.com).

### YOUR CONTRIBUTIONS

#### Employee Pre-Tax contributions

- You may contribute to the plan on a pre-tax basis – which means that your contributions are deducted from your paycheck before taxes are taken out. You do not pay taxes on your pre-tax contributions or earnings until you take a distribution from the plan.
- Pre-tax contributions are allowed as a percentage taken from your paycheck each payroll period - minimum: 1% - maximum: 75% (a lower maximum may apply if you are a highly compensated employee).
- Pre-tax contributions are limited to the amount allowed under the tax laws for any calendar year.
- Employee Pre-tax contributions are eligible for Employer Match.

#### Employee Roth 401(k) contributions

- You may contribute Roth 401(k) contributions to the plan on a post tax basis – which means that your contributions are deducted from your paycheck after taxes are taken out. You do not pay taxes on distributions of your Roth 401(k) contributions. You do not pay taxes on distributions of earnings attributable to Roth 401(k) contributions as long as the distribution is made at least 5 years after your first contribution to the Roth 401(k) account and you are at least age 59 ½, have died or become permanently disabled.
- Roth 401(k) contributions are allowed as a percentage taken from your paycheck each payroll period - minimum: 1% - maximum: 75% (a lower maximum may apply if you are a highly compensated employee).
- Employee Roth 401(k) contributions are eligible for Employer Match.

**Note:** *You may not contribute more than a combined total of 75% of eligible compensation between your pre-tax and Roth 401(k) contributions for a year (a lower maximum may apply if you are a highly compensated employee). The combined total of pre-tax and Roth 401(k) contributions is limited to the amount allowed under the tax laws for any calendar year (IRC Section 402(g)).*

**Employee After-Tax contributions**

- You may contribute to the plan on an after-tax basis. After-tax contributions are allowed as a percentage taken from your paycheck each payroll period - minimum: 1% - maximum: 5% (a lower maximum applies if you are a highly compensated employee).
- Employee After-Tax contributions are not eligible for Employer Match.

**Catch-Up contributions**

- You may be eligible to make additional employee contributions to the plan if you are age 50 or older (or will turn 50 by the end of the year) and your contributions are otherwise limited by the tax laws or a plan limit. These contributions are called "catch-up contributions".
- Catch-up contributions are limited to the amount allowed under the tax laws for any calendar year.

**Rollover contributions**

- Rollovers are accepted once you have met the plan's eligibility requirements. See the Summary Plan Description for additional information.

**EMPLOYER CONTRIBUTIONS**

**Employer Match contributions**

- The plan provides for matching contributions.
- The contribution is made based on employee pre-tax contributions and Roth 401(k) contributions – these are called match eligible contributions.
- The contribution is determined under the following schedule:  
100% of the first 5% of eligible compensation deferred.

**Employer Retirement Savings Plan contributions**

- The plan provides for annual Employer Retirement Savings Plan contributions.

- The amount of your contribution is determined based upon your annual eligible compensation and your age using the following schedule:

Age 24 or under	3.5%
Age 25-34	4.0%
Age 35-44	5.0%
Age 45-49	6.0%
Age 50-54	7.0%
Age 55-59	8.0%
Age 60 or over	9.0%

**VESTING**

- You are fully – 100% – vested in all contributions made to the plan other than your matching and retirement savings contributions.
- The vesting schedule for your UCB Match contributions is:

<i>Vesting Years:</i>	1	2	3 or more
<b>Percentage of Ownership:</b>	33%	67%	100%

- The vesting schedule for your UCB Retirement Savings Plan contributions is:

<i>Vesting Years:</i>	1	2	3 or more
<b>Percentage of Ownership:</b>	0%	0%	100%

**INVESTMENT OPTIONS**

- Through your retirement plan, you are able to allocate contributions to a variety of investment options.

