



**Irish Life**



# Complete Solutions Personal Retirement Savings Account

## Customer Application Booklet

## Product Selection

Please select which product you require

**Complete Solutions PRSA Standard plan** ☐

The Complete Solutions PRSA Standard product is an approved Standard PRSA contract as defined under Section 91 of the Pensions Act, 1990 as amended.

How many PRSA Standard plans do you wish to set up?  (1 to 10)**Complete Solutions PRSA Options plan** ☐

The Complete Solutions PRSA Options product is an approved PRSA contract, as defined under Section 91 of the Pensions Act, 1990 as amended.

It is not a Standard PRSA.

How many PRSA Options plans do you wish to set up?  (1 to 10)

## Customer Consents

I declare that I consent to Irish Life Assurance plc (the company)

**Data Protection Consents**

- A** Processing and holding (online or otherwise) all information disclosed by me, or on my behalf, including personal data for the purposes of issuing and administering all aspects of the plan. ☐
- B** Disclosing my personal data to persons necessary in connection with the above purposes, to regulatory authorities or as required by law, to other companies in the Irish Life Group and to any person to whom the plan may be assigned. We will use this information you give here to process your application. You have the right to access, update and rectify your personal details by writing to the Customer Service Team at Irish Life, Lower Abbey Street, Dublin 1. ☐

## Personal Details (please complete in BLOCK CAPITALS)

Last name	<input type="text"/>	First name	<input type="text"/>
Date of Birth	<input type="text"/> dd / <input type="text"/> mm / <input type="text"/> yyyy	Gender	Male <input type="radio"/> Female <input type="radio"/>
Financial Adviser	<input type="text"/>	Code	<input type="text"/>

## Additional Information

1. Do you intend to use your PRSA for Additional Voluntary Contributions (AVCs) to an occupational pension scheme? Yes ☐ No ☐  
 If Yes, when did you start this employment?  dd /  mm /  yyyy  
 You will be asked more information about your current scheme. Please also read 'Notes on on-line application' regarding AVCs.  
 Q2 and 3 to be completed if your adviser is an Irish Life Financial Adviser, or is a tied agent of Irish Life.
2. If you intend paying AVCs, is the Supplementary Factfind for members of Occupational Pension Schemes completed? Yes ☐ No ☐

**Business Replacement**

3. Does this proposal replace or partially replace another policy (with us or any other company) which has been cancelled or reduced? Yes ☐ No ☐  
 If this is answered Yes, please complete a Business Replacement Summary Form.

## Declaration under Article 3(5) of Personal Retirement Savings Accounts (Disclosure) Regulations 2002

**WARNING**

If you propose to enter into your PRSA contract(s) in complete or partial replacement of an existing PRSA contract or a retirement annuity contract, please take special care to satisfy yourself that this PRSA contract(s) meets your needs. In particular, please make sure that you are aware of the financial consequences of replacing your existing PRSA contract or retirement annuity contract. If you are in doubt about this, please contact your PRSA provider.

**Declaration of PRSA provider or intermediary**

I hereby declare that in accordance with Article 3 of the Personal Retirement Savings Accounts (Disclosure) Regulations 2002, a Preliminary Disclosure Certificate has been provided to \* and that I have advised the person concerned as to the financial consequences of replacing an existing PRSA contract by cancellation or deduction and of possible financial loss as a result of such a replacement. \*Insert name of person concerned

Signed  X  
 Name of PRSA provider or Intermediary

Date  dd /  mm /  yyyy

Have you received your Consumer Protection Code PRSA Leaflet?

Yes ☐ No ☐

**Declaration of person or contributor**

I confirm that I have received in writing the information specified in the above declaration.

Signed  X  
 Name of client

Date  dd /  mm /  yyyy

## Declaration to Irish Life

I hereby agree that the contract(s) proposed between me and Irish Life Assurance plc will be based on the declarations and consents made by me in this booklet (including this declaration), my online application form completed and recorded under unique proposal number (s) below and all terms and conditions furnished to me by Irish Life. I have read the notes relating to my online application.

Proposal Numbers  /  /  /  /  /  /  /  /  /

I declare that all the answers to all my questions in my online application form are true and correct. I understand that this contract(s) will not start until you have accepted my application.

I understand that units will be purchased for me at the next offer price after the application start date. I understand that this contract(s) shall not be capable of being surrendered, commuted or assigned except as provided under Chapter 2A of Part 30 of the Taxes Consolidation Act 1997.

