Choosing your Retirement options

A To be completed by your Financial Advisor



Personal Retirement Savings Account (PRSA)

Thank you for investing your PRSA with Zurich Life Assurance plc (Zurich Life). As you approach retirement there are certain decisions you need to make about your retirement benefits. By completing and returning this form, you are instructing us as to how you wish to receive your retirement benefits. We recommend that you read this form carefully and seek professional financial advice prior to completing it.

Please ensure that all the details have been provided so that we can process your retirement benefits without delay. The checklist at the back is provided for this purpose.

Intermediary

	intermediary Name		Number	
	Financial Advisor Name			
Note: Please complete in BLOCK CAPITALS.	Your Personal I	Please sp Ms Other	pecify	
Note: Please provide a certified copy of	Forename:			
your original Birth Certificate (and Marriage Certificate/	Surname:			
Civil Partnership agreement, if applicable), passport or	Date of birth:			
driving licence.	PPS number:			
Special	Address:			
Instructions				
	Email address:			
	Contact phone numbers:	(home)		
		(mobile)		

Investment Notice

Please note that on receipt by Zurich Life of your Retirement Options Claim Form the proceeds of your PRSA contract are disinvested with immediate effect.

If there is an unforeseen delay of more than one month in processing your chosen retirement options, for example because of an outstanding requirement, then your maturity value will be increased in line with the corresponding increase (if applicable) in the Zurich Life Secure Fund over this period.

			7	116.	DDC A	
עש	Your	maturing	Zurich	ште	PRSA	contract(s)

Please list in the table below the contract number(s) of the Zurich Life PRSA(s) that are maturing. Please note that if you wish to mature a PRSA AVC then a separate form is required (please contact Zurich Life).

If you have more than one Zurich Life PRSA contract and are only taking benefits from one contract, then please insert the relevant contract number only.

Note that only contracts listed below will be matured.

Zurich Life PRSA contract number	Maturity value
	€
	€
	€
	€
	€
	€

Early Retirement

A PRSA contract can only be matured before age 60 (and after age 50, other than due to ill-health) where the contributions to the PRSA have been made in relation to a PAYE/Schedule E employment. In this situation, retirement before age 60 constitutes early retirement. As such you will have to provide proof of early retirement from employment (e.g. a P45 or confirmation from your employer of date of leaving service) before any early retirement benefits can be paid from your PRSA contract.

If you are a 20% Director and taking early retirement before age 60, all links with the business must be severed, including the disposal of all shares in the business. In this instance, please provide confirmation.

Note:

Zurich Life is only responsible for overseeing taxation requirements that may arise in the Republic of Ireland. Zurich Life is not responsible for any taxation issues (including penalties and/or interest) that may occur outside the Republic of Ireland for example in the UK or overseas

UK Transfers-in under QROPS (Qualifying Recognised Overseas Pension Scheme)

Do any of the policies currently being matured/transferred include any No amounts transferred-in from the UK approved under QROPS? Are you currently a UK resident? Have you been a UK resident at any time in the last five tax years?

Note: In the UK, a tax year runs from 6 April to the following 5 April.

Note: For direction on the UK tax residence rules, please contact your tax adviser or refer to www.hmrc.gov.uk for further information.

Important note:

If this section has not been completed, then Zurich Life will assume that the policies being matured do not include any amounts transferred in from the UK under QROPS.

Pension Adjustment Order or Notice to Trustees

(2) A Notice to Trustees has been issued in respect of any of the contracts?

In relation to any of the Zurich Life PRSA contracts listed in the table above and currently being matured, please confirm whether:

- 1 A Pension Adjustment Order has been issued, or is in the process of being issued, in respect of
- any of the PRSA contracts?

If you have answered YES to ① or ② above, then please provide a copy of the Pension Adjustment Order or a copy of the Notice to Trustees.

Important Note:

If this section has not been completed, then Zurich Life will assume that a Pension Adjustment Order or a Notice to Trustees has **NOT** been issued on these PRSA contract(s).

