

Sample Approach Letter from Broker to Employer

Re: Personal Retirement Savings Accounts (PRSAs)

Dear Employer,

PRSAs were introduced through the Pensions (Amendment) Act 2002 with a view to substantially increasing the numbers of individuals making provision for their retirement. And, as you may be already aware, as an employer you may be facing certain obligations with regard to PRSAs.

However, as you can see from the enclosed information sheet, **putting a PRSA deduction facility in place can mean significant savings for you – up to 10.75% of your employees' contributions.**

As an established, locally based and Independent Broker I can offer you and your employees convenience and continuity of service.

I would very much like to discuss with you the **PRSA provision for your employees** in further detail and will telephone you on next to arrange a mutually convenient time to meet.

Yours sincerely,

(Name of Broker)

Sample Letter from Employer to Employees who qualify for PRSAs

**Re: Personal Retirement Savings Accounts
(PRSAs) Salary Deduction Facility**

Dear Employee,

I am pleased to inform you that **we / I / this company have / has** entered into a contractual arrangement, as required by Section 121 of the Pensions Acts 1990 - 2002 with Zurich Life Assurance plc to provide a salary deduction facility for Standard PRSAs. In addition, **we / I / the company have / has** appointed **(Name of Broker)**, as the Independent Broker for this arrangement.

This arrangement will provide you with a very convenient mechanism for saving for your retirement and **will entitle you to very generous tax reliefs on your contributions.**

You will also be able to access up to date information on your PRSA investment through a secure Internet link provided by Zurich Life. This information will be confidential to you and will be password protected.

[In addition, **we / I / the company are / am / is** prepared to (contribute **..%** of your basic salary to your PRSA contract on your behalf) / (match your contributions to your PRSA up to a maximum of **..%** of your basic salary) / (match **..%** of your contributions to your PRSA), thus increasing your retirement savings fund].

(Name of Broker) will make a general presentation / meet individually with employees on **..... in** / contact you directly to give you further details of Standard (and Non-Standard) PRSAs.

(You will be able to complete your application online there and then if you wish).

Please complete the attached form and return to **.....** by return.

Yours sincerely,

(Employer's Name)

Sample Reply Sheet from Employee to Employer

Re: Personal Retirement Savings Accounts
(PRSAs) Salary Deduction Facility

I hereby confirm that I have received notification of the appointment of Zurich Life Assurance plc as Standard PRSA provider in accordance with Section 121 of the Pensions Acts 1990 - 2002 to employees of (Employer Name), and of (Broker Name) as intermediary to this arrangement.

- I am interested in attending the presentation by /meeting with / being contacted directly by (Broker Name) to receive further details on Standard (and Non-Standard) PRSAs.
- I am **not** interested in saving for a retirement income through PRSAs.

Signed: _____

Name: _____ Staff Number: _____

e-mail: _____ Telephone: _____

Branch: _____ Date: _____

Sample letter from Broker to Employees

**Re: Personal Retirement Savings Accounts
(PRSAs) Salary Deduction Facility**

Dear

As you are aware your employer has entered into a contractual arrangement as required by Section 121 of the Pensions Acts 1990 - 2002 to provide you with access to Standard PRSAs provided by Zurich Life Assurance plc. In addition, I / my firm have / has been appointed as intermediary to this arrangement.

Standard PRSAs are a low cost, tax efficient method of saving for your retirement. And, saving for retirement is something that we all need to do no matter how young or old we may be. In fact, the younger you start the better.

Should you wish to find out more about saving for retirement please note that I will be

- making a presentation on in
- or
- meeting individually with employees of on in

Please confirm your intention to attend the above by returning the enclosed reply sheet to me at:

Alternatively, you can contact me on

..... Yours sincerely,

(Broker Name)

Sample Reply Sheet from Employee to Broker

**Re: Personal Retirement Savings Accounts
(PRSAs) Salary Deduction Facility**

Dear.....,

I am aware that you / your firm have / has been appointed as intermediary to the PRSA salary deduction facility for (Name of Employer).

- I am interested in attending the presentation by /meeting with you / being contacted directly by you to receive further details on Standard (and Non-Standard) PRSAs.
- I am **not** interested in saving for a retirement income through PRSAs.

I would also like to receive information on:

| | |
|-----------------------|--|
| Mortgage Protection | <input data-bbox="785 1148 827 1187" type="checkbox"/> |
| Life Assurance Cover | <input data-bbox="785 1187 827 1225" type="checkbox"/> |
| Serious Illness Cover | <input data-bbox="785 1225 827 1264" type="checkbox"/> |
| Disability Cover | <input data-bbox="785 1264 827 1302" type="checkbox"/> |
| Savings Plans | <input data-bbox="785 1302 827 1341" type="checkbox"/> |
| Lump Sum Investments | <input data-bbox="785 1341 827 1365" type="checkbox"/> |

Name:

Date of Birth:

Gender:

Address:

Phone Number:

E-Mail:

Signed:

Date: