

ZURICH LIFE ASSURANCE PLC.

> Trustee Training Course: Defined Contribution Pension Schemes

> > 10 April 2014

Zurich Life Assurance plc is regulated by the Central Bank of Ireland.







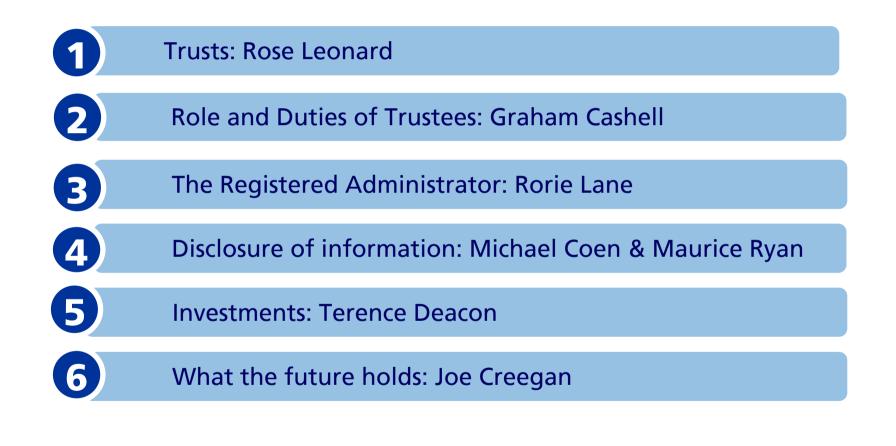
Trustee Training

Rose Leonard Head of Customer Relationship Management











Trustee Training Course Trustee Training Requirement



- Social Welfare and Pensions Act, 2008
- Employers required to arrange training
- Existing trustees: training every 2 years of 01/02/2010
- New trustees: within 6 months of their appointment
- All trustees: every 2 years thereafter

an NCT test for trustees



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Trustee Training Course



Trustee training

- Applies to all trustees
- If employer acting as trustee, then it applies to all directors of company
- One member arrangements also included
- Exemption for death in service <u>only</u> schemes but Pensions Board recommends all trustees should undergo training





What is a trust?

"A legal arrangement by which assets are held, managed and controlled by certain persons, called trustees, for the benefit of other persons, called beneficiaries"



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- The Trust Deed & Rules detail the terms and conditions of the scheme
- Elements of the Deed & Rules could be overridden by the Pensions Act and Social Welfare Acts
- Over time, it is likely that there will be changes to the trust documentation



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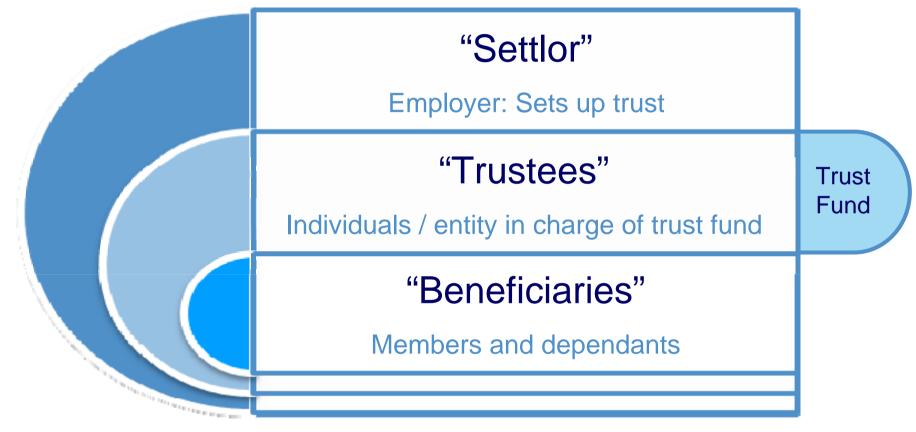
Changes may lead to a range of documents governing the scheme

- Trust Deed & Rules (original)
- Deed of amendment
- Deed of adherence (new participating employer)
- Deed of appointment / removal
- Deed of substitution (new principal employer)
- Deed of determination (wind-up)

