

# Clear Executive Pension

A company pension that puts you in control

Helping people build better futures



## About us






Established in 1939, Irish Life is one of Ireland's leading life and pension companies. Since July 2013 we have been part of the Great-West Lifeco group of companies, one of the world's leading life assurance organisations.

We are committed to delivering innovative products backed by the highest standards of customer service and, as part of Great-West Lifeco, have access to experience and expertise on a global scale, allowing the company to continuously enhance its leading range of products and services.

## Product snapshot

This booklet will give you details of the benefits available on the Clear Executive Pension plan. It is designed as a guide that allows us to explain the product to you in short and simple terms. There will be more specific details and rules in your terms and conditions booklet which you should read carefully. Please see the product snapshot below.

### Clear Executive Pension

 <b>Aim</b>	To build up a fund to help provide for your retirement.
 <b>Risk</b>	Low to high depending on option or mix of options chosen.
 <b>Funds Available</b>	27
 <b>Time period</b>	Normally between ages 60 and 70.
 <b>Jargon-free</b>	Yes.

**Warning: If you invest in this product you will not have any access to your money until age 60 and/or you retire.**

### Committed to Plain English

There is no financial jargon in this booklet and everything you need to know is written in an upfront and honest way.



# OUR SERVICE TO YOU

## Putting you first

We are committed to providing excellent customer service to you at all times, from the moment you apply right throughout the life of your plan. When you ring us, you will get straight through to our Customer Service Team, based in Ireland, who will be on hand to listen to your queries and help you when you are looking for answers.

## You can change your mind

We want to make sure that you are happy with your decision to take out this plan. If after taking out this plan you feel it is not suitable, your employer can cancel it within 30 days from the day we send your Welcome Pack. We will refund any regular contributions you have made. We will return any single contributions or transfers, less any fall in investment values during the 30-day period and in line with Revenue rules.

## Keeping it simple - clear communication

Because financial products can be complicated and difficult to understand, we are committed to using clear and straightforward language on all our communications to you. As a result, we work with Plain English Campaign to make sure all our customer communications meet the highest standards of clarity, openness and honesty.

## Keeping you up to date

Past fund performance is available at [www.irishlife.ie](http://www.irishlife.ie).

We are committed to keeping you informed about your plan. Because of this, every year we will send you a statement to keep you up to date on your plan details.

## How to contact us...



If you want to talk to us, just phone our Customer Service Team on 01 704 10 10. They can answer questions about your plan.

### Our lines are open:

8am to 8pm Monday to Thursday

10am to 6pm Friday

9am to 1pm Saturday

In the interest of customer service, we will record and monitor calls.

### You can also contact us in the following ways.

**Email:** [customerservice@irishlife.ie](mailto:customerservice@irishlife.ie)

**Fax:** 01 704 1900

**Write to:** Customer Service Team,  
Irish Life Assurance plc  
Irish Life Centre  
Lower Abbey Street  
Dublin 1

**Website:** [www.irishlife.ie](http://www.irishlife.ie)

## Any problems?

If you experience any problems, please call your financial adviser or contact our Customer Service Team. We monitor our complaint process to make sure it is of the highest standard. We hope you never have to complain. However, if for any reason you do, we want to hear from you.

If, having contacted the Customer Service Team, you feel we have not dealt fairly with your query, you can refer it to the Financial Services and Pensions Ombudsman or the Pensions Authority depending on the type of plan and complaint you have. You can find details and contact numbers on page 50.

## Solvency and financial condition report

Our Solvency and Financial Condition Report is available on our website at [www.irishlife.ie](http://www.irishlife.ie).

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All information including the terms and conditions of your plan will be provided in English.

The information and figures quoted in this booklet are correct as at November 2022 but may change.





A.

Information for  
**the Employee**





# Introduction \ 1

# INTRODUCTION

By the time you retire, you will probably have worked for the greater part of your life. With that in mind, most of us imagine spending our retirement doing more of the things we love; whether that's travelling, playing golf or just spending quality time with the grandkids.