Retirement options - Read the six options and complete the one(s) relevant to your choice. All benefits are subject to revenue maximum allowable limits. Option 1 First, decide if you want to take I want to take a Retirement Lump Sum Yes a Retirement If YES, please fill in the below: **Lump Sum** of the maturity value. € I want to take a Retirement Lump Sum of (maximum 25%) Taking Option 1 Note: The maximum lifetime tax-free limit on retirement lump sums is €200,000. Where a lump sum (or lump sums) exceeds this tax-free limit the portion between €200,000 and €500,000 is subject to tax at the standard rate (currently 20%). The excess over €500,000 is subject to Income Tax, Pay Related Social Insurance (PRSI) (if applicable) and Universal Social Charge (USC). **Note:** For details on eligibility for an ARF see Note A on page five. **Payment Details** Please complete so that your lump sum can be paid by Electronic Fund Transfer (EFT) Account holder name(s) Name of Bank/Building Society **IBAN** Note: IBAN (International **SWIFT** Bank Account Number) and BIC Country account is based in (Bank Identification Code) details are included on bank Note 1: statements. If Zurich Life has not previously made a payment to the bank account noted above or we have not previously deducted premiums from the bank account specified, we will require verification of the account name and account details e.g. in the form of a bank statement. Note 2: A payment can only be made to a bank account within a SEPA listed country (the 28 EU member states plus Norway, Switzerland, Iceland, Monaco and Liechtenstein). Option(s) for remaining balance Please confirm the retirement option(s) for the remaining balance of your retirement fund (after payment of the Retirement Lump Sum) by selecting from Option 2 to Option 7 below. Please also provide any additional requirements and complete any required application form(s) based on your selected option(s).

Taking option 2

Option 2

I want to leave the remainder of my retirement fund invested in a PRSA with Zurich Life

I instruct and authorise Zurich Life to leave the remainder of my retirement fund (after payment of my Retirement Lump Sum) invested in my existing Zurich Life PRSA (also known as a Vested-PRSA). Yes No

Note: At a future stage if you wish to make a withdrawal from your Vested-PRSA, then you will have to demonstrate that you satisfied in full the **AMRF/Guaranteed Lifetime Income Requirement** (applicable at that time) before payment can be made. For more details see **Note A** on page 5.

Continued overleaf

(3) F	Retirement Options (continued)
Taking option 3	Option 3
laining spaising O	I want to invest in an ARF/AMRF with Zurich Life
	I instruct and authorise Zurich Life to invest
	value in a Zurich Life Approved Retirement Fund (ARF) / Approved Minimum Retirement Fund (AMRF) as per the
	instructions given on the enclosed ARF/AMRF Application Form . Note: For more details including eligibility requirements see Note A on page 5.
	Note: For more details including engishing requirements see Note X on page 5.
	Option 4
Taking option 4	
	I want to purchase an Annuity (Income for life) from Zurich Life
	I instruct and authorise Zurich Life to invest € or % of my PRSA maturity value
	to purchase an Annuity from Zurich Life as per the instructions given on the enclosed Annuity Application Form.
	Important Notes:
	The declared annuity rate could change if all claim requirements are not received within 14 days of the annuity quotation date.
	Zurich Life is required to deduct Income Tax & Universal Social Charge (USC) from any annuity payment(s)
	and account to the Revenue for such deductions.
Taking option E	Option 5
Taking option 5	I want to take a taxable Cash Payment
	(where the AMRF/Guaranteed Lifetime Income Eligibility Requirement, as described in Note A
	on page 5, has been met)
	I confirm that I satisfy the current AMRF/Guaranteed Lifetime Income Eligibility Requirement as detailed on page 5 and I attach the required confirmation of same. Yes No
	I instruct and authorise Zurich Life to issue a once-off taxable cash payment of €
	Important Note: Zurich Life is required to deduct Income Tax, PRSI and Universal Social Charge (USC) from any income withdrawals and account to the Revenue for such deductions. Please contact the Revenue Commissioners to arrange a Certificate of Tax Credits and Standard Rate Cut Off Point. Please quote registered number 9546074F. Unless this certificate is received, tax will be deducted at the higher rate.
Taking option 6	Option 6
	I want to take a taxable Cash Sum under the Triviality Rule
	I confirm that I am eligible to avail of a taxable cash sum under the Triviality Rule. Yes No
	I instruct and authorise Zurich Life to issue a once-off taxable cash payment of accordance with the Triviality Rule. in
	Important Notes: Where the residual fund of the policy is less than €30,000 and the taxable cash option is selected, Zurich Life is required to deduct Income Tax and Universal Social Charge (USC) from any income withdrawals and account to the Revenue for such deductions. Please contact the Revenue Commissioners to arrange a Certificate of Tax Credits and Standard Rate Cut Off Point. Please quote registered number 9546075H. Unless this certificate is received, tax will be deducted at the emergency rate.
	Alternatively, where the entire fund purchases an annuity of less than €330 per annum (single life, no escalation basis) the taxable payment can be paid out with the deduction of 10% tax. If an employee was in non-pensionable employment all retirement benefits relating to that employment must be taken into account for this calculation.

