



ARF / AMRF helpful tips



We understand that your aim is to establish your customers ARF or AMRF as quickly and efficiently as possible. To help you do this we've put together a support guide.

For all cases we will need a fully completed application via PORTUS

Additional Requirements

1. Self Invested Fund

Is your customer investing in the Self Invested Fund (SIF) facility? If so, we require a fully completed Investment Instruction Form (IIF). If this is not provided, funds will automatically be placed in liquidity until the completed IIF has been received. This means that the customer may lose out on potential investment returns or possibly miss a closing date or rate for a relevant investment.

Please note SIF investment in ARF/AMRF arrangements is subject to a minimum investment of €20,000.

2. Eligibility for ARF

We require evidence of the customer's eligibility to invest in an ARF arrangement e.g:

1. Customer is receiving a minimum of €12,700 a year guaranteed pension income
 - Evidence of income can include a copy of a payslip, letter from an annuity provider or confirmation of state pension
2. Customer has already invested €63,500 in an Annuity or AMRF
 - Evidence of this investment from the relevant life office
3. Customer is age 75 or above
 - Evidence of age should be submitted i.e. certified copy of passport or driving license

If funds are coming from an existing ARF arrangement or from the proceeds of a death benefit from the original ARF/AMRF holder, this will need to be confirmed on the relevant Source of Investment Certificate

3. Source of Investment Certificate

We will always require a completed Source of Investment Certificate in respect of funds being used to establish the ARF or AMRF arrangement. This should be completed by the relevant life office / QFM and submitted to Irish Life. Copies of the Irish Life Source of Investment Certificate can be accessed on www.blinc.ie.

Source of Funds	Who Completes Certificate of Investment Source
Irish Life Retail plan	Irish Life
Irish Life Corporate Business plan	Trustees of the scheme
External Life Office	Transferring Life Office or QFM / Trustees of scheme

4. Willing and Able Confirmation

In most circumstances we will be required to issue confirmation to the originating life office / QFM that we are willing and able to accept the relevant funds. Please let us know at the earliest opportunity so that we may arrange for this to be issued without delay.

5. Additional Trustee Declaration

This is required where the initial investment is from a Company Pension, AVC arrangement, or any pension arrangement where there is a trustee.

Section 11 of the application form, must be completed by the trustees. The Revenue approval number of the scheme should also be noted on the declarations booklet.

6. Source of Funds

Where funds are coming from an existing Irish Life arrangement, we will require a separate instruction to transfer the funds to the new ARF/AMRF.

Existing Irish Life ARF/AMRF/Vested PRSA

Written customer instruction to transfer - unfortunately we cannot accept the new ARF/AMRF application as an instruction to transfer. This must be received as a separate and specific signed customer request.

Existing Irish Life Pre Retirement Pension Plan

Where the source of funds is a pension plan, this plan must be claimed, and as such both New Business and Claim requirements will need to be met before investment can be finalised in the receiving ARF/AMRF.

Claim Requirements

Claim requirements differ depending upon the type of pension plan being claimed, but fall into two general categories:

- Personal/PRSA
- Company/AVC

We have outlined below a brief summary of the requirements under each category.

Personal/PRSA

- Completed Personal and PRSA Retirement Claim Form – completed by customer
- Evidence of Age – copy of passport, driving license or birth certificate

Company/AVC

- Completed Company Retirement Claim Form – completed by both customer and trustee
- Evidence of Age
- P60s/Accountants Letter confirming salary for proprietary directors

Once you are happy that all requirements have been completed and wish to proceed with establishing the arrangement you can upload the documents on www.portus.ie

Phone: 01 704 1872
Fax: 01 242 2911
E-Mail: pensionsnewbusiness@irishlife.ie
Post: Pension New Business
Irish Life
Lower Abbey St
Dublin 1

In the interest of Customer Service, Irish Life Assurance plc will record and monitor calls.

Irish Life Assurance plc is regulated by the Central Bank of Ireland.