Although you may be years from retiring, it's worth thinking about your future now and considering the type of lifestyle you'd like to have when you retire. People are living longer and healthier lives which means that, for many, retirement is simply the start of a new and exciting chapter.

However you plan on spending your retirement, it makes sense to start contributing to your pension as soon as you can as you can't rely on the State Pension alone if you plan on making the most of your retirement.

This guide will explain the features of the Clear Executive Pension plan and the options available to you after retirement.

## How pensions work

Pensions are simply a tax-efficient way of saving for retirement.

### Contributions

Your employer, and possibly also you, invest either regular contributions, or one-off contributions, or both. Most people choose regular contributions, because it is easier and smooths out the cost.

### Income Tax Relief

Both you and your employer may then be entitled to tax relief on all contributions.

To encourage people to save for retirement, the Government provides income tax relief on pension plans. There are limits on the relief you can get, which are based on your age at the time of contributing. The limits are outlined on page 7.

Remember that your employer must contribute. If you know how much your employer is going to pay, you can decide how much you want to pay as Additional Voluntary Contributions (AVCs). Company pension contributions are limited, they are based on your age and whether you already have pension benefits from a previous job.

If you don't have pension benefits from a previous job, your employer can pay the following for you.

These limits combine both your and your employer's contributions.



### Sample maximum contribution (% of salary)

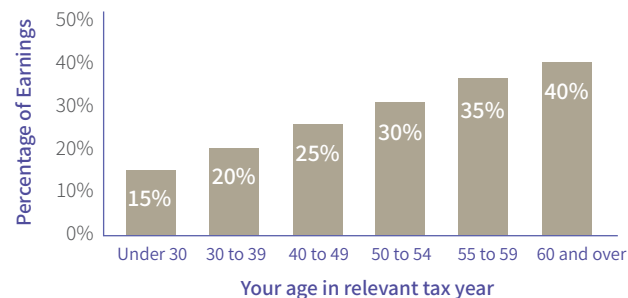
Current age	Percentage of earnings allowed as contributions
30	54%
35	63%
40	76%
45	95%
50	126%
55	189%

The figures above assume that:

- > you will have completed at least 10 years' service when you retire;
- > you are a married male retiring at 65;
- > your existing pension benefits are not included in the above rates; and
- > the rates are worked out using current capitalisation factors published by the Revenue Commissioners. (The capitalisation factors are set by the Society of Actuaries and based on sex, age and so on.)

You can pay contributions up to the following limits. This includes any contributions you make to any other pension scheme. So, for example, a married man aged 50 who aims to retire at 65 could have contributions of 126% of his salary paid into his pension. Of that 126%, he could pay 30% himself. The employee contribution percentages are currently capped at an earnings limit of €115,000, and include contributions to other approved pension arrangements, such as Retirement Annuity Contracts (RAC) and occupational pension schemes.

This graph shows the maximum contribution you can make, as a percentage of your earnings, for which you can claim income tax relief.



### Earnings are defined as follows

For employees, earnings are defined as salary including overtime, bonuses and benefits-in-kind (in other words, perks that do not take the form of a salary).

As income-tax relief is available on contributions into the plan, up to certain limits, you must meet certain conditions to be eligible to take out any type of pension plan.

- > Your income must be 'earned' – this means that you can't use money you've made from rent, dividends from shares and stocks, or returns you've made on investments. Basically, you can only use the money you've earned from your job. As well as meeting these conditions, to be eligible to take out a company pension plan, your income must be assessed for Irish income tax under Schedule E (in other words, you receive earnings from employment). This income would include salaries, bonuses, benefits-in-kind and directors' fees.

- > In a company pension plan, the employer must also contribute.

If you make contributions into the company pension plan, you can make AVCs. If your employer says you have to pay a certain amount towards the arrangement, these are 'employee contributions'. The limits shown apply to both your AVCs and employee contributions.

