

# Cycle to Work

This initiative helps you save money on your purchase of a new 'work' bike, spreading the cost over monthly tax-free instalments taken from your gross salary.

Please read the information herein, and direct any questions to your employing company HR Advisor.

## Cycle to Work explained...

### CHOOSE YOUR PRODUCTS

Choose your perfect bike & accessories and apply for that value. You can apply for up to

**£1000!**



### SPREAD THE REDUCED COST

You'll then make **huge savings** on that value and spread the cost - No need to worry about a one off payment!



### ENJOY THE BENEFITS

Enjoy a happier, healthier life while saving money, time and helping the environment



## HOW MUCH DOES IT COST?

If you apply for	£100	£500	£1,000
RRP Monthly Cost*	£8.33	£41.67	£83.33
<b>CYCLE2WORK MONTHLY COST</b>	<b>£5.67</b>	<b>£28.33</b>	<b>£56.67</b>
<b>CYCLE2WORK TOTAL COST</b>	<b>£68</b>	<b>£340</b>	<b>£680</b>

\*Please note this is the amount that will appear on your payslip  
Based on a Basic Rate Tax Payer on a 12 month hire agreement

For an accurate quote, use our **Savings Calculator** on [www.cycle2work.info/bikes/savings-calculator](http://www.cycle2work.info/bikes/savings-calculator)

## Cycle to Work - A step by step guide

# 1 CHOOSE VALUE



You need to know how much you'd like to apply for **before** you start making your Cycle2Work application. Browse online or in-store to get an idea for your budget. Don't forget to use our **Savings Calculator** to see exactly how much you'll pay!

## 2 SIGN UP



Now you've got your budget, sign up at [www.cycle2work.info](http://www.cycle2work.info) using your name, email address and employer code which is

**PONTICELLIC2W**

## 2 SIGN UP




Now you've got your budget, sign up at [www.cycle2work.info](http://www.cycle2work.info) using your name, email address and employer code which is

**SEMCOC2W**


To sign-up visit [www.cycle2work.info](http://www.cycle2work.info) and apply using your employer code, either:  
**PONTICELLIC2W or SEMCOC2W.**

### 3 VERIFICATION



You should almost instantly get an email asking you to verify your email address and complete your Cycle2Work application. All you need to do is **click the link** in the email!

### 4 COMPLETE APPLICATION



This will take you to our website to **finish off your application**, agree to your hire agreement and agree to a salary sacrifice.

5

## APPROVAL



Your application will now be sent off to **your employer**, and someone within your organisation will either **Approve, Reject** or **Refer** your application.

## What does my application status mean?



Your employer has accepted your application and your Letter of Collection should be with you shortly!



Your application was unsuccessful. Your employer should have given you a sufficient reason why.



You are not eligible for the typical Cycle2Work scheme – but we have some great alternative options for you! Just follow the instructions on the email you received confirming you were referred.

6

## RECEIVE LoC



**Your application has been approved!**  
You will now receive your Letter of Collection by email – along with all of the exclusive benefits you get for being a Cycle2Work customer!

7

## REDEMPTION



halfords

INDEPENDENT BIKE SHOPS

Redeem your bike and accessories in-store or online at **Halfords, Tredz** or one of the **independent bike shops** we work with. All you need to do is present your LoC and ID at the till - either print it off or show your LoC on your phone! Prefer to shop online? Redeem at [www.tredz.co.uk](http://www.tredz.co.uk) or order your bike and accessories on [www.halfords.com](http://www.halfords.com) for Click & Collect in-store.



**HAPPY CYCLING!**

## Where can I shop?

You can choose your new bike and accessories from hundreds of brands in-store or online from **Halfords, Tredz**, or one of the **independent bike shops** we work with.

apollo



BROMPTON



carrera

CUBE

DAWES

BASSO

BOARDMAN

GENESIS

cannondale

GIANT

GT

Gtech

HAIBIHE

KONA

LAPIERRE

Liv

NUKEPROOF

Orange

ORBEA

Pashley

Pendleton

Quella

FRALEIGH

RIBBLE

SPECIALIZED

TREK

VOODOO

## FAQs

PONTICELLI

BRAND

SEMCO

Your HR Advisor can help...



[Nabeila Foggo](#)

HR Advisor - PONTICELLI



[Daisy Philp](#)

HR Advisor - SEMCO

**BRAND** already offer this benefit. **BRAND** employees, please direct all enquires to:



[Hollie Davidson](#)

HR ADVISOR - BRAND

# Cycling Safety

*We can't enforce your wearing a cycling helmet ...but we  
100% recommend that you do!*

Wearing a helmet is recommended and very common with regular cyclists. It is not a legal requirement however, although **The Highway Code** does suggest it.

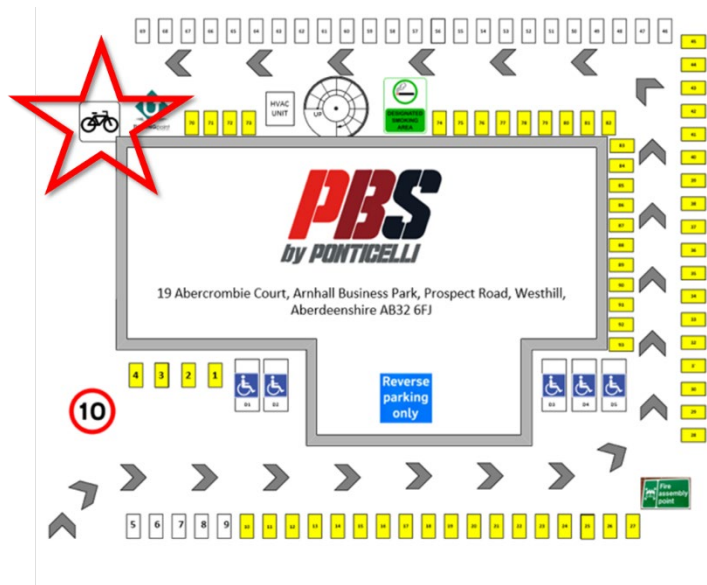
A major study of bike helmet use around the world taken from more than 64,000 cyclists has found cycle helmets reduce the risk of:

- **Head injury by 51%**
- **Serious head injury by 69%**
- **Face injury by 33%**
- **Fatal head injury by 65%**

Modern cycle helmets are very light, comfortable and easy to wear. The chances of a bike helmet saving your life, or at least reducing the severity of an injury, are certainly high enough to make it worth wearing one.

## We're ready for you!

There's bicycle parking to the rear of our  
PBS HQ at Abercrombie Court...



---

A bicycle pump and puncture kit are held at reception to allow you to manage the unexpected.

**Stay safe out there!**

