

This form should be completed as the first step in the process of retiring your PRSA. On receipt of the fully completed claim form together with all supporting documentation Newcourt will review the request. Newcourt will then prepare retirement figures and issue a final claims pack which will include the required documentation to process your retirement (if applicable).

I. PRSA Holder's Personal Details

Name In Full

Residential Address

PPS No

Date Of Birth Phone

2. Eligibility to Retire from the PRSA

To retire you must be aged between 60 and 75,* or fulfil one of the following criteria

- Where a PRSA Holder is aged between 50 and 60, confirmation must be provided that an employer contribution has been made to the PRSA. Revenue confirmation that service has ceased under the employment to which the PRSA relates.
- Are you retiring on the grounds of ill health early retirement? Medical evidence must be provided with this application form.

*If your PRSA relates to benefits transferred from the UK under Qualifying Recognised Overseas Pension Schemes, you cannot retire before age 55.

3. Other Pension Benefits – Required for Retirement Calculations

Tick 'Yes' or 'No' for each of the following questions, if you tick Yes to any of these options please provide further information in Appendix 1

- | | Yes | No |
|--|--------------------------|--------------------------|
| (1) Have you received retirement benefits from any other pension arrangement(s) on or after 7 December 2005? | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Are you about to take any other retirement benefits or are you currently drawing down retirement benefits from any other pension arrangement(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Have you any other pension arrangement(s) from which you have not drawn retirement benefits from? | <input type="checkbox"/> | <input type="checkbox"/> |

- (4) Since the 7 December 2005, have you or do you intend to transfer any other pension benefits to an overseas pension arrangement?
- (5) Has a Pension Adjustment Order (POA) been issued or is in the process of being issued on any of your pension benefits to which you are about to take or have not yet taken? (if yes, please provide a copy of this document)
- (6) Has a Notice to Trustees been received in connection with a judicial separation in respect of any of your pension benefits to which you are about to take or have not yet been taken? (if yes, please provide a copy of this document)

Personal Fund Threshold (PFT) Certificate

Tick "Yes" or "No" to the following question:

	Yes	No
Do you have a Personal Fund Threshold (PFT) Certificate, issued by Revenue? If yes, please include a copy when you return this claim form.	<input type="checkbox"/>	<input type="checkbox"/>

If your PFT includes a defined benefit arrangement, please state the valuation factor used:

4: Retirement Options – These are all subject to Maximum Allowable Revenue Limits

Select the Retirement Options from EITHER Option A, B, C, D, E or F (or Option G, where applicable). Please note that if you hold property within your PRSA we will need an updated valuation within the last 3 months prior to retirement.

Option A: Retirement lump sum and remain in a Vested PRSA with Newcourt Retirement Fund Managers Ltd

Take the maximum retirement lump sum entitlement (25% of the fund)

If you wish to take a lower lump sum please specify the amount € / % _____

The balance of the PRSA will remain in a Vested PRSA with Newcourt Retirement Fund Managers Limited

Option B: Retirement lump sum and invest in an Approved Retirement Fund (ARF) with Newcourt Retirement Fund Managers Limited

Take the maximum retirement lump sum entitlement (25% of the fund)

If you wish to take a lower lump sum please specify the amount € _____

With the balance of your fund:

Invest in an ARF with Newcourt Retirement Fund Managers Limited

Option C: Retirement lump sum and invest/withdraw balance as taxable cash

Take the maximum retirement lump sum entitlement (25% of the fund)

If you want to take a lower lump sum please specify the amount € _____

With the balance of your fund:

Take a lump sum* subject to Income Tax, PRSI and USC

Option D: Retirement lump sum and transfer the Vested PRSA / ARF

Take the maximum retirement lump sum entitlement (25% of the fund)

If you wish to take a lower lump sum please specify the amount € _____

With the balance of your fund, transfer to a Vested PRSA/ARF with:

Please insert PRSA Provider/ARF Provider

Option E: Retirement lump sum and Annuity

Take a maximum retirement lump sum entitlement

If you want to take a lower lump sum please specify the amount € _____

With the balance of your fund, transfer to a Vested PRSA/ARF with:

AND buy an Annuity with _____

Please insert Insurance Provider

Option F: Annuity Only

Use all of the PRSA Fund to purchase an Annuity with:

Please insert Insurance Provider

Option G: Withdraw Full PRSA Value (Trivial Option)

This option is only available if the balance of your pension funds from ALL sources after payment of retirement lump sum is less than €30,000.