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Trusts Parties to the Trust









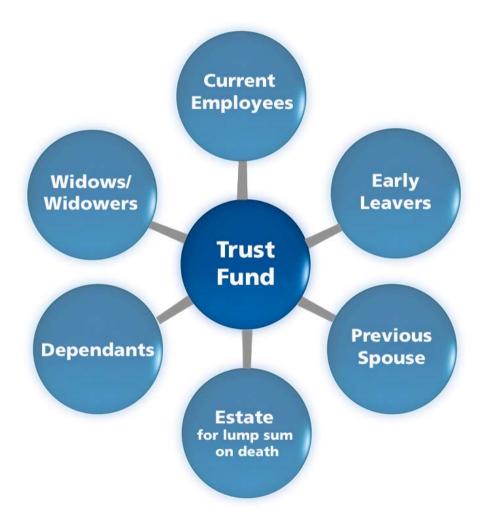
Why use a trust?

- Revenue requirement to get tax relief
- Keeps assets separate from those of the employer
- Allows benefits to be set aside for the beneficiaries until they need them – not allowed full control over them
- Beneficiaries can enforce the trust although not party to its creation



Trusts Potential Beneficiaries





Trusts Different Types of Trustees



Who CAN be a trustee

- Employer company (or trustee company set up by employer)
- Individuals
- Member trustees
- Pensioneer trustee
- External professional trustee company
- (There are certain people who can't be a trustee e.g. undischarged bankrupt)

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Trusts Member Appointed Trustees









Graham Cashell Customer Relationship Manager

Trustee Duties



•	Duties - things that have to be done
	General Duties Duties originate from trust law
	Specific Duties
	Duties under Pensions Act 1990
	Scheme's own Trust Deed & Rules



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Duties – General



General duties

- Act in best interest of all beneficiaries
- Act impartially especially where employer is trustee
- Act honestly, responsibly and prudently
- Keep records
- Invest the funds
- Obtain advice
- Observe confidentiality
- Not to profit from the trust

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Duties – Pensions Act (Specific)



Pensions Act duties

- To preserve / transfer benefits
- To disclose information
- To ensure equal pensions treatment
- To apply the resources of the scheme on wind up
- To register scheme with the Pensions Board

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Trustees' Powers

- The trustees may possess certain powers / rights to enable them to administer the trust
- These can be specific powers e.g. granting early retirement
- Some exercise of discretionary power could be entirely their decision e.g. the direction of the payment of a death benefit
- Some exercise of discretionary power could be subject to employer approval or consultation e.g. pension increases (sometimes)

Trustees' Responsibility



- The trust Deed, Pensions Acts and trust law will specify the specific responsibilities of the trustees
- A trustee responsibility is unique in law and cannot be delegated
- Functions can of course be delegated, but never responsibility



Role and Duties of Trustees Confidentiality



- Trustees are required to observe a strict code of confidentiality
- It is expected that, from time to time, trustees may become aware of sensitive issues e.g. downsizing programme, personal medical information, salary data
- Trustees may agree practical procedures for the handling of sensitive information



Role and Duties of Trustees Protection of Trustees



Decision making

 Trustees must carry out their role with the utmost good faith this is the first line of protection for trustees

Indemnity

- The fund or the employer may provide an indemnity against the trustee being sued successfully
- This would only cover honest mistakes i.e. there is no indemnity against fraud

Indemnity insurance

- A few trustee boards also have separate indemnity insurance

Trustee Liability



Can be personally liable if:

- Act outside terms of Trust Deed & Rules
- Failed to act in accordance with Trust Deed & Rules
- Failed to act in accordance with trust law or Pensions Act, 1990

Liability falls on all trustees collectively

 Important to hold and attend trustee meetings and to make sure minutes are taken





Pensions Board has power to:-

Impose on-the-spot fines

- €2,000 per trustee / per offence

Prosecute trustees

- Non-payment of fines
- More serious offences

Fines cannot be paid out of scheme resources Sanctions can include a prison sentence





Registered Administrator

Rorie Lane Corporate Pensions Manager



Scheme Administration Registered Administrator



Registered Administrator

Trustees must appoint a Registered Administrator

Core Administration Functions

- Annual Benefit Statements
- Annual Reports
- Maintain member records

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Scheme Administration

Registered Administrator



 Registered Administrator can be prosecuted by Pensions Board for not providing "core administration functions".