Continued overleaf

Option 7 I want to purchase an Annuity or Invest in an ARF/AMRF with another provider I instruct Zurich Life to transfer the PRSA maturity value to: 1 Purchase **an Annuity** in my name under the Open Market Annuity Option 2 Transfer to an Approved Retirement Fund (ARF)/ Approved Minimum Retirement Fund (AMRF) with another provider (Details as follows: Life Insurance Company or Qualifying Fund Manager payee name: Address of payee: Payee contact phone number: Payee policy reference number(s): Note A Approved Minimum Retirement Fund (AMRF) & Guaranteed Lifetime Income Requirement At every maturity/retirement from a PRSA, where Option 3 (Approved Retirement Fund [ARF]) or Option 5 (Taxable Cash Payment) is selected, Zurich Life is required to check that the AMRF/Guaranteed Lifetime Income Requirement has been satisfied in full (with Zurich Life or any Life Insurance Company/Qualifying Fund Manager [QFM]). Details of the AMRF and Guaranteed Income must be provided. **Eligibility Requirements** If you are under age 75 and wish to avail of the above options then Zurich Life requires proof of the existence of: ① An AMRF with an investment amount of €63,500. Please enclose confirmation of this AMRF from the QFM or Life insurance Company. ② A Guaranteed Lifetime Income of €12,700 per annum. Please enclose confirmation of this income in the form of a payslip or a letter from the organisation(s) paying this income. **Additional Information**

Retirement Options (continued)

Taking option 7

G Declaration by Contract Holder (to be completed in all cases) (i) Data Protection Notice Zurich Life Assurance plc ('Zurich Life', 'we', 'our') is a member of Zurich Insurance Group ('the Group'). Zurich Life is the data controller for this contract under data protection legislation. Our Data Protection Notice ('Notice') for this product is detailed at the end of this form. Please read this carefully. By signing this form I confirm that I have read and understood the Data Protection Notice. (ii) Marketing Preferences In the future, we may have offers and news that we would like to share with you about our products and services and those of the Group or third parties. Please let us know your marketing preferences below: 1. I do not want to receive information about Zurich Life products and services by: Post Email SMS text message 2. I **do** want to receive information about Zurich Life products and services by: 3. I do want to receive information about Group or third party products and services by: Post Phone SMS text message Email If you wish to change your preferences you can contact us by phone on 01 799 2711, by email at customerservices@zurich.com, or by writing to Customer Services, Zurich Life Assurance plc, Zurich House, Frascati Road, Blackrock, FREEPOST, Co. Dublin. (iii) Contract Holder's Declaration I declare that to the best of my knowledge and belief the statements in this Retirement Options Form are true and complete (including any statements written down at my dictation), and I agree that this declaration shall be the basis for payment of benefits from my PRSA contract(s) with Zurich Life. I understand that where my total Retirement Lump Sum Payment(s) taken since 7th December 2005 exceeds €200,000 then Zurich Life will deduct standard rate Income Tax on the excess between €200,000 and €575,000 as detailed in Option 1 -Retirement Lump Sum Payment options. I understand that where my early retirement benefits are being taken from a PRSA between the ages of 50 and 60 (other than due to ill-health) then this is only allowed where I was an employee and have retired from my job. In this situation by signing this Declaration I confirm that I was a PAYE employee, taxed under Schedule E (and not a 20% Director or self-employed) and have now retired. I confirm that I have read and fully understand all parts of the above Declaration (parts (i), (ii) and (iii)). **PRSA Contract Holder** Signature of Contract Holder Please sign and date. X Date Witness Name (Please Print) Please sign and date. Signature of Witness X Date

Position or Relationship to Contract Holder

Details of other pension benefits

Benefit Crystallisation Event (BCE) Declaration

Required by Section 787R(4), Taxes Consolidation Act 1997

Please note that this BCE declaration **must** be completed and all questions **must** be answered. If this is not completed your claim may be delayed.

Please answer Yes or No to each question. Information in relation to payment of the State Pension from the Department of Social Protection is not required. 1. On or after 7 December 2005 have you received any retirement benefits e.g. lump sums, annuities, A(M)RF? 2. Are you currently in the process of claiming retirement benefits from other sources? Yes No 3. On or after 7 December 2005 did you transfer pension benefits to an overseas arrangement? 4. Have you any other pension policies and/or benefits relating to this or previous employments? If you have answered YES to any of the above questions, please provide details of your pension arrangements in the table on the following page. Please include full details of all Retirement Lump Sum Payments received from pension arrangements on or after 7 December 2005. This includes Retirement Lump Sum Payments received from pension arrangements on or after 7 December 2005. This includes Retirement Lump Sum Payments that are currently being taken/processed. Do you have a Personal Fund Threshold (PFT) Certificate, issued by Revenue? Yes No If YES, please enclose a copy with your completed Declaration. Where your PFT includes a defined benefit arrangement, please state the valuation factor used. Notes: Standard Fund Threshold (SFT): The Standard Fund Threshold (SFT) is the maximum pension fund you are allowed to take at retirement for tax purposes. This is a lifetime limit and includes all pension benefits taken since 7 December 2005. It is currently 62 million (as at May 2015). When taking retirement benefits, any amount over the SFT is subject to tax at 40%. However some of this tax can be offset if you have paid standard rate income ax on your retirement lump sum. • Personal Fund Threshold (PFT): if you had funds greater than 62 million on 1 January 2014, greater than 62.3 million on 7 December 2010, or greater than 65 million on 7 December 2005, you had the opportunity to apply to the Revenue Commissioners for a Personal Fund Threshold (PFT) based on the valu	Completed your claim may be delayed.					
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Name (please print) Signature						
Signature	Policy owner					
	Name (please print)					
	Signature					
Date						
	Date					

Declaration continued overleaf

B Details of other pension benefits (continued)

Please provide full information in the table below in respect of all current Pension Benefits and Retirement Lump Sum Payments taken since 7 December 2005 and any other pension arrangements where retirement benefits have yet to be taken (please use a separate sheet if necessary).

Information required

Please provide full details below and print in BLOCK CAPITALS.

If possible please also provide a copy of the letter sent to you from the Pension Scheme Administrator/Life Insurance Company confirming the benefits.

	Pension 1	Pension 2	Pension 3
Name of the scheme or pension arrangement:			
Administrator contact details:			
Policy or reference number:			
Type of pension arrangement e.g. PRSA, Personal Pension/ Retirement Annuity Contract, Superannuation/Company Pension Scheme:			
Date of entitlement to benefits:	D D M M Y Y	D D M M Y Y	D D M M Y Y
Maturity value when benefits were paid out: (See also Note above for type of pension arrangements.)			
Retirement Lump Sum paid (Taxable):	€	€	€
Retirement Lump Sum paid (Tax Free):	€	€	€
Amount of any transfer or payment to an overseas arrangement.	€	€	€
Contact details for the receiving pension arrangement:			
Amount or market value of any	€	€	€

Checklist



Please ensure that the following details have been provided so that Zurich Life can process your pension benefits without delay.