The main difference between AVCs and employee contributions is that if you decide to take your retirement lump sum based on your salary and service with the company, your AVCs will give more options with the rest of the fund.

If you have any questions about this important aspect of pension planning, you should speak to your financial adviser.

### **Growth**

We then invest your contributions (less any contribution charge) in a fund where any growth achieved will not be taxed. Sometimes the fund you have chosen may have to pay tax on some of the assets held outside of Ireland depending on the tax rules of the country.

### **Claiming income tax relief**

You can claim income tax relief on contributions you make towards the pension plan, up to the limits outlined earlier. Your employer will usually agree to take these contributions direct from your salary before tax. In this case, income tax relief is immediate. If we take contributions from your net salary, you can apply to your inspector of taxes to adjust your tax credits.

Your employer gets corporation tax relief on any contributions the company makes towards a pension plan for employees (as long as the contributions are within the agreed limits).

### **Retirement fund**

Finally, you'll hopefully have built up a big enough fund for your retirement.

Normally you, if the employer agrees, can decide that you will take your benefits between the ages of 60 and 70, but there are certain exceptions. Your financial adviser will explain this to you. At that stage, you'll have a number of choices in terms of what you want to do with that fund.

First of all, you can take part of your pension fund as a retirement lump sum. You may be able to take some or all of this retirement lump sum tax free, depending on Revenue limits. With the rest, you can:

- > buy a pension for life (otherwise known as an annuity);
- > invest in a fund called an Approved Retirement Fund (ARF), and take money out of that fund when it suits you. There are certain limits to this;
- > take a taxable cash sum.

Income tax, the Universal Social Charge (USC), Pay Related Social Insurance (PRSI) (if this applies) and any other taxes or government levies due at the time will be taken from each of these options. We explain your retirement options in more detail in section 4.

**Warning: If you invest in this product you may lose some or all of the money you invest.**

**Warning: The value of your investment may go down as well as up.**



# Clear Executive Pension

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# CLEAR EXECUTIVE PENSION



Our Clear Executive Pension plan helps you to build up a fund for your retirement. It is set up in the Irish Life Retail Master Trust and whilst the trustee will own the plan, you and the employer will tell us what to do in certain circumstances, for example, you can choose the funds you wish to invest in.

Everybody knows that it makes sense to plan for retirement. Yet many people put off starting a pension because they think pensions are confusing or hard work. The Clear Executive Pension plan can offer you the perfect solution - an easy-to-understand pension plan which puts you in control while offering you great choice.

## Suitability snapshot



### This plan might suit you if:

- ✓ You are currently earning Schedule E income and you and your employer would like to take advantage of the income tax relief available on pension contributions. You understand that when you retire, your pension benefits (after retirement lump sum) are taxed as income.
- ✓ Your employer is willing to pay at least 10% of the total contributions, excluding AVCs.
- ✓ You are looking for a long-term investment plan to provide for your retirement.
- ✓ Your employer has at least €25 a month to invest.
- ✓ You don't need access to your fund until you retire (see section 4).
- ✓ You are happy with the charges on this plan.
- ✓ You are happy with the choice of funds available in this plan and you understand that the value of your fund could fall as well as rise.



### This plan might not suit you if:

- ✗ You are not currently earning Schedule E income.
- ✗ You are not receiving pension contributions from your employer;
- ✗ Your employer is not willing to pay at least 10% of the total contributions, excluding AVCs.
- ✗ You do not need a plan to provide for your retirement.
- ✗ Your employer has less than €25 a month to invest.
- ✗ You need access to your fund before you retire.
- ✗ You want to explore more basic product options which may have lower charges.
- ✗ You are not happy with the choice of funds available in this plan.

## What are the charges

The Clear Executive Pension plan offers you great value for money, giving you a straightforward pension solution and competitive charges.