• Alternatively or in addition the Board may not:

- renew registration or
- renew it subject to conditions e.g. restriction on taking on new business



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Scheme Administration Registration with Pensions Board



Scheme Registration

 Trustees' duty to ensure scheme registered with the Pensions Board and has a PB Number

Registration Fee

Annual Registration Fee to be paid

Amendments

• Notify Pensions Board of changes to scheme registration details

Scheme Administration

Keeping Records



Two Types

Scheme / Member Records

- Scheme administration
- Typically kept by Registered Administrator

Trustee Records

- Minutes of meetings
- Trustee decisions
- Legal documents
- Routine correspondence



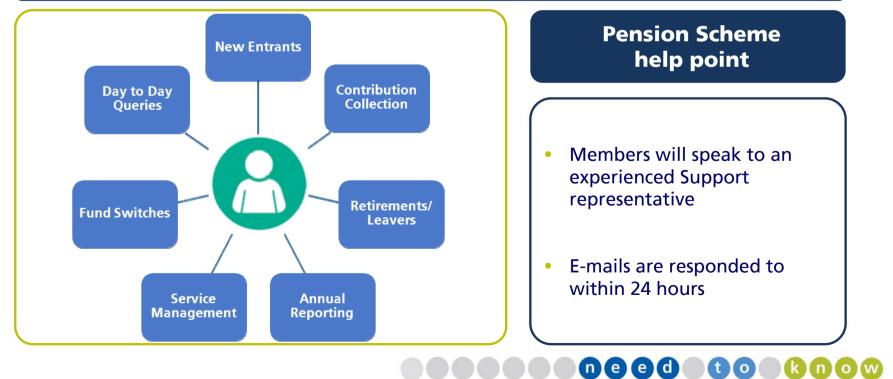
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Administration Service

People, Processes & Systems



- Zurich Life invest heavily in the development of our people and tools which allow us to drive efficiencies.
 - QFA encouraged as a minimum standard for administration staff
- Our highly skilled team focused exclusively on delivering service excellence to corporate schemes



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Service Level Agreements



Contribution Collection	Contributions can be collected by EFT, DD or Cash. All contributions are invested as at date monies and data are received	7 days
Benefit Statements	Automated system to ensure that benefit statement are issued within one month of renewal date of the scheme	2 – 4 weeks
Leaving Service Options	Processed after last contribution for the member has been received. Generic benefit available on request	5 days
Fund Switches	Processed based on the unit prices on the day on which the request was received	5 days
General Queries	Non complex queries by phone or e-mail are answered directly by the scheme administrator	24 hours
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Scheme Administration

Receipt of Contributions



 Contributions must be received within 21 days of the month in which the contributions were deducted and due

• They must be invested within 10 days of receipt

 Employer contributions must be received as stipulated in the rules or in the actuarial valuation in the case of DB





Scheme Administration

Payment of Benefits



The object of the pension scheme is to provide benefits on:

- Retirement
- Leaving Service
- Death
- Sufficient information must be given to enable members or their beneficiaries to make an informed choice
- Where a Pension Adjustment Order (PAO) exists this must be properly communicated and implemented





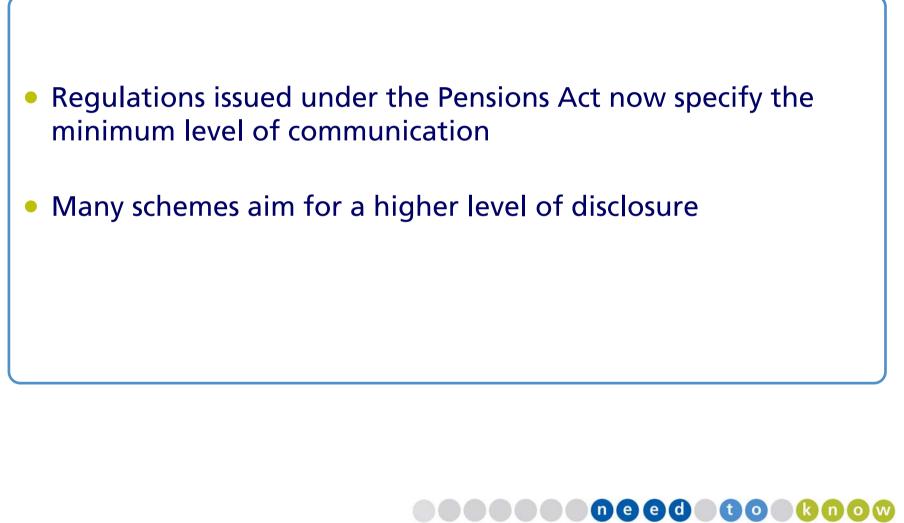
Disclosure of Information

Michael Coen & Maurice Ryan Customer Relationship Managers



Disclosure of information





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Disclosure of Information

Pensions Act Requirements



Disclosure of Information

1) Scheme Information / Member Booklets

- Valuation report (DB schemes)
- Annual report

2) Personal Information

- Annual benefit statements
- Statement of Reasonable Projections
- Information on wind-ups

