

PORTUS - TRANSFER IN REQUIREMENTS

This document outlines the requirements for a Transfer In of funds to a New or Existing Portus Pension Product.

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Important Points to Note

Company Pensions

Company pensions cannot accept a transfer of funds until they have been Revenue Approved. Irish Life will not issue willing and able confirmation to a transferring life office until this Revenue Approval has been received.

Transfers into a Company pension, will require explicit confirmation from the trustees of the receiving scheme that they are willing to accept the transfer into the scheme.

Self-Invested Fund

Please be aware that where transferring funds are invested in the Self Invested Fund, they may require disinvestment from underlying investments such as deposits. This will usually mean an additional number of days to finalise the transaction. It may also mean completion of a separate Investment Instruction Form. If in doubt, please contact the Self Invested Fund Team.

Personal Pension to Personal Pension

Requirements:

Internal Transfer into new PORTUS Personal Pension

- 1) Completed PORTUS Personal Pension submission
- 2) Customer instruction to transfer the existing plan
- 3) [Investment Instruction Form](#) (SIF cases only)

Internal Transfer into existing PORTUS Personal Pension

- 1) Completed [PORTUS Personal Pension Transfer In Form](#)
- 2) [Investment Instruction Form](#) (SIF cases only)

External Transfer into PORTUS Personal Pension

- 1) Completed PORTUS Personal Pension submission (if a new plan)
- 2) Completed [PORTUS Personal Pension Transfer In Form \(if an existing plan\)](#)
- 3) [Investment Instruction Form](#) (SIF cases only)
- 4) Transferring Life Office Requirements
 - a. [Additional Information from transferring life office](#)
 - i. We will request this from the transferring life office when issuing our willing and able confirmation.
 - b. Transferring funds from life office

PRSA to Company Pension

Remember:

- The Company pension must be set up and Revenue Approved before any transfer can take place.
- Revenue Approval cannot be applied for until one day after the start date of the plan.

Requirements:

Internal Transfer into new PORTUS Company Plan

- 1) [PRSA Transfer Out Form](#)
 - a. (must be signed by Trustee of receiving scheme as acceptance of transfer)
- 2) Completed PORTUS Company Pension submission
- 3) [Investment Instruction Form](#) (SIF Cases Only)

Internal Transfer into existing PORTUS Company Plan

- 1) [PRSA Transfer Out Form](#)
 - a. (must be signed by Trustee of receiving scheme as acceptance of transfer)
- 2) Fund Choice & Commission Profile
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into Irish Life

- 1) Completed PORTUS Company Pension submission (if new case)
- 2) Fund Choice & Commission Profile (if an existing plan)
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)
- 5) Transferring Life Office Requirements
 - a. [Additional Information from transferring life office](#)
 - b. Transferring funds from life office

Company Pension to Company Pension (Same Employment)

Remember:

- The Company pension must be set up and Revenue Approved before any transfer can take place.
- Revenue Approval cannot be applied for until one day after the start date of the plan.

Requirements:

Internal Transfer into New Company Plan

- 1) Completed PORTUS Company Pension submission
- 2) Trustee instruction to transfer the existing plan
 - a. [Company Pension Trustee Declaration](#)
- 3) [Investment Instruction Form](#) (SIF Cases Only)

Internal Transfer into Existing Company Plan

- 1) Trustee instruction to transfer the existing plan
- 2) Fund Choice & Commission Profile
- 3) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into Irish Life

- 1) Completed PORTUS Company Pension submission (if new case)
- 2) Fund Choice & Commission Profile (if an existing plan)
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)
- 5) Transferring Life Office
 - a. [Additional Information From Transferring Scheme](#)
 - i. We will request this from the transferring life office/trustees when issuing our willing and able confirmation
 - b. Transferring funds from life office

Company Pension to Company Pension (Different Employment)

Remember:

- Company pension must be set up and Revenue Approved before any transfer can take place.
- Revenue Approval cannot be applied for until after the start date of the plan.
- The company pension scheme can only accept transfers from a different employment where the member has left service with that employment.

Requirements:

Internal Transfer into New Company Plan

- 1) Completed PORTUS Company Pension submission
- 2) [Occupational Transfer Out Claim Form](#)
- 3) [Investment Instruction Form](#) (SIF Cases Only)

Internal Transfer into Existing Company Plan

- 1) Fund Choice & Commission Profile
- 2) [Occupational Transfer Out Claim Form](#)
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into Irish Life

- 1) Completed PORTUS Company Pension submission (if new case)
- 2) Fund Choice & Commission Profile (if an existing plan)
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)
- 5) Transferring Life Office
 - a. [Additional Information From Transferring Scheme](#)
 - b. Transferring funds from life office

Company Pension to Personal Retirement Bond

Requirements:

Internal Transfer

- 1) Completed PORTUS PRB Submission
- 2) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into Irish Life

- 1) Completed PORTUS PRB submission
- 2) [Investment Instruction Form](#) (SIF Cases Only)
- 3) Transferring Life Office
 - a. [Additional Information From Transferring Scheme](#)
 - b. Transferring funds from life office

Points to Note:

The trustee signatory of the PRB Application Form will be verified to ensure that they are in fact eligible to sign as trustee of the transferring scheme. If the signatory details are not clear, further clarification may be required.

Personal Retirement Bond to Personal Retirement Bond

Requirements:

Internal Transfer – Retail PRB to New PORTUS PRB

- 1) Completed PORTUS PRB Submission – noting the transferring plan number
- 2) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into Irish Life (including transfer from Corporate PRBs)

- 1) Completed PORTUS PRB Submission
- 2) [Investment Instruction Form](#) (SIF Cases Only)
- 3) Transferring Life Offices
 - a. [Additional Information Form to be completed by the transferring life office](#)
 - b. Transferring Funds

Personal Retirement Bond to Company Pension

Remember:

- Company pension must be set up and Revenue Approved before any transfer can take place.
- Revenue Approval cannot be applied for until after the start date of the plan.

Requirements:

Internal Transfer – Retail PRB to New PORTUS Company Pension

- 1) Completed PORTUS Company Pension submission
- 2) Customer instruction to transfer the PRB to the new Company Pension
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)

Internal Transfer – Retail PRB to Existing PORTUS Company Pension

- 1) Fund Choice & Commission Profile
- 2) Customer instruction to transfer the PRB to the new Company Pension
- 3) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 4) [Investment Instruction Form](#) (SIF Cases Only)

External Transfer into New PORTUS Company Pension (including transfers from Corporate PRBs)

- 1) Completed PORTUS Company Pension submission
- 2) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 3) [Investment Instruction Form](#) (SIF Cases Only)
- 4) Transferring Life Office
 - a. [Additional Information from transferring life office](#)
 - b. Transferring Funds

External Transfer into Existing Retail Company Pension (including transfers from Corporate PRBs)

- 1) Fund Choice & Commission Profile
- 2) Confirmation from the trustees of receiving scheme willing to accept transfer
 - a. [Company Pension Trustee Declaration](#)
- 3) [Investment Instruction Form](#) (SIF Cases Only)
- 4) Transferring Life Office
 - a. [Additional Information from transferring life office](#)
 - b. Transferring Funds