### Contribution charges

**Table 1 – contribution charge on regular contributions**

Regular contribution each year	Contribution charge	Percentage of contribution invested	Reduced contribution charge after five years (see note)	Percentage of contribution invested
Less than €9,000	5%	95%	4.5%	95.5%
€9,000 to €11,999.99	4.25%	95.75%	3.75%	96.25%
€12,000 or more	3.5%	96.5%	3%	97%

Note: Reduced contribution charge after five years.

As shown in table 1 above, after your pension plan has been in place for five years, we will reduce the contribution charge by 0.5%.

**Table 2 – contribution charge on one-off contributions**

One-off contribution	Contribution charge	Percentage of contribution invested
Less than €12,500	5%	95%
€12,500 to €24,999.99	4.25%	95.75%
€25,000 or more	3.5%	96.5%

### Contribution charge on transfer contributions

There is no contribution charge on funds transferred into your Clear Executive Pension plan from approved schemes, so we will invest 100% of the contribution.

### If your regular contributions change in the future

If you change your regular contributions in the future, this may change the contribution charge you pay.

#### Increased regular contribution

If you increase your regular contribution, and this results in your regular contribution going into a higher band (as shown in table 1), the contribution charge for the higher band will apply which will result in a lower contribution charge for you.

For example, if your regular contribution is €8,000 a year, the contribution charge is 5%. If you increased your regular contribution to €10,000, it would go up into the higher band and the contribution charge would be 4.25% on €10,000.

#### Reduced regular contribution

If you reduce your regular contribution, and this results in your regular contribution going into a lower band (as shown in table 1), the contribution charge for the lower band will apply which will result in a higher contribution charge for you.

For example, if your regular contribution is €10,000 a year, the contribution charge is 4.25%. If you reduce your contribution to €8,000, it would go down into the lower band and the contribution charge would be 5% on €8,000.

### **Contribution limits for regular payments**

There is no maximum limit on the total amount that can be paid into this plan. However, the highest regular contribution you can pay is:

- > €5,000 a month;
- > €7,500 every three months;
- > €15,000 every six months; and
- > €30,000 a year

You can pay any contribution over these amounts as a one-off contribution. The charges for one-off contributions are shown in table 2 on page 11.

### **Yearly fund charge**

Over the term of your plan, we take a monthly charge from the value of your retirement fund. This charge is equal to 1% a year.

### **Other charges**

The Pensions Authority charges a fee every year for executive pensions. This charge is currently €12 but could change in the future. We will take this charge every year from executive pensions.

### **Government levies**

We will take any government levies due and pass them direct to the Revenue Commissioners. We will take these levies from your fund.



## What funds are available

The following funds are available. We explain these in detail in the fund guide section.



### Recommended portfolio funds

- Pension Portfolio Fund 2 ▲
- Pension Portfolio Fund 3 ▲
- Pension Portfolio Fund 4 ▲
- Pension Portfolio Fund 5 ▲
- Pension Portfolio Fund 6 ▲

We recommend you use the pension portfolio funds with our Lifestyle Options. See pages 13 to 16.



### Funds only available with Lifestyle Options and Default Investment Strategies

- Annuity Fund
- ARF Fund
- Stability Fund



### Other funds

- Global Cash Fund
- Pension Protection Fund
- Indexed Euro Corporate Bond Fund
- Consensus Cautious Fund
- Consensus Fund ▲
- Consensus Equity Fund ▲
- Indexed Irish Equity Fund
- Indexed European Equity Fund
- Indexed Japanese Equity Fund
- Indexed North American Equity Fund
- Indexed Pacific Equity Fund
- Indexed UK Equity Fund
- Indexed Global REIT Fund
- Managed Portfolio Fund 1 (Foundation)
- Managed Portfolio Fund 2 (Base) ▲
- Managed Portfolio Fund 3 (Core) ▲
- Managed Portfolio Fund 4 (Intermediate) ▲
- Managed Portfolio Fund 5 (Dynamic) ▲
- Managed Portfolio Fund 6 (Aggressive) ▲

## What Investment strategies are available

We will invest your pension contributions in a fund or funds as explained earlier so it's beneficial for you to choose funds which are right for you. Investment strategies are a way of managing the funds you are invested in to help reduce risk as you draw closer to retirement. We have four investment strategies for you to choose from – the ARF Lifestyle Option, the Annuity Lifestyle Option, the Default Investment Strategy (ARF) and the Default Investment Strategy (Annuity). If you don't choose an investment strategy when you take out your Clear Executive Pension plan, we will automatically put you into the Default Investment Strategy (Annuity). We also have a number of funds for you to choose from if you don't want to invest in any investment strategy.

