

# Approved Retirement Fund (ARF)

Intermediary Name

Intermediary  
NumberFinancial  
Advisor Name**Note:**Minimum Investment:  
€20,000**A****Plan Type**

ARF Plan Type

**R**

(as per the illustration)

**ARF Investment****€****Note:**Please complete in  
BLOCK CAPITALS.**B****Personal Details**

Mr

Mrs

Ms

Forename

Surname

Address

Date of Birth

Sex

M

F

Marital Status

Married/Civil Partner

Single

Separated

Widow(er)

Divorced/Former Civil Partner

PPSN

PPS Number must be provided.  
If omitted the application cannot proceed.

Contact Number

Email Address

Nationality

Country of  
ResidencePre-retirement  
Occupation

**Note:**  
Under the Criminal  
Justice (Money  
Laundering and  
Terrorist Financing)  
Acts, Zurich Life  
requires clients to  
provide 'Evidence of  
Identity' and 'Proof  
of Address' and  
other supporting  
documentation.

**C****Web Access to Policy Information**

You can look up details of your policy (including a daily updated value) online at the Client Centre on our website.

Do you wish to register for the Client Centre?

Yes

No

**D****Special Instructions**

**Note:**

Please see below for definitions of these terms.

Are you (or have you been within the last 12 months), a PEP or a RCA of a PEP?

Yes

No

**Who is a Politically Exposed Person (PEP)?**

A 'Politically Exposed Person' means an individual who is, or has at any time in the preceding 12 months been, entrusted with a prominent public function, (but not including any middle ranking or more junior official) and performs one of the following roles:

- a head of state, head of government, government minister or deputy or assistant government minister.
- a member of a parliament or a similar legislative body.
- a member of the governing body of a political party.
- a member of a supreme court, constitutional court or other high level judicial body whose decisions, other than in exceptional circumstances, are not subject to further appeal.
- a member of a court of auditors or of the board of a central bank.
- an ambassador, chargé d'affairs or high-ranking officer in the armed forces.
- a director, deputy director or member of the board of, or person performing the equivalent function in relation to, an international organisation.
- a member of the administrative, management or supervisory body of a state-owned enterprise.

**Who is a Relative of a PEP?**

- any spouse of the politically exposed person.
- any person who is considered to be equivalent to a spouse of the politically exposed person under the national or other law of the place where the person or politically exposed person resides.
- any child of the politically exposed person.
- any spouse of a child of the politically exposed person.
- any person considered to be equivalent to a spouse of a child of the politically exposed person under the national or other law of the place where the person or child resides.
- any parent of the politically exposed person.
- any other family member of the politically exposed person who is of a prescribed class set out by the Department of Finance.

**Who is a Close Associate of a PEP?**

- any individual who has joint beneficial ownership of a legal entity or legal arrangement, or any other close business relations, with the politically exposed person.
- any individual who has sole beneficial ownership of a legal entity or legal arrangement set up for the actual benefit of the politically exposed Person.

## F Your Investment Options

Please select either **Option 1** **OR** **Option 2**

### Option 1 RetireRight Investment Strategy

RetireRight is an investment strategy that **automatically** moves the money in your ARF from your initial fund choice into the low risk Prisma 2 Fund over a 15 year period. With RetireRight, you can choose one of three initial fund options - **Prisma 5**, **Prisma 4** or **Prisma 3**. Each option works in the same way, gradually switching your money from your initial fund choice into the **Prisma 2 Fund**. The RetireRight strategy ends at age 90. This means that the switching period will be the 15 years from age 75 to age 90.

I wish to select the RetireRight Investment Strategy

Strategy option	RetireRight 5 - 2	RetireRight 4 - 2	RetireRight 3 - 2
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**OR**

### Option 2 Choose your own funds

If you wish to make a selection below, please **DO NOT** complete the RetireRight Investment Strategy above. You may choose to invest in a maximum of 10 funds. If you wish to invest in a fund(s) that is not listed below, please use the 'Other Funds' box to detail your choice.

**Fund Name** **Single Contribution**

Prisma <b>2</b>	%
Prisma <b>3</b>	%
Prisma <b>4</b>	%
Prisma <b>5</b>	%
Prisma <b>Max</b>	%
Cautiously Managed	%
Balanced	%
Performance	%
Dynamic	%
Protected 80	%
Protected 70	%
Cash	%
Active Fixed Income	%
Active Asset Allocation	%
International Equity	%

**Other Funds** - please see the 'Fund Guide' on [zurich.ie](http://zurich.ie) for a full list of available funds.

	%
	%
	%
	%

**Total** **100%**

For single contributions, units are bought at the ruling price on a date not later than three working days following receipt of the single contribution and the completed application form.

#### Note:

In addition to Zurich Life's normal Annual Management Charge (AMC) there is an extra AMC applicable on some funds. Please refer to individual fund factsheets on [zurich.ie](http://zurich.ie) for further information.

#### Note:

**It is important that you clearly write the full fund name when making a selection to avoid any delay in processing your application.**



## Payment Details and Source of Funds

### Note:

Investment must be from the proceeds of a retirement fund.