Disclosure of Information

Scheme Information



Documents	To Whom	When
Trust Deed and Rules Any Amendments to the Trust Deed and Rules	<section-header>MembersEmployees likely to become membersSpousesOther beneficiariesTrade Unions</section-header>	A copy of the document within four weeks of the request.

Disclosure of information Scheme Information – Booklet



Documents	To Whom	When
Basic Information about the Scheme Members Booklet / Announcement	<section-header>MembersEmployees likely to become membersSpousesOther BeneficiariesTrade Unions</section-header>	New Members – Automatically within 2 months of joining Other requests – Within 4 weeks

Disclosure of Information

Personal Scheme Information



Personal Scheme Information

- Annual Benefit Statements
- Statement of Reasonable Projection
- Monthly statements
- Information statements when certain events occur



Disclosure of Information

Annual Personal Scheme Information



Documents	To Whom	When
Annual Benefit Statement (ABS)	Members	Trustees must provide ABS to member each year Issued at least once every scheme year (renewal date generally used as "trigger point") and information relates to a date within six months of issue date (ABS issued within six months of the Renewal Date)

Disclosure of Information

Other Personal Scheme Information



Documents	To Whom	When
Monthly statement – Confirmation that employee and employer contributions for the previous month have been paid to pension plan	Members Registered Administrator in respect of each member	Every month



Member Communication

Information when you need it





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 Image: Image







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Zurich Life Client Centre

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Bespoke access for members, advisors and trustees



Plan Details

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Plan Management

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Secure Pension & Invest.	27,834.08656	635,756.37	4%	0
Cautiously Managed	650,419.75165	13,226,265.65	67%	20
60/40 Global/Euro Equity			0%	0
Total			100%	100
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Fund Information



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Total Serious Illne	ess (Stand Alone):	€0.00	Total Cancer Cover:	€0.00
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Fund Value



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View all your Zurich plans



Current Transfer Value:	€58,929.92	Current Premium Pay	/able:	€3,000.00
		Total Pension Premiu	ıms Paid (Employee):	€60,250.00
			ıms Paid (Employer):	€0.00
Portfolio Information & Tools		Policy Number	Current I	Premium Payable
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Access documents & correspondence



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- Scheme members will receive a range of communication material from Zurich on an ongoing basis. Our printed materials include:
 - Welcome packs
 - Scheme brochures
 - Online user guides
 - Benefit statements
 - Projection Statements
 - Workplace promotional material

On the Move Smartphone and Tablet Communication





Zurich Life have recently released our mobile app which combines all of our mobile functionality with some innovative new tools and features.

Secure Login A

Mobile Client Centre

Our Mobile Client Centre is an easy and secure platform for your clients to access:

- Policy Information
- Fund values
- Premium information

Client Registration

Clients looking to register for the Mobile Client Centre can apply on their phones by tapping 'Register as a new user' and submitting their details.



Mobile RetireSmart www.zurichlife.ie/retiresmart

Mobile Client Centre

www.zurichlife.ie/mobile

Don't have an iPhone or Android phone?

Dont worry! You can scan to access any of the following mobile services on your smartphone now! Scan any of the QR codes below or visit the websites using your phone's web browser.





GPS Advisor Finder www.advisorfinder.ie



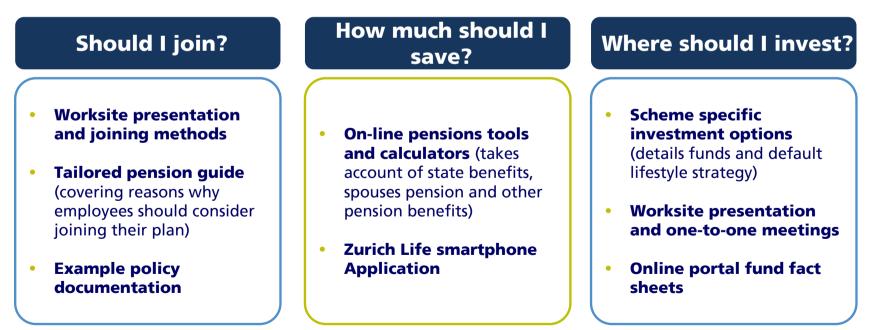


Workplace Customer Relationship Management





- Works with Trustees to deliver member communication strategy
- Workplace annual reviews and investment updates







Investments

Terence Deacon Senior Customer Relationship Manager



Factors affecting the value of a DC pension fund

- Contribution rate: employer and employee
- Length of contribution period
- Labour market factors: full or part-time, breaks in employment etc.
- Cost: investment management and fund administration
- Investment returns
- Pre-retirement inflation: which reduces purchasing power

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Factors affecting level of retirement income

- Life expectancy
- Post-retirement inflation: purchasing power of retirement income
- Costs: cost of annuity purchase or ARF investment management
- Investment returns: in the case of an ARF
- Provision for a surviving spouse or partner
- Timing risk: compulsory annuity purchase at a point in time



- Most individuals are not equipped to make informed investment decisions
- People tend to make investments at the wrong time
- The information on investment options that trustees make available to members is important
- Trustees have a key role in setting the framework in which members make investment choices
- One of the most important responsibilities that trustees exercise

Trustee Investment Responsibilities



Must follow Investment Regulations

- Invest in a manner to ensure security, quality, liquidity & profitability
- Take into account nature and duration of liabilities
- Regulated markets
- Limits on borrowing
- Proper diversification
- Limited use of derivatives
- SIPP for bigger schemes

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Investment Matters Investment Compliance



- Member contributions must be invested within 31 days of the end of the month in which they were deducted
- Trustees should ensure that there is an adequate paper trail and reporting
- Strategy must be documented in a Statement of Investment Policy Principles (SIPP) - compulsory for schemes with 100+ members (active + deferred)

Investment Matters Investment Risk



Type of Risk	
Market Risk	Everyday risk, arising from the economic background, that affects returns in the various asset classes.
Inflation Risk	The risk that the rate of return will be lower than inflation.
Interest Rate Risk	The risk that the value of an asset will fall because of a rise in interest rates. Bonds are particularly susceptible to this risk.
Exchange Rate Risk	Where investments are denominated in currencies other than the euro, an exchange rate risk arises.
Liquidity Risk	The risk that an asset cannot be realised for fair value at short notice. Property is particularly susceptible to this risk.
Counterparty Risk	The risk that a party who owes money to the investor defaults on that obligation.
Investment Manager Risk	The risk that an individual investment manager underperforms.





Why have investment choice for DC members? Members are investing their own money and carry the investment risk - entitled to decide how to invest their contributions Some members may be qualified to make informed decisions and should be facilitated in exercising choice Trustees will generally not be familiar with the financial circumstances of their members or their preferences or risk tolerance As such, trustees may not be positioned to make a well-informed or appropriate choice on members' behalf Allow investment choice to DC members but consider the range of choices open to members and their presentation and communication



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Investment Strategy



Typical DC structure

- Most DC schemes offer a choice of unitised investment funds
- A reasonable range of funds (not too restricted and not too wide) perhaps 5 – 7 funds, including a *default option*
- Choice should cater for differing member objectives and risk appetites
- Members should understand the attributes of different funds
- Trustee role is to ensure that members receive sufficient information to enable them to make informed decisions

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Investment Strategy



Default strategy

- Evidence shows most members invest through a default investment strategy (even though DC members are entitled to choose their investments)
- The design and selection of the default strategy is therefore a critical issue for trustees, who need to bear in mind:
 - Suitability
 - Cost
 - Investment strategy
 - Monitoring
 - Communication

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Investment Strategy



Lifestyle strategy

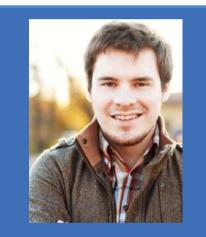
- Links investment choice/risk to number of years to retirement for each individual
- Takes account of changing needs capital accumulation in early years, moving towards capital preservation in later years
- Automatically switches from higher risk to lower risk funds as members progress through working life
- Different options to cater for post-retirement needs funding for cash, annuities, ARFs
- Zurich Life's offerings include PensionSTAR and Flexitrack