### 1. Lifestyle Option Strategies

Our lifestyle options strategies involve gradually moving your investment into a mix of low and medium-risk funds as you move closer to retirement.

Before choosing either strategy you should be aware that the funds which they invest in can fall and rise in value and have different levels of risk. This is explained in the description of each fund.

It is generally recommended that the pension portfolio funds form part of the lifestyle option, but you can choose your own funds if you prefer. The percentage invested in each fund at any one time depends on how long you have left to your retirement date.



## The ARF Lifestyle Option

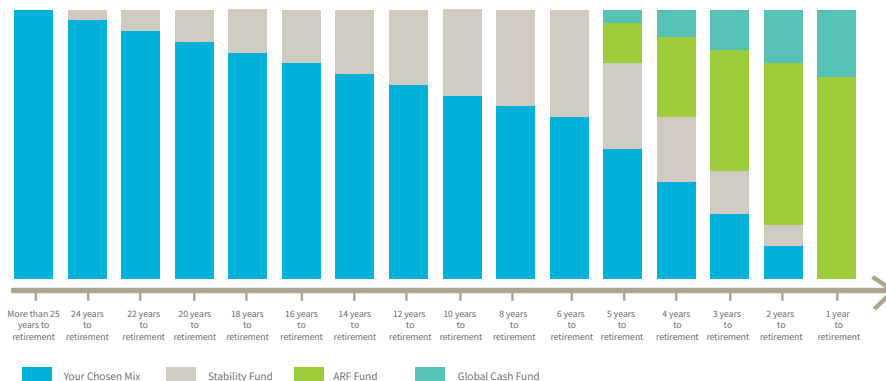
If you want to invest your retirement fund in an Approved Retirement Fund (ARF) when you retire, you can choose our ARF Lifestyle Option. If you are more than 25 years from your chosen retirement date, we fully invest your contributions in the Pension Portfolio Funds or the funds of your choice.

Between 25 years to six years before you retire, we will switch 2% of your fund into the Stability Fund every year.

When you are six years before retirement, 60% of your fund is invested in your fund choice and 40% in the Stability Fund. At that date, we gradually switch the total fund and future contributions into the Global Cash Fund and the ARF Fund until one year before your retirement.

For the last year your fund is entirely in the Global Cash Fund (25%) and ARF Fund (75%). We explain these funds in more detail on page 32.

## ARF Lifestyling Strategy



The table above shows how your investment is automatically switched between funds in the ARF Lifestyle Option. If, for example, you take out a Clear Executive Pension plan and you have 18 years to retirement, we will at first invest 84% of your contributions in your own choice of funds and 16% in the Stability Fund. The contributions will gradually switch over the rest of the term as explained above.

## The Annuity Lifestyle Option

This strategy will suit you if you aim to buy an annuity with your retirement fund. This is identical to our ARF Lifestyle Option except that instead of switching into the ARF Fund, you will switch into the Annuity Fund. As with the ARF Lifestyle Option, you can invest in the pension portfolio funds or choose your own funds..

We do not recommend the lifestyle option strategies if you want to invest in low-risk funds. This is because with those strategies your investment is gradually moved into a mix of low-risk and medium-risk funds.

We explain the current risk and volatility levels associated with your chosen funds and the other funds in the lifestyle options are on page 23 in this booklet. You should ensure that you are happy with the risk and volatility levels your funds will be invested in throughout the lifetime of your plan. All funds can rise and fall in value.