- You may speak with a Customer Service Center Representative to request a prospectus that contains more complete information, including management fees and other expenses. Please read the current prospectus(es) carefully before you invest. Past fund performance is no guarantee of future returns.
- For additional guidance in your retirement planning strategy, you may also consult with your Plan's financial advisor, Spectrum Investment Advisors at 1-800-242-4735 or at [www.spectruminvestor.com](http://www.spectruminvestor.com)

### **Default investment option**

If you do not choose where you would like contributions to your account to be invested; or your elections are not properly made, your contributions will be invested in the appropriate Vanguard Target Retirement Fund, based upon your date of birth.

Specific information on each Vanguard Target Retirement Fund is provided later in this Enrollment Kit.

### **PLAN LOANS**

- Loans are allowed from the plan in accordance with a participant loan program.
- A loan is allowed for any reason.
- The minimum loan amount is \$1,000. The maximum loan is 50% of your vested account balance, or \$50,000 less your highest outstanding loan balance during the past 12 months (whichever is less).
- You may have only two loans outstanding at a time.
- Loan principal and interest are paid back into your account, where they can grow on a tax-deferred basis. As long as you make timely loan repayments, you do not pay taxes or penalties on your loan amounts.
- Plan loans have a set-up fee that is charged to your account at the time the loan is made.

### **WITHDRAWALS**

- Withdrawals are allowed from employee pre-tax accounts and employee Roth 401(k) accounts: for any reason after age 59½ and at any age for hardship.
- Withdrawals are allowed from after-tax accounts: at any time and for any reason.

- Withdrawals are allowed from rollover accounts: at any time and for any reason.
- Withdrawals are allowed from employer matching accounts: for any reason after age 59½ and at any age for hardship.
- Financial hardship withdrawals are allowed only for the following purposes:
  - Tuition and related educational expenses (post-high school) for the next 12 months
  - The purchase of your primary residence;
  - Unreimbursed medical expenses;
  - To prevent eviction or foreclosure from a principal residence;
  - Payment for burial expenses of your parent(s), spouse(s), children, or dependents; or
  - Expenses for the repair of damage to your principal residence.

You may be required to pay a 10% IRS penalty for "early withdrawal" if you are under age 59½, in addition to regular income taxes. See the Summary Plan Description for additional information.

### **DISTRIBUTIONS**

Distributions are allowed in the event of the following:

- Termination of employment
- Retirement
- Disability
- Death

Available payment forms: lump-sum distributions, rollovers, and installments for requirement minimum distributions only. Before you receive your distribution, information will be sent to you regarding the tax consequences of your distribution. You may be required to pay a 10% penalty for early withdrawal if you are under age 59½, in addition to regular income taxes. You may receive all of your contributions and vested employer contributions (if any), as well as earnings on those contributions, upon termination.

## **24-HOUR ACCOUNT ACCESS**

You can access account information or make changes to your investments anytime at [www.mykplan.com](http://www.mykplan.com) for the following:

- Enrollment information
- Account balance information
- Fund information
- Transfer current account balances from one fund to another at the then-current net asset value
- Change how future contributions will be invested
- Change your contribution percentage
- Rollover information
- Stop contributions, and
- Loan information and processing.

You will receive written confirmation of your transaction within approximately five business days of the transaction. Transaction requests made by 4:00 p.m. Eastern Time, will generally receive that business day's closing price. Requests made after 4:00 p.m., Eastern Time, or on weekends or holidays, will receive the next business day's closing price.

## **MORE INFORMATION**

- You will receive account statements on a quarterly basis.
- An informational newsletter containing retirement planning/investment information will be included with your quarterly statements.
- If you have questions about your retirement plan or need account information, you can speak with a Customer Service Center Representative. Representatives are available Monday through Friday, 8 a.m. to 9 p.m., Eastern Time, by calling 1-800-541-7705.
- You can also access calculators and a wealth of retirement plan information at [www.mykplan.com](http://www.mykplan.com).