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Please tick 🗸
Have the "Special Instructions" and all Personal Details been fully completed, including details of all contracts being matured?
Have you provided certified copies of your original Birth Certificate (and Marriage Certificate/Civil Partnership Certificate, if applicable), passport or driving licence?
If you are an employee and taking early retirement before age 60, have you provided proof such as a copy of a P45 or confirmation from your employer of date of leaving service?
If you are a 20% Director and taking early retirement before age 60, have you provided confirmation that all links with the business have been severed, including the disposal of shares in the company?
Have full details been provided in respect of all Pension Benefits and Retirement Lump Sum payments taken since 7th December 2005 on the table on page 8?
Option 1 – have payment details been included?
Retirement Options
Retirement Lump Sum Option 1 – have you confirmed amount/percentage payable?
Remaining balance of Retirement Fund – have you confirmed the Retirement Option(s) for the remaining balance of your retirement fund from Option 2 to Option 7 ?
Have you provided any Additional Requirements and completed any required Application Form(s) based on the selected Option(s) – e.g. Annuity Application Form, AMRF/ARF Application Form?
If opting for an Approved Retirement Fund (ARF) Option 3 or Taxable Cash Payment Option 5 , have you provided proof of the existence of an Approved Minimum Retirement Fund (AMRF) from the Qualifying Fund Manager (QFM) or Life Insurance Company or proof of a Guaranteed Lifetime Income in the form of a payslip or a letter from the organisation(s) paying this income?
Pension Adjustment Order or Notice to Trustees
If a Pension Adjustment Order or a Notice to Trustees has been issued in respect of your benefits then please provide a copy of the Pension Adjustment Order or a copy of the Notice to Trustees if you have not already submitted it.
Declaration by Contract Holder
Has the Declaration by the contract holder (Section G) been signed, dated and witnessed?
Has the Benefit Crystallisation Event (BCE) Declaration (Section H) been completed in full, signed and dated?

Data Protection Notice

About this Notice

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about you. The purpose of this Notice is to set out some information on the collection and processing of your personal data. Further information can be obtained in our Privacy Policy which is available at www.zurich.ie/privacy-policy.

The Data we collect

We collect the following personal data ('Data') from you (unless you are a member of a group scheme, in which case we may collect the Data from your employer or the trustee of the scheme):

- Contact and identifying information such as title, name, address, email, telephone number, gender, marital status, date of birth, occupation, PPS number, nationality, country of residence and photographic identification. We require this Data to identify you, contact you, conduct a suitability assessment (in the event of a sale via a financial advisor employed by or tied to Zurich Life), to fulfil our contract with you and to comply with legal obligations (e.g. performance of anti-money laundering checks). For investment products we also collect your US citizen status and your Tax Identification Numbers from other countries (if applicable) which we require to comply with Revenue law. If you are a member of a group scheme, we may also collect your employer's details.
- Financial information such as bank details, credit/debit card details (where needed) and income details (where applicable). We require this Data so we can assess the premium to be paid, to fulfil our contract with you and to comply with legal obligations.
- Medical condition and health status for protection products and some pension and investment products which also offer life and serious illness benefits, we collect medical information relating to: personal habits (e.g. smoking or consumption of alcohol), prescription information and medical history. For pension products we may collect disability information (e.g. if you apply for an early retirement due to ill health). We require this Data so that we can fulfil our contract with you.
- Other sensitive information in certain cases, we may receive sensitive information from which it may be possible to infer
 your trade union membership, religious or political beliefs (e.g. if you are a member of a group scheme through a professional,
 trade, religious, community or political organisation). In addition, we may obtain information about your criminal record or civil
 litigation history in the process of preventing, detecting and investigating fraud. We may obtain your PEP (politically exposed
 person) status, which is necessary for compliance with anti-money laundering legislation.

Data collected from third parties

We may collect Data from third parties if you engage with us through a third party e.g. through a financial broker/advisor or, in the case of a group scheme, through your employer. We do this in order to fulfil our contract and provide services to you. We may also obtain Data from third parties so that we can assess a claim.

What do we do with your Data?

We collect and process this Data to manage and administer our relationship with you. We may use, process and store the Data, for the following purposes:

- Risk evaluation, product suitability, policy execution, premium setting, premium collection, claims assessment, claims
 processing, claims payment, to provide annual statements, to create trustee annual reports (in the context of group schemes),
 for statistical evaluation, for survey purposes or to otherwise ensure the Group service delivery. Zurich Life or other members of
 the Group may contact you in connection with these purposes. We do this in order to provide you with the services for which
 you have contracted with us.
- We may check the Data you have provided against international/economic or financial sanctions laws or regulated listings to
 comply with legal obligations (e.g. anti-fraud and anti-money laundering requirements) or otherwise to protect our legitimate
 interests and/or the legitimate interests of others.

