

# Choosing Your Retirement Options

## Personal Retirement Savings Account (PRSA)

Thank you for investing your Personal Retirement Savings Account 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 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.**



### Checklist

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

Please tick

#### Personal Details

- Have all the policy owner details been fully completed, including details of all policies being matured?
- Have you provided copies of your passport or driving licence?
- Have payment details (Option 1) and a copy bank statement showing Account Name and IBAN been provided?
- Have you completed the Benefit Crystallisation Event (BCE) Declaration (Section H) and provided full details in relation to all pension policies and any retirement lump sum payments?
- If you have a Personal Fund Threshold (PFT) in excess of €2 million, have you provided a copy of the PFT certificate provided by the Revenue?

#### Early Retirement

- If you are an employee and taking early retirement from all employment before the age of 60, have you provided proof such as a copy of a P45 or confirmation from your most recent 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?

#### Retirement Options

- Have you completed Option 1 Retirement Lump Sum, and chosen from Option 2 – 7 regarding the remaining balance of your Retirement Fund?
- Has the Declaration by the policy owner (Section G) been signed and dated?
- Has a Completed Proposal Form been provided if you are purchasing an ARF or Annuity with Zurich Life?
- Have you provided a Willing and Able letter if transferring to an ARF or Annuity with another Provider?

#### 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, have you provided a copy of the Pension Adjustment Order or a copy of the Notice to Trustees (if you have not already submitted it)?

# Choosing Your Retirement Options

## Personal Retirement Savings Account (PRSA)

Please use the checklist to ensure that all your details have been provided so that we can process your retirement benefits without delay. Please use the checklist for this purpose.

### A To be completed by your Financial Advisor

Intermediary Name

Intermediary  
NumberFinancial  
Advisor Name

### B Member Details

Mr

Mrs

Ms

Other

Please specify

Forename:

Surname:

Date of birth:

PPS number:

Address:

Email address:

Contact phone  
numbers:

(Home)

(Mobile)

### C Investment Notice

Please note, when Zurich Life receives your retirement options claim form signed by the policy owner, the proceeds of your Zurich Life Personal Retirement Savings Account(s) is disinvested with immediate effect.

If a benefit is not paid within 30 days of Zurich Life receiving written notification that a benefit is payable, the amount payable will be increased in respect of the period between the date of notification and the date of payment.

**Note:**  
Please complete in  
BLOCKCAPITALS.

**Note:**  
Please provide a copy  
of your passport or  
driving licence.

## D Your maturing Zurich Life 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 policies listed below will be matured.**

Zurich Life Personal Retirement Savings Account(s) policy 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 from all employment. As such you will have to provide proof of early retirement from your most recent 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 amounts transferred-in from the UK approved under QROPS?	Yes	No
Are you currently a UK resident?	Yes	No
Have you been a UK resident at any time in the last ten tax years?	Yes	No

**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](http://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.

## E Pension Adjustment Order or Notice to Trustees

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

<b>1</b> A Pension Adjustment Order has been issued, or is in the process of being issued, in respect of any of the PRSA contracts?	Yes	No
<b>2</b> A Notice to Trustees has been issued in respect of any of the contracts?	Yes	No

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).

**F Retirement options - Read the seven options and complete the one(s) relevant to your choice.**

**All benefits are subject to revenue maximum allowable limits.**

**Option 1**

**I want to take a Retirement Lump Sum**

Yes

No

If YES, please choose an option below:

I want to take a Retirement Lump Sum of €  or  % of the maturity value.  
**(maximum 25%)**

**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).

**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

SWIFTBIC

Country account is based in:

**Note 1:**

**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 a copy bank statement showing Account Name and IBAN, in order to verify your account.**

**Note 2:**

**A payment can only be made to a bank account within a SEPA listed country (the 27 EU member states, 3 countries in the EEA plus Andorra, Monaco, San Marino, Switzerland, United Kingdom and Vatican City state).**

**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).

**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

First, decide if you want to take a Retirement Lump Sum

Taking Option 1

**Note:**  
IBAN (International Bank Account Number) and BIC (Bank Identification Code) details are included on bank statements.

Then, decide what you want to do with your remaining balance.

Taking Option 2

**F Retirement options (continued).**

Taking Option 3

**Option 3**

**I want to invest in an ARF with Zurich Life**

I instruct and authorise Zurich Life to invest €  or  % of my PRSA maturity value in a Zurich Life Approved Retirement Fund (ARF) as per the instructions given on the **enclosed ARF Application Form**.

Zurich Life is required to deduct Income Tax and Universal Social Charge (USC) from any annuity payment(s) and account to the Revenue for such deductions.

Taking Option 4

**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 5

**Option 5**

**I want to take a Taxable Cash Payment**

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. Zurich Life will register your details with Revenue. In order to ensure your payment is correctly taxed, you will need to ensure that you have the appropriate allowances allocated to your Zurich Life tax credit certificate. Once your claim is finalised, you will be notified of the registration date, after which you can check this under the Jobs and Pensions section of MyAccount on the Revenue website.

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 €  in accordance with the Triviality Rule.

**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, PRSI and Universal Social Charge (USC) from any income withdrawals and account to the Revenue for such deductions. Zurich Life will register your details with Revenue. In order to ensure your payment is correctly taxed, you will need to ensure that you have the appropriate allowances allocated to your Zurich Life tax credit certificate. Once your claim is finalised, you will be notified of the registration date, after which you can check this under the Jobs and Pensions section of MyAccount on the Revenue website.

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.

I confirm that the **10% tax rate** is to be applied to my payment if applicable. Yes ☐ No ☐

**Continued overleaf**

Taking Option 7

**F Retirement Options (continued)**

**Option 7**

**I want to purchase an Annuity or Invest in an ARF with another provider**

I instruct and authorise Zurich Life to invest €  or  % of my PRSA maturity value to:

**1) Purchase an Annuity** in my name under the Open Market Annuity Option

**OR**

**2) Transfer to an Approved Retirement Fund (ARF)** with another provider

Details as follows:

Life insurance company  
or Qualifying Fund  
Manager payee name:

Address of payee:

Payee contact  
phone number:

Policy reference  
number(s):

**Additional Information**

**Continued overleaf**

**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**

From time to time, we would like to contact you to keep you up to date with news and offers from Zurich Life and those of the Zurich Group or third parties that we recommend. If you are happy for us to do this, please choose how you would like us to contact you.

For news, updates and offers from Zurich Life by:

Post	Email	Phone	Text/Digital message
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For news, updates and offers from the Zurich Group or third parties by:

Post	Email	Phone	Text/Digital message
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If at any time you would like to change your preferences or remove your permission, all you need to do is 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)).**

Signature of Contract Holder

X

Date

Witness Name  
(Please Print)

Signature of Witness

X

Date

Position or Relationship to Contract Holder



**Policy owner:**

Please sign and date.



**Witness:**

Please sign and date.

**Continued overleaf**

## H 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, Approved Retirement Fund ARF (and/or Approved Minimum Retirement Fund AMRF)? | Yes | No |
| 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?   | Yes | No |
| 4. Have you any other pension policies and/or benefits relating to this or previous employments?   | Yes | No |

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 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 €2 million (as at February 2022). 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 tax on your retirement lump sum.
- **Personal Fund Threshold (PFT):** If you had funds greater than €2 million on 1 January 2014, greater than €2.3 million on 7 December 2010, or greater than €5 million on 7 December 2005, you had the opportunity to apply to the Revenue Commissioners for a Personal Fund Threshold (PFT) based on the value of your pension benefits at that date. The Revenue will have issued you with a PFT Certificate which replaces the SFT.

**I declare that to the best of my knowledge and belief, the information in this Declaration and the following table is correct.**

#### Policy holder

Name (Please print)

Signature

X

Date



**Member:**

Please sign and date.

**Continued overleaf**



## H 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:			
Maturity value when benefits were paid out: (See also <b>Note</b> 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 assets transferred by exercise of an "ARF or pension option":	€	€	€

## 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](http://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.

**Continued overleaf**

## **Data Protection Notice (continued)**

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](http://www.zurich.ie/privacy-policy).

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](http://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](mailto: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](http://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](mailto: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](http://www.zurich.ie/privacy-policy).

**Zurich Life Assurance plc**

Zurich House, Frascati Road, Blackrock, Co. Dublin, A94 X9Y3, Ireland.

Telephone: 01 283 1301 Fax: 01 283 1578 Website: [www.zurich.ie](http://www.zurich.ie)

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

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The information contained herein is based on Zurich Life's understanding of current Revenue practice as at January 2022 and may change in the future.

Intended for distribution within the Republic of Ireland.

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