I agree that where I have selected fund(s) in my online application other than the Default Investment Strategy (Annuity) or the Default Investment Strategy (ARF), I am providing written confirmation that I do not wish to avail of either Default Investment Strategy.

I agree that Irish Life may get information in respect of any transfer value contribution amount from the transferring Trustees/Life Office and I authorise them to give Irish Life this information.

Where applicable, I, as an employee, consent to my employer having access to my application in order to facilitate the deduction of my personal contributions from my salary. I also understand that the commencement date of the contract(s) and the timing of any subsequent changes to contributions will be subject to my employer making the necessary changes in my payroll.

Where I am paying additional voluntary contributions into my PRSA(s), I understand that although this PRSA(s) is separate from my employer's main pension scheme, Irish Life is obliged to pay out the fund in line with the maximum benefits allowed by the Revenue Commissioners (if still used as an AVC at that time). Benefits under this PRSA must be paid out at the same time as I take benefits under my employer's scheme (if still being used as an AVC option at that time).

I must notify Irish Life if I leave the above occupational pension scheme; change the amount I am paying into that scheme or my salary decreases significantly or if there is any significant change to the benefits from my main scheme.

Signature

Date  /  /

Name of client

## SEPA Direct Debit Mandate



Please complete all the fields below marked \* and return this mandate to the Creditor

UMR

Creditor Identifier

## Name and address of the payer:

\* Debtor Name

Debtor Address

\* Debtor Bank Identifier Code (BIC)

\* IBAN

(Account Number)

Type of payment Recurrent ☒ or One Off Payment ☐

Creditor's name and address

By signing this mandate form, you authorise (A) Irish Life to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Irish Life. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

\* Signature(s)

\* Date of signing  /  /

This direct debit mandate should be completed by the customer where contributions are to be paid regularly from their own bank account.

It should not be completed by the employer, or where deductions are made from the customer's salary before tax.

### For Irish Life Information purposes only

Plan Number (max 18 characters)

Person(s) on whose behalf  
payment is being made

Direct Debit collection date

of the month (1st to 28th only)

Payment frequency

Monthly

☐

Quarterly

☐

Half Yearly

☐

Yearly

☐

Please sign and date

## Non-standard Personal Retirement Savings Account

### DECLARATION

TO BE COMPLETED BY THE VENDOR (WHETHER PRODUCT PRODUCER OR INTERMEDIARY).

Name of Consumer to whom a non-Standard PRSA has been offered or recommended: (Print name in BLOCK CAPITAL LETTERS)

**Name of Non-Standard PRSA offered to the Consumer:** Complete Solutions PRSA Options

**Name of Non-Standard PRSA Product Producer:** Irish Life Assurance plc.

- a) I declare that I have explained to this consumer that there are differences between a Non-Standard PRSA and Standard PRSA, and focused on the fact that the charges may be higher and the investment risks are greater for this non-Standard PRSA.
- b) I declare that in my opinion it is in the best interest of the above named consumer to purchase this non-Standard PRSA.
- c) I declare that in my opinion the non-Standard PRSA I have offered/recommended to the above named consumer is the PRSA product most suited to this consumer from among all those I am able to provide.

Signature of Salesperson:

X

Name of Salesperson (in block capitals):

Position Held:

Name of Regulated Entity:

Date of completion of the declaration:

## Irish Life PRSA Payroll Deduction Authority

To be completed by the Employer for each employee in respect of any new or changed deduction arrangements

**Important:** Completion of this form signifies that the deductions described have already been (or will be) put into effect by the Employer without further confirmation from Irish Life. The PRSA will be started/modified to reflect these payroll deductions.

### Company details (please complete in BLOCK CAPITALS)

Name

Address

Employers tax reference number

### Employee details (please complete in BLOCK CAPITALS)

Name of Employee

Employee payroll number

Irish Life PRSA number

NB: PRSAs only please - no other policy types are payable by payroll deduction

### Type of change

If regular contribution:

To be paid by Employer

€

To be paid by Employee

€

Total

€



per week

per fortnight

per month

#### Note

Cheques for single contributions should be made payable to "Irish Life Assurance plc". Single contributions cannot be paid by direct debit.

### Type of change

If one-off single contribution:

Employer

€

Employee

€

### Effective payroll date

Date on which payroll deductions are to take effect

#### Note

In the month following the month of payroll deduction: 1 The requested changes to Irish Life PRSA plans will be processed. 2 The corresponding direct debit adjustment on the Employer's bank will take effect.

### Payroll administrator details

Signed

X

Signature of person duly authorised to sign for and on behalf of the employer.

Contact phone number

Email address

# Notes on the online application

## Eligibility

You must be an Irish resident for tax purposes. Your self-employment, employment, or occupation must be liable to tax under schedule D or E in the Republic of Ireland in order to claim tax relief on premiums paid into this PRSA.

You may be able to take out a PRSA AVC if you are a member of an occupational pension scheme with your employer. Please talk to your financial adviser.

## Proof of age

We require evidence of age in all cases. This can be your birth certificate, passport or driving license. If your surname has changed, we require evidence of your change of name (for example marriage certificate, deed poll etc.)

## Proof of Personal Public Service Number (PPSN)

We require confirmation of your PPSN to ensure that we can fulfil our reporting requirements with the Pensions Board and the Revenue Commissioners.

## Automatic increase of contributions

Contributions will increase in line with inflation or a rate set by Irish Life (at present 5%) whichever is higher. This facility is not available in cases where contributions are paid through payroll deduction. Any extra increases in contributions required must be applied for separately.

## Transfer Values

A transfer application form must be completed by the life office/trustee transferring the assets and submitted with this application form.

## Fund restrictions

Transfers out of the Capital Protection Fund may have a Market Value Adjuster applied. This would not be applied if you retire on the plan maturity date or in certain other circumstances. More information is available from your financial adviser.

## Payroll Deduction Authority

If contributions are being deducted by your employer from your salary before tax, please ensure the Irish Life Payroll Deduction Authority in this booklet is completed by your employer and remitted with this application form. Where contributions are deducted from your salary, the effective date of this PRSA plan will be the month following the month of first payroll deduction.

Your employer can take contributions from your salary whenever you are paid. This could be every week, fortnight or month. We will then take this contribution from your employer's bank account. Please note that your plan will be monthly-paid and we will collect contributions from your employer every month.

For example, if you are paid weekly and decide to make regular contributions of €60, we multiply €60 by 52 (weeks in a year) and divide it by 12 (months in a year). Your plan will then be set up for €260 every month and we will collect this from your employer's bank account every month by direct debit.

Therefore, at certain times, deductions made from your payroll may be held in your employer's bank account for a short-period before they are sent to us and invested in your plan. Contributions are invested on the day we receive them.

## Default Investment Strategy (Annuity)

If you choose the Default Investment Strategy (Annuity) you will initially be invested in the Consensus Equity Fund until you are 15 years away from your chosen retirement date. Your fund and future contributions will then be moved into the Consensus Fund. If you have less than 15 years to go to retirement when you take out this PRSA your contributions will be invested initially in the Consensus Fund.

When you are 5 years away from your chosen retirement date your fund will gradually be switched into the Pension Protection Fund and Cash Fund. Please see your product booklet for full details.

## Default Investment Strategy (ARF)

If you choose the Default Investment Strategy (ARF) your investment fund will initially be invested in the Consensus Equity Fund until you are fifteen years from your chosen retirement date. At this date your investment funds will automatically be switched into the Consensus Fund until your chosen retirement date. Please see your product booklet for full details.

## Annuity Lifestyle Option

If you choose the Annuity Lifestyle Option you must choose which investment funds you want to be invested in initially. When you are five years from your chosen retirement date we will switch your fund and future contributions into the Consensus Fund. We will gradually switch your fund and future contributions into the Pension Protection Fund and the Cash Fund. Please see your product booklet for full details.

## ARF Lifestyle Option

If you choose the ARF Lifestyle Option you must choose which investment funds you want to be invested in initially. When you are within 5 years from your chosen retirement age you will automatically be switched into the Consensus Fund until your chosen retirement date. Please see your product booklet for full details.

## If you intend to pay Additional Voluntary Contributions

If you are a member of a defined benefit Occupational Pension Scheme, this application is not suitable. You will be required to complete a different form. Please also note that we can only accept AVCs linked to Defined Benefit Schemes if your financial adviser is an independent intermediary. We do not accept such AVCs where your adviser is an Irish Life Adviser or is a tied agent of Irish Life.



# Irish Life

## Contact us:

Write to us: Lower Abbey Street, Dublin 1, Ireland

Phone us: 01 704 1404

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Website: [www.irishlife.ie](http://www.irishlife.ie)

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In the interest of customer service we will record and monitor calls.

Irish Life Assurance plc is regulated by the Central Bank of Ireland. Irish Life Assurance plc, registered in Ireland number 152576, VAT number 9F55923G.