Investment Choice Creating Choice





3 Individual investment choice



Wide range of investment funds, including active and passive options

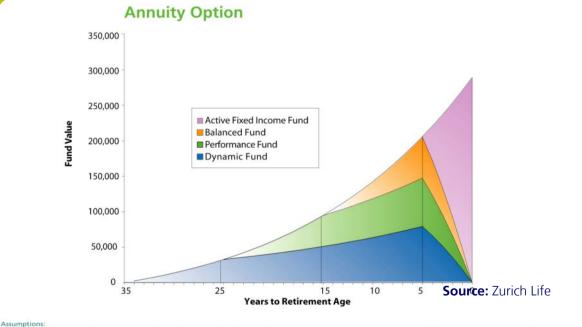
PensionSTAR



Lifestyle strategy for members who want all investment decisions made for them





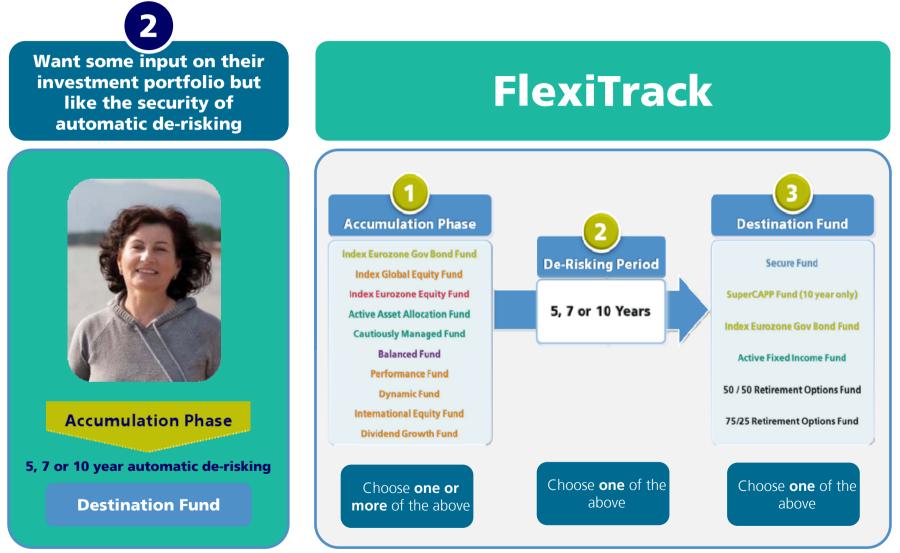


Contributions paid into a Retirement Advice Plan Personal Pension: 95% Allocation; 1.5% Annual Management Charge; Initial premium of €200 per month; escalating at 3% per annum. The figures for the Illustrative Retirement fund are based on a gross investment return of 6% per annum. The assumed gross investment return is not a forecast. The value of units may grow at a faster or slower rate than assumed and the value of units may be expected to fall from time to time as well as rise.

Warning: Past performance is not a reliable guide to future performance. The value of your investment may go down as well as up. Benefits may be affected by changes in currency exchange rates.

FlexiTrack Retirement Strategy





Wide Selection of Investment Funds





Investment Matters Investment Summary



- Trustees need to have an understanding of their members' capacity to exercise investment choice and of their risk tolerance generally
- Trustees should ensure that the investment fund selection enables members to protect themselves from the main investment risks
- There is no right number but a limited choice of between 5 to 7 funds should suffice
- Wider range of options can be made available where members seek this or where trustees feel members have the necessary knowledge

Investment Matters Investment Summary



- Default investment strategy needs careful consideration most members likely to opt for the default
- Default strategy should take account of likely retirement benefits
- The performance of the default strategy should be monitored regularly and the investment strategy reviewed at least every 3 years
- The investment options and the default strategy must be clearly explained so members can assess their suitability
- Member should receive detailed investment advice between 5-10 years before retirement and be made aware of the importance of this advice

What's the Good News?





- ECB policy becomes more accommodative
- US corporate spending accelerates and boosts growth
- Japan shows concrete progress
- Economic data and earnings surprise on the upside



And the Bad?



Downside risks

- US bond yields rise materially, hampering growth
- Economic momentum wanes, leading to earnings disappointments
- Deflationary worries emerge in Europe
- Geo-political factors







What to expect in the future

Joe Creegan Head of Corporate Life & Pension

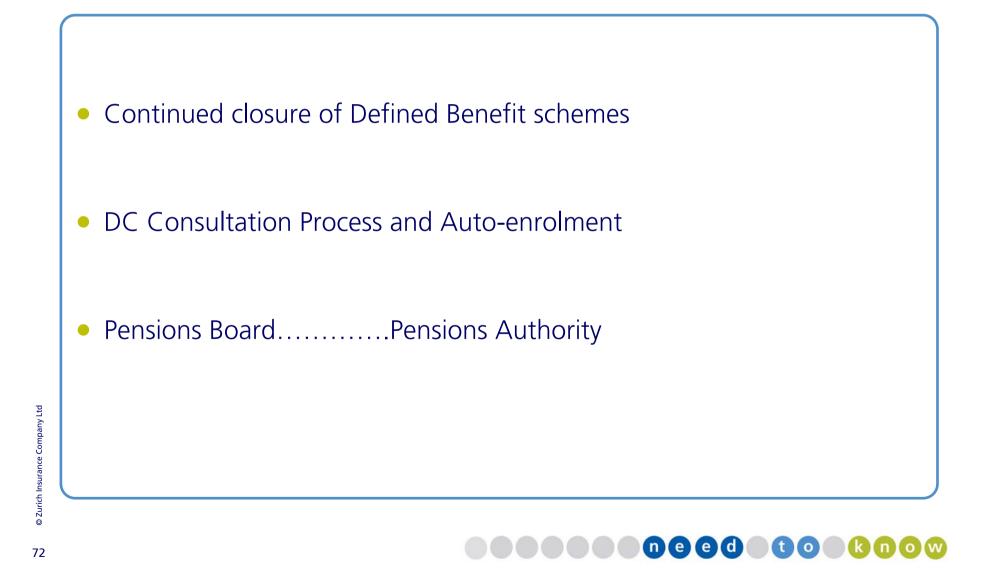
Some Recent Changes



- Increased focus on non-compliance
- Reduction in the Standard Fund Threshold
- Reduced Approved Retirement Fund (ARF) thresholds
- Some drawdown of Additional Voluntary Contributions (AVCs)

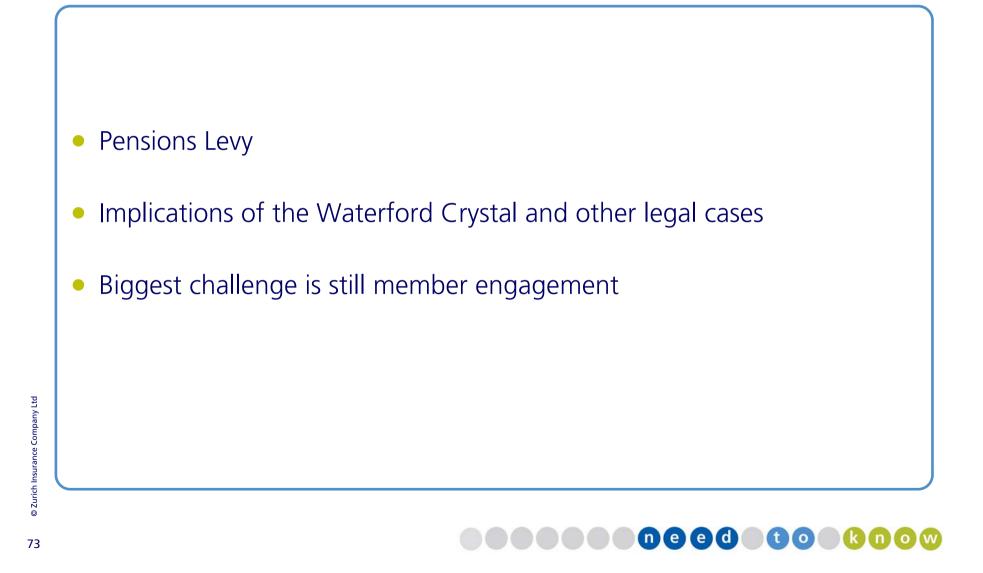
What to Expect in the Future





What to Expect in the Future







Thank you for doing business with us.

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