

Strictly Private & Confidential

Salutation Firstname Surname
Address 1
Address 2
Address 3

[DATE]

Dear [MEMBER NAME]

Winding-Up and Transfer of Assets of the One-Member Arrangement(s) for:

Member Name: [NAME OF MEMBER]

Policy Number: <<POLICY NUMBER1>>,<<POLICY NUMBER2>>,

I write in respect of the above Scheme, established by us, [NAME OF EMPLOYER], (the 'Employer') on your behalf and which is administered by Zurich Life Assurance plc ('Zurich Life').

New legislative requirements for one-member arrangements ('OMAs') are due to come into force on 22nd April 2026. As your Scheme is an OMA, it will become subject to those requirements on that date.

To avoid the considerable time and costs of making your Scheme compliant with the new requirements, Zurich Life is assisting us to wind up your Scheme and transfer the assets to The Zurich Master Trust or another suitable alternative arrangement.

We are asking you to exercise your right (as the sole member of the Scheme) to direct us to wind-up the Scheme, so as to enable us, as trustee of the Scheme, to instruct Zurich Life to transfer the Scheme assets.

Please find enclosed a letter authorising this action, which should be signed by you and returned to us (the 'Member Letter').

The Member Letter should be returned by close of business on [DATE] (the 'Closing Date'), at which point we will confirm your instructions to Zurich Life. Zurich Life will then arrange for your Scheme to be wound up and the assets transferred to your new arrangement.

If the assets of your Scheme are transferred to The Zurich Master Trust, pension administration services will continue to be provided by Zurich Life. Unless otherwise advised, there will be no changes to the charges that apply or the funds/investment strategy that you are investing in as a result of the transfer to The Zurich Master Trust. If contributions are being made to your Scheme at the date of transfer, these will continue to be deducted and sent to The Zurich Master Trust as under your current Scheme. Once transferred to The Zurich Master Trust, Zurich Life will send you a welcome pack providing details of your new pension arrangement.

If you would prefer to request a transfer of your Scheme's assets to an alternative arrangement, including with another provider, then appropriate forms, completed by yourselves and (as applicable) by us, must also be provided to Zurich Life, together with the Member Letter, no later than the Closing Date. Where you request to transfer your Scheme's assets to an alternative arrangement then we would recommend that you seek independent financial advice before doing so.

If you have any questions about the wind-up or the transfer of assets to the Master Trust, please contact OneMemberTransition@zurich.com or speak to your advisor.

Yours sincerely

For and on behalf of [NAME OF EMPLOYER]

MEMBER LETTER TO TRUSTEE TERMINATING SCHEME

Employer Name
Address 1
Address 2
Address 3
Address 4
Address 5

[DATE]

Dear Employer

**Winding-Up of the One-Member Arrangement for [NAME OF MEMBER] (the “Scheme”)
Policy Number: <<POLICY NUMBER1>>,<<POLICY NUMBER2>>,**

I write in respect of the Scheme of which you are the trustee(s) and which is a retirement benefits scheme approved by the Revenue Commissioners under Chapter 1 of Part 30 of the Taxes Consolidation Act 1997 (as amended).

The rules of the Scheme do not provide for the winding-up of the Scheme and therefore, by this letter and in accordance with the provisions of Irish trusts law, **I am notifying you of the determination of the trusts of the Scheme with effect from the date of this letter.**

I acknowledge that, by virtue of this letter:

- the Scheme is now in wind up and that you will secure the benefits of the Scheme in accordance with the provisions of section 48(3) of the Pensions Act 1990, as amended or any applicable pension adjustment order and that, as a consequence, my consent will not be required as to the arrangement to which any of the benefits under the Scheme are transferred; and
- upon securing the benefits payable under the Scheme and having complied with all legal and regulatory requirements relating to the winding-up of an occupational pension scheme, I will cease to have any claim to benefits under the Scheme and you will be discharged from your duties as the trustee(s) of the scheme.

Yours sincerely

[NAME OF MEMBER]

Date: