



**Irish Life**

# TERMS OF BUSINESS

OF IRISH LIFE FINANCIAL SERVICES LTD

## CONTACT US



**IRISH LIFE FINANCIAL  
SERVICES LIMITED**  
**IRISH LIFE CENTRE**  
**LOWER ABBEY STREET**  
**DUBLIN 1**

**PHONE:** 01 704 1010

**YOU CAN PHONE US:**

Monday to Thursday - 8am to 8pm

Friday - 10am to 6pm

Saturday - 9am to 1pm

**THESE TERMS OF BUSINESS SET OUT HOW WE (IRISH LIFE FINANCIAL SERVICES LTD) (ILFS) WILL PROVIDE BUSINESS SERVICES TO YOU AS A CUSTOMER.**

- A** Our name, address, and contact details are set out at the top of this document.
- B** ILFS is a wholly owned subsidiary of Irish Life Group Ltd. which is part of the Great-West Lifeco group of companies.
- C** Irish Life Financial Services is registered to undertake insurance mediation under the European Union (Insurance Distribution) Regulations 2018, is separately authorised to advise on deposits, and is tied to Irish Life Assurance plc (Irish Life). The Register is available at [www.centralbank.ie](http://www.centralbank.ie). Irish Life Financial Services and Irish Life are regulated by the Central Bank of Ireland.

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**D** Irish Life Financial Services is subject to the Minimum Competency Code and Regulations 2017, the Fitness and Probity Standards 2014 and the Consumer Protection Code 2012 which can be viewed on [www.centralbank.ie](http://www.centralbank.ie).

**E** ILFS can arrange products and services including life assurance and deposits. If you take part in a financial review, we will advise you on the products detailed below. If you then agree to buy a product following a financial review, we will arrange your application for the product. Our advice will be based on the full and accurate completion of a factfind, which we will ask you to certify. The product(s) recommended to you will be based on our analysis of your needs. We will recommend a product only if we believe it is suitable for you but can recommend products only from the financial services providers below.

**F&G** We offer life insurance plans (including life assurance, specified illness cover, income protection, unit linked savings, investments, and pension plans), and Personal Retirement Savings Accounts (PRSAs) from Irish Life only. Through our agency with permanent tsb p.l.c. we also currently offer their deposit products. Currently we do not offer products from other financial

services providers.

**H** ILFS receives commission and other payments from Irish Life and permanent tsb when we distribute their products. These payments are included in the charges of your product. The full details of the commission ILFS receives for Life Assurance products (excluding Company Pension products) will be included in your Welcome Pack which is issued to you by Irish Life Assurance plc. Details of company pension and bank products commission are available upon request.

As well as offering advice when you take out a plan, ILFS will also assist you with your queries in relation to your plans and offer you a financial review every year in return for the remuneration we receive.

## **I DATA PRIVACY**

Before you give us your personal information it is important that you know what your data protection rights are and how and why we use your personal information. This is set out in the Irish Life Financial Services Data Privacy Notice. We need to collect and use your personal information to provide you with financial advice and to act as servicing agent on your plans.

We will keep your personal information for as long as we have

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a relationship with you and for any period after that required by law or as needed for complaints handling.

- J** We will be fair, honest and professional in all our business dealings with you. We will take reasonable steps to avoid conflicts of interest. However if there is a conflict of interest we will let you know before proceeding to provide any business service. If you have not been advised on any such conflict you can assume that none arises.
- K** ILFS will, if necessary, exercise its legal rights to receive any payments due to it, from customers for business services provided by it and to be reimbursed for any value obtained by it for customers arising from payments to it by customers which subsequently default. Irish Life Assurance plc may withdraw benefits on default of payments due under any products arranged for your benefit. Details of these provisions will be included in your product terms and conditions and at [www.irishlife.ie](http://www.irishlife.ie)
- L** If you complain about our service, this is our process:

We will deal with all complaints promptly, professionally and fairly. You can make a complaint by phone, email, fax, post or in person. You can contact us in any of the following ways:



- Phone our customer service team on **01 704 1010**;

- Write to us at;

**IRISH LIFE  
CUSTOMER COMPLAINTS  
MANAGEMENT TEAM**

Freepost  
Lower Abbey Street  
Dublin 1

- Send a fax to **704 1900**;
- Email us at **[customerservice@irishlife.ie](mailto:customerservice@irishlife.ie)**;

*or*

- Call to the  
**IRISH LIFE VISITOR CENTRE,**  
Lower Abbey Street  
Dublin 1

If you are writing, faxing or emailing your complaint, please provide your phone number so we can discuss your complaint with you. We aim to acknowledge your complaint within 5 business days of receiving it. Our target is to resolve all complaints within 15-20 business days. If this is not possible we will let you know when you can expect

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a full reply. You may refer your complaint to the Financial Services and Pensions Ombudsman.

**THEY CAN BE CONTACTED AT:**

**FINANCIAL SERVICES AND  
PENSIONS OMBUDSMAN**

Lincoln House, Lincoln Place,  
Dublin 2. D02 VH29.

Phone: 3531 567 7000

Email: [info@fspo.ie](mailto:info@fspo.ie)

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

**M** Irish Life Financial Services (ILFS) is a member of the compensation scheme established under the Investor Compensation Act 1998 ("ICA"). The ICA provided for the establishment of a scheme to compensate eligible investors when a loss is recognised under its terms when a member firm fails. However, you should be aware that a right to compensation would only arise where monies held by ILFS on your behalf had not been passed on to Irish Life Assurance plc. and cannot be returned to you and where a client falls within the definition of eligible investor contained in the ICA. (excludes Pension schemes) Maximum compensation payable by the Investor Compensation Company Ltd (ICCL) Scheme is 90% of the net loss recognised for the purposes of ICA, or €20,000 (whichever is the lesser figure). The scheme does not apply to any loss that may occur to your investment with Irish Life Assurance plc or any third party provider contracted to them.

**N** The effective date of these Terms of Business is 01 Oct 2018.

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# Irish Life

## CONTACT US

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**PHONE:** 01 704 2000

**FAX:** 01 704 1900

**WEBSITE:** [www.irishlife.ie](http://www.irishlife.ie)

**WRITE TO:** Irish Life Financial Services Ltd, Irish Life Centre, Lower Abbey Street, Dublin 1.

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

Irish Life Financial Services Ltd, Registered in Ireland number 489221, VAT number 9767681L.

Irish Life Financial Services Ltd is regulated by the Central Bank of Ireland.

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