### Note:

Minimum Investment:  
€20,000

### Note:

Under the Criminal Justice (Money Laundering and Terrorist Financing) Acts, Zurich Life is required to obtain certain documentation and information about you and the method of payment being used. Further information may subsequently be requested.

### 1. Payment Details

*Note: Cheques should be made payable to Zurich Life. Credit transfer may be available on request. Bank drafts cannot be accepted.*

Full name of  
transferring scheme\*

\*Please provide details if more than one source of retirement funds are being transferred.

Does this payment represent a transfer from another pension arrangement?

Yes

No

If YES, please provide the name of the company the Transfer Acceptance Letter should be sent to.

Life Insurance Company

Policy Number

### 2. Source of Funds

#### Payment by:

(i) Maturity of a Zurich Life policy      Please provide policy number

or

(ii) Maturity of an external policy      Please provide policy number

Name of Life Insurance Company

or

(iii) Other Please provide details.

#### Pension Adjustment Order/Property Adjustment Order

If this payment is the subject of a Pension Adjustment Order/Property Adjustment Order please tick here      and supply a copy of the Order. If this box is not ticked the policy will be issued on the basis that no Order applies.

Continued overleaf



## Minimum Annual Payment and Regular Income

### Minimum Annual Payment - ARFs

**Important Note:** In order to meet Revenue's Imputed Distribution requirements, Zurich Life will set up a regular income for the minimum requirement which applies to you, payable annually in the month of your 61st birthday, commencing within the first policy year or in the year of your 61st birthday if later.

The max regular income which can be taken from your ARF is 10% annually.

#### Minimum regular income:

4%	Age 61 - 70
5%	Age 71 and over
6%	Age 61, provided your overall ARF portfolio is above €2 million.

The minimum annual payment will be automatically deducted as a lump sum from your ARF and paid to you net of income tax, Universal Social Charge (USC), and Pay Related Social Insurance (PRSI) (where applicable). Zurich Life will register your payment with Revenue in the month that your first payment is due. In order to ensure you are correctly taxed you should ensure that the appropriate Tax Certificate has been issued to Zurich Life by Revenue prior to your first payment. You can do this by using Revenue's MyAccount online service, or by contacting Revenue directly.

#### Default option (Where no income details have been specified below)

- Where no income details are specified, your income is set to be paid annually from the month in which you reach age 61.
- If you have an existing Zurich ARF in place, the income on any subsequent plan is set up in line with that existing policy. (Frequency and % of payment must match).
- If you are already 61 or older, your income will be paid in the month of your birthday, or from the next available payroll date if your birthday has already passed.
- The default payment frequency is always annual unless otherwise noted.
- Confirmation of regular income is sent to you by post.

#### Monthly payment information

- Monthly payments start at the next available payroll when starting mid-year, or January if set up for a future year.
- When a monthly payment starts mid year, Zurich will divide the relevant percentage over the remaining months.
- We do not make any balancing payments in December.

**Please note it is your responsibility to appoint a nominee Qualifying Fund Manager/Personal Retirement Savings Account (PRSA) administrator where you have other ARF(s) and/or Vested PRSA(s) that are not managed by Zurich Life and where the aggregate value of all of your ARF investments and Vested PRSA(s) is greater than €2 million at 30th November in any year.**

Is the value of your ARF(s) and/or vested PRSA ARF(s) greater than €2 million?

Yes

No

If **Yes**, please provide details of the company who you have appointed to be nominee:

### Optional Payment – ARFs

Please complete this section if you wish to take a payment from your ARF policy **different to that specified above**.

Amount of regular income required from ARF:  % up to a maximum 10% annually

#### Regular Income Frequency:

**Please note that the frequency selected will apply to all ARF incomes.**

Monthly	Quarterly	Half-yearly	Yearly	
Date of first payment				(mm/yyyy)
				Payments will be made on the last working day of the month in which you are due to be paid.

**\*The maximum annual regular income you can take is 10% of the encashment value.**

## Minimum Annual Payment and Regular Income (continued)

Please complete your bank details so that payments may be made to you by direct credit.

Name of Bank

Address

Name(s) of Bank  
Account Holder(s)

IBAN (International Bank  
Account Number)

SWIFT BIC  
(Bank Identification Code)

#### Important:

**Please note that each encashment will reduce the number of units attaching to your ARF. If you take encashments at too high a level, you could exhaust the fund prior to your death.**

#### Note:

Zurich Life will deduct any taxes (including USC and PRSI) required of it by the Revenue Commissioners from your regular income. The amount specified in the 'Optional Regular Income' Section is the amount before deduction of any taxes. Tax will be deducted at the higher rate unless a Tax Certificate is provided stating to the contrary. You must quote Zurich Life's Tax Reference number 9546074F when dealing with Revenue in relation to your Zurich Life Tax Certificate.

#### Please note:

Your IBAN and BIC details can be found on your bank statement.

#### Note:

Please note that payments can only be made to euro bank accounts within the SEPA (Single Euro Payments Area) zone (the 27 EU member states, Iceland, Lichtenstein, Monaco, Norway and Switzerland). If you do not have a bank account within the SEPA zone, payments will be issued to you by cheque.

**Note:**

Please sign the appropriate boxes at the end of part A.

**Declarations****Part A****(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.

I authorise the Department of Employment Affairs and Social Protection or the Revenue Commissioners to advise Zurich Life of my most recent address on their records at any future time.

**(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

For news, updates and offers from the Zurich Group or third parties by:

Post      Email      Phone      Text/Digital message

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](mailto:customerservices@zurich.com), or by writing to Customer Services, Zurich Life Assurance plc, Zurich House, Frascati Road, Blackrock, FREEPOST, Co. Dublin.

**(iii) Consumer Disclosure**

I confirm that I have received the relevant Customer Guide and Fund Guide and that the Customer Guide has been fully completed by my Financial Advisor.

Does this policy replace an existing policy(ies), in whole or in part?

Yes      No

If YES, and that policy is a Zurich Life policy(ies), please specify policy number:

**Warning: If you propose to take out this policy in complete or partial replacement of an existing policy, please take special care to satisfy yourself that this policy meets your needs. In particular, please make sure that you are aware of the financial consequences of replacing your existing policy(ies). If you are in doubt about this, please contact your insurer or Financial Advisor.**

**Continued overleaf**

## I Declarations (continued)

### (iv) Policy Declaration

I confirm that the payment(s) described on this form consist only of a transfer of assets to which I am beneficially entitled. I authorise any Qualifying Fund Manager/PRSA administrator with whom I hold an Approved Retirement Fund (ARF) or a Vested PRSA to provide any information that Zurich Life may require. I undertake to provide Zurich Life with the information required to administer this policy. I understand that the proceeds of the policy(ies) will depend on factors including:

- (i) the returns achieved on the funds, and
- (ii) the cash withdrawals;

and, I understand that there is no guarantee with regard to the level of withdrawals that can be sustained by the policy(ies) over my lifetime.

I understand that I have a duty to answer all questions asked by Zurich Life in this application for a policy honestly and with reasonable care and failure to comply with these requirements could result in my policy being invalidated or my policy benefits being reduced. I declare that all questions and statements in the application for this contract are answered honestly and with reasonable care (including any statements written down at my dictation. I understand that the Policy Document and Policy Certificate(s) form the Contract(s) of Insurance.

If the policy was sold, signed or completed outside Ireland, insert the name of the country where it was sold, signed or completed.

#### Note:

Zurich Life's remedies in the event of misrepresentation are set out in the Consumer Insurance Contracts Act 2019.

### Non-Assignability

I acknowledge that the legal or beneficial assignment of this policy is prohibited without prior consent from Zurich Life.

**I confirm that I have read and fully understand all parts of the above declaration (Part A (i), (ii), (iii) and (iv)) and I confirm I will be the beneficial owner of the funds being transferred to this policy.**

Signature of Policy Owner

X

Date

### Part B - This part should be completed by your Financial Advisor.

I hereby declare that in accordance with Regulation 6(1) of the Life Assurance (Provision of Information) Regulations, 2001, the applicant has been provided with the information specified in Schedule 1 to those Regulations (the relevant Zurich Life Customer Guide) and that I have advised the client as to the financial consequences of replacing an existing policy with this policy by cancellation or reduction, and of possible financial loss as a result of such replacement.

Signature of Financial Advisor

X

Date

 **Policy Owner:**

Please sign and date.

 **Financial Advisor:**

Please sign and date.

## 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.

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).

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](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).

## Retirement Investment Certificate

To be completed by the Life Insurance Company, PRSA Provider, Scheme Trustees or Qualifying Fund Manager (QFM) providing the assets for this proposed ARF investment.



For the purpose of Section 784B of the Taxes Consolidation Act 1997.

### Policy Owner Details

Name

Address

Date of Birth

### Transfer Amount

We certify that the investments described above are currently held in:

Policy Type	To be completed by	Tick if appropriate
Personal Retirement Savings Account	PRSA Provider	
Retirement Annuity Contract	Life Insurance Company	
Exempt Approved Occupational or Statutory Pension Scheme	Life Insurance Company or Scheme Trustees	
Approved Retirement Fund	QFM	

If the transfer is from an ARF, please confirm that this represents the full transfer of ARF funds from the particular policy being transferred by the transferring life office

If transfer is from an ARF, please provide the gross amount of any payments taken in the current tax year:

€

Please give full details including the policy/reference number and name of the Life Insurance Company, PRSA Provider, or Qualifying Fund Manager or the full name and Revenue reference of the pension scheme.

### To be signed on behalf of the Life Insurance Company, PRSA Provider, Scheme Trustees or Qualifying Fund Manager

Furthermore, we certify that the assets to which this certificate relates are assets to which the individual named in this application is beneficially entitled.

Signature of Authorised Signatory

X

Date

Print Name

Position

Company

Contact Number



**Authorised Signatory:**

Please sign and date.

X



**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 July 2022 and may change in the future.

Intended for distribution within the Republic of Ireland.

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