Take the maximum retirement lump sum entitlement of 25% of the PRSA value and withdraw balance subject to income tax, PRSI and USC*. By completing this box you are declaring to Newcourt Retirement Fund Managers Limited the value of all of your retirement values after the payment of the retirement lump sum is less than €30,000

*You will receive a higher net payment if you assign tax credits to **Newcourt Retirement Fund Managers Limited 'as your employer'**. Please contact your local tax office and advise them that you wish to assign all/part of your credits/SRCOP/USC bands to: **Newcourt Retirement Fund Managers Limited Pension Payments** **Employer No: 9656384K**

Please advise us if you are assigning credits before we issue final net payment figures to you.

5: PRSA Holder Beneficiary Bank Account Details

I confirm that the following are my personal bank account details to which my retirement lump sum must be paid to:

Account Name <i>(this must be the PRSA Holder Name)</i>	
Bank Name and Address	
IBAN	
BIC	

You must provide a copy of your Bank statement dated within the last 6 months confirming the above details.

I confirm that the above bank account details are correct:

SIGN HERE **Client Signature** **Date**

Name in Capitals

6: PRSA Holder Declaration:

I declare that I have read this claim form and fully understand the options available to me.

I authorise Newcourt Retirement Fund Managers Limited to pay my retirement benefits as instructed above. I acknowledge that the actual amount received by me will vary in accordance with the encashment value of any assets at the time my benefits are drawn down.

I declare that to the best of my knowledge and belief, the information provided in this form (including the Appendix 1) is correct and I fully understand the options available to me.

Newcourt Retirement Fund Managers Limited have not provided me with any financial advice in relation to this claim, and I acknowledge that I should seek Financial Advice / Tax Advice before drawing down my pension benefits. I do not hold Newcourt Retirement Fund Managers Limited liable in relation to this claim, and I wish to proceed on an execution only basis.

I consent to Newcourt Retirement Fund Managers Limited obtaining information from or sharing information with any Insurance Company or Qualifying Fund Manager shown in Appendix 1 for the purpose of completing my claim.

I confirm that these benefits do not relate to an AVC relating to an Occupational Pension Scheme.

SIGN HERE **Client Signature** **Date**

Name in Capitals

Checklist

- Fully Completed Claim Form
- Certified copies of valid ID and proof of address. ID must be in date. Proof of address must dated within the last 6 months. ***Please note that these documents must be certified by a Financial Intermediary, an Accountant, Solicitor or Gardai.**
- Copy of personal bank statement verifying account number and name
- P45, if the PRSA holder is aged between 50 and 60, together with confirmation that there is an employer contribution paid to the PRSA.
- Proof of any previous tax free lump sums received on provider headed paper

- Doctor's Certification, if applicable for Ill Health early retirement
- Copy of personal fund threshold if applicable
- Lump Sum entitlement**

The calculation of your Retirement Lump Sum and balance of funds will be sent once we are in receipt of this form fully completed along with the relevant items noted in the checklist above.

Disclaimer Newcourt Retirement Fund Managers Limited

If there are any time delays in the liquidation of any non cash assets to facilitate retirement, Newcourt Retirement Fund Managers Limited cannot be held responsible in any way. There is no guaranteed time frame for the liquation of any non cash asset, or any expenses that may be incurred in the encashment process. Therefore the retirement lump sum value paid out will depend on the valuation of the encashed asset.

If the benefits you are currently drawing down relate to funds transferred from the UK under QROPS, Newcourt Retirement Fund Managers Limited are not responsible for any taxation issues which may occur after benefits have been drawn down.

You should confirm that last date you were a resident in the UK.

Appendix 1 – Other Pension Benefits

- List the pension benefits you became entitled to, on or after 7 December 2005, including Defined Benefit Schemes.** The retirement benefits should include the value of any of your benefits subject to a Pensions Adjustment Order/ Judicial Separation

Provider	
Date Drawn Down	
Policy No	
Retirement Value	
Retirement Lump Sum (before tax was paid)	

Provider	
Date Drawn Down	

Policy No	
Retirement Value	
Retirement Lump Sum (before tax was paid)	

Provider	
Date Drawn Down	
Policy No	
Retirement Value	
Retirement Lump Sum (before tax was paid)	

Provider	
Date Drawn Down	
Policy No	
Retirement Value	
Retirement Lump Sum (before tax was paid)	

2. List the retirement benefits you are about to draw down from or are currently drawing down from, including Defined Benefit Schemes

Provider	Policy No	Retirement Value	Retirement Lump Sum (before tax is paid)

3. Have you any other pension arrangement(s) from which you have not drawn retirement benefits?

Provider	Policy No	Retirement Value