Sharing of Data

In order to provide a seamless service, we may share your Data (where appropriate):

- With other companies in the Group such as branches, subsidiaries, affiliates within the Group, partners of the Group, coinsurance and reinsurance companies located in Ireland and abroad, including outside the European Economic Area ('EEA').
- If you apply for, or purchase, one of our products through a financial broker/advisor or another third party (e.g. your employer if you are a member of a group scheme), we will, as appropriate, correspond with that third party in relation to your products: this may result in us sharing your Data with that third party.
- Without your consent or without consulting you, when we believe that it is appropriate to comply with our legal obligations, a Court Order or to cooperate with State bodies (e.g. Revenue, the Central Bank, The Pensions Authority and law enforcement agencies).
- On the sale, transfer or reorganisation of our or our Group's business (or any part of it).
- With business partners, suppliers and sub-contractors with whom we work and/or engage (e.g. auditors, cloud service
 providers, medical professionals, third-party claim administrators and outsourced service providers) to assist us in carrying
 out business activities which are in our legitimate business interest and where such interests are not overridden by your
 interests
- · In order to enforce this Notice or other legal rights, to protect the security and safety of others, and to prevent fraud.

For further information with respect to the third parties that we may share Data with, please see our Privacy Policy which is available at www.zurich.ie/privacy-policy.

Continued overleaf

Data Protection Notice (continued)

Where transfers of Data take place outside the European Economic Area ("EEA"), we ensure that they are undertaken lawfully and in accordance with appropriate safeguards. Data may be transferred to, and stored outside the European Union ("EU") or EEA and in a country for which there is no adequacy decision relating to the safeguards for Personal Data from the European Commission. In such instances, appropriate safeguards are put in place to protect your Data. For further information with respect to the non-EU or non-EEA countries to which your Data may be transferred and for which there is no adequacy decision relating to the safeguards for Personal Data from the European Commission or for a copy of the safeguards put in place to protect your Data, please see our Privacy Policy which is available at www.zurich.ie/privacy-policy.

If you have any questions about your Data, you can contact our Data Protection Officer, free of charge, using the contact details below.

Marketing

Depending on the marketing preferences you have expressed in any application forms for our products or services, we may send you details of offers and news that we would like to share with you. Please note that you have the right to change your preferences at any time by contacting us by phone on 01 799 2711, by email at customerservices@zurich.com, or by writing to Customer Services, Zurich Life Assurance plc, Zurich House, Frascati Road, Blackrock, FREEPOST, Co. Dublin.

Data Retention

The time periods for which we retain your Data depend on the purposes for which we use it. We will keep your Data for no longer than is required or permitted. For more detail, see our Data Retention Policy at www.zurich.ie/privacy-policy.

Data Subject Rights

You have the following rights in relation to your Data which is held by Zurich Life:

- 1. To ask for details of your Data held by us.
- 2. To ask for a copy of your Data.
- 3. To have any inaccurate or misleading Data rectified.
- 4. To have your Data erased.
- 5. To restrict the processing of your Data in certain circumstances.
- 6. To object to the processing of your Data.
- 7. To transfer your Data to a third party.
- 8. A right not to be subject to automated decision making.
- 9. The right to receive notification of a Data breach.
- 10. Where processing is based on consent, the right to withdraw such consent.
- 11. The right to lodge a complaint to the Data Protection Commission.

If you wish to avail of these rights, a request must be submitted in writing to our Data Protection Officer. In order to protect your privacy, you may be asked to provide suitable proof of identification before we can process your request.

Our Data Protection Officer is contactable by phone, email, or post via:

- Zurich Life Customer Services on 01 799 2711
- dataprotectionofficer@zurich.ie
- Data Protection Officer, Zurich Life, Zurich House, Frascati Road, Blackrock, FREEPOST, Co. Dublin.

Privacy Policy

Please note that this Notice is not a stand-alone document and should be reviewed in conjunction with our Privacy Policy which is available at www.zurich.ie/privacy-policy.

Zurich Life Assurance plc Zurich House, Frascati Road, Blackrock, Co. Dublin, Ireland. Telephone: 01 283 1301 Fax: 01 283 1578 Website: www.zurich.ie Zurich Life Assurance plc is regulated by the Central Bank of Ireland.

The information contained herein is based on Zurich Life's understanding of current Revenue practice as at March 2019 and may change in the future.

Intended for distribution within the Republic of Ireland.