The percentage invested in each fund at any one time depends on the time you have left to your retirement date. If your retirement fund is automatically moved into less risky funds, such as bonds, and stock markets rise in the years leading up to your retirement, this could lead to your retirement fund being less than it could have been.

**Please note** that the lifestyling switching process is automated and will start once you have chosen lifestyling and are less than 25 years to retirement. This could take up to five working days to start from the start date of your plan.

There is no charge for any switches made with the lifestyle options.

You can switch out of a lifestyle option strategy at any time.

## 2. Default investment strategies

The default investment strategies include funds chosen by us. You cannot choose your own funds. We will gradually switch your investment to certain low and medium-risk funds as you get closer to retirement. These strategies are designed to meet the needs of typical investors who are planning to buy an annuity or invest in an ARF when they retire. They invest through unit-linked funds. The assets which are invested in these funds will spread risk, can be cashed in quickly, and are valued often.

### Default Investment Strategy (ARF)

The Default Investment Strategy (ARF) is suitable if you plan to invest your retirement fund in an Approved Retirement Fund (ARF) when you retire.

If you are more than 25 years from your chosen retirement date, your contributions are fully invested in the Managed Portfolio Fund 4 (Intermediate). Between 25 years and six years before you retire, each year we will switch 2% of your retirement fund and future contributions into the Stability Fund. When you are six years from retiring, 60% of your retirement fund will be invested in the Managed Portfolio Fund 4 (Intermediate) and 40% in the Stability Fund.

At that date, we gradually switch your retirement fund and future contributions into the Global Cash Fund and the ARF Fund until one year before you retire.

For the last year, 25% of your retirement fund is invested in the Global Cash Fund, and the other 75% is invested in the ARF Fund.

We explain these funds in more detail on page 32.

### Default Investment Strategy (Annuity)

The Default Investment Strategy (Annuity) is suitable if you plan to buy an annuity when you retire.

Our Default Investment Strategy (Annuity) is identical to our Default Investment Strategy (ARF), except we switch your investment into our Annuity Fund rather than our ARF Fund.

If you choose a default investment strategy, you should know that the funds we have chosen could fall in value, some more than others, during the term of your plan. The default investment strategies try to make sure that the value of your pension fund does not change dramatically as you get nearer your chosen retirement date.

If your retirement fund is automatically moved into less risky funds, such as bonds, and share markets rise in the years leading up to your retirement, this could lead to your retirement fund being worth less than it could have been.

You can switch out of a default investment strategy at any time. However, once you have switched out of a default investment strategy, you cannot switch back in. There is no charge for any of the switches made within the default investment strategy.

**Please note** that the lifestyle switching process is automated and will start once you have chosen lifestyle and are less than 25

years to retirement. This could take up to five working days to start from the start date of your plan. This applies to all four strategies explained in this section. You will be fully invested in your own choice of funds until this switch happens.

### 3. Other investment options

If you do not choose to invest in any of these strategies, you can choose any one, or a combination, of the other funds available (up to 10 funds) that we describe in the fund guide section.

If you choose your own funds, we will not automatically switch your funds into more secure funds as you get nearer retirement. However, at any stage over the term of your contract, you can ask to switch funds into more secure funds, or into one of our strategies described earlier. Fund switches are free.

**Warning: The value of your investment may go down as well as up.**

**Warning: This product may be affected by changes in currency exchange rates.**

**Warning: If you invest in this product you may lose some or all of the money you invest.**



# European Sustainable Finance Disclosure Regulation (SFDR)

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## 1. Our approach to integrating sustainability risk in investment decisions

Irish Life Investment Managers Ltd. (ILIM) and Setanta Asset Management Ltd. (Setanta) manage most of the funds we offer on our products. ILIM and Setanta are related companies, within the same group as Irish Life Assurance plc (Irish Life). We also offer customers a range of funds managed by other investment managers.

Irish Life relies on its investment managers, and ILIM and Setanta in particular, to consider sustainability risks, where appropriate, when making investment decisions. ILIM and Setanta have policies to consider sustainability risks as part of their investment processes. ILIM and Setanta believe that considering sustainability risk is in the best interest of their clients. Both firms have a Responsible Investment Committee overseeing this area. Information on how other investment managers approach sustainability risks is available on their websites details of which have been included below.

Depending on the relationship with an individual investment manager we also agree the approach and criteria used to make investment decisions. The approach to managing sustainability risk will be different depending on the asset class and the investment strategy. Where appropriate we have given our investment managers the authority to use voting rights and to engage with investee companies on sustainability issues. This helps them to manage sustainability risk and deliver more sustainable long-term outcomes.



We regularly engage with our investment managers to ensure their investment approach continues to meet our needs.

## 2. What is the likely impact of sustainability risks on the returns of investment products available from Irish Life?

The impacts of a sustainability risk vary depending on the specific risk and asset class. A sustainability risk may impact a specific investment fund, it may also impact an economic sector or geographical region and so impact underlying investments of the fund. If a sustainability risk occurs, there may be a sudden negative impact on the value of an investment. In extreme circumstances, the value of the full investment may be lost. Considering sustainability risks as part of investment decisions, as explained in section 1 above, helps minimise the risk of this happening.



### Investment manager websites:

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#### ILIM:

[ilim.com/responsible-investing](http://ilim.com/responsible-investing)

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#### Setanta:

[setanta-asset.com/responsible-investing/](http://setanta-asset.com/responsible-investing/)

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#### Amundi:

[amundi.com/institutional/responsible-investmentamundi-s-core-commitment](http://amundi.com/institutional/responsible-investmentamundi-s-core-commitment)

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#### Fidelity Worldwide Investment:

[fidelityinstitutional.com/engb/sustainable-investing/sustainable-investing](http://fidelityinstitutional.com/engb/sustainable-investing/sustainable-investing)

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#### Davy:

<http://www.davy.ie/legal/disclosures/sustainable-finance.html>

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### 3. Environmental, Social and Governance (ESG) fund options

ESG funds are funds that are categorised as meeting the disclosure provisions set out in Article 8 or Article 9 of the SFDR. This categorisation applies to funds which promote environmental and / or social characteristics or which have sustainable investments as their objective.

Our plans promote environmental or social characteristics by offering ESG fund options for you to choose from. Whether a plan attains these characteristics depends on whether you choose to invest in one or more of these ESG funds during the recommended holding period.

**The ESG fund options available under your plan are identified in this booklet by ▲ for article 8 and ▲ for article 9.**

Pre-contractual disclosures for these funds, which are produced by the fund manager in accordance with SFDR, provide further detail on how the sustainability related ambitions of each of these funds are met. This includes information on how these ESG funds consider and/or monitor the principal adverse impacts ('PAI') investment decisions have on sustainability factors with further detail contained in the periodic report for each fund. All of the up-to-date important information you need for these ESG funds can be found by following this link <https://www.irishlife.ie/sfdr>

Funds that are available on your plan and that fall within the scope of SFDR can change over time. You can speak to your financial adviser if you need more information.



#### Environmental

How the company interacts with the environment

- > Climate change
- > Pollution and waste
- > Energy use
- > Natural resources



#### Social

How the company interacts with society

- > Working conditions
- > Health and safety
- > Employee relations
- > Data protection



#### Governance

How the company is run

- > Ethics
- > Executive pay
- > Bribery
- > Risk management





# Fund Guide | 4

# FUND GUIDE

Your pension scheme allows you choose the funds to invest in within the Clear Executive Pension plan, now and until you take your benefits. A description of each fund available is further on in this section. We also enclose a leaflet in your welcome pack which outlines how Irish Life takes account of sustainability risk in our investment decisions and which indicates the funds that promote environmental or social characteristics. Information on the past performance of each fund is also available on [www.irishlife.ie](http://www.irishlife.ie).

Through Clear Executive Pension plan we offer a choice of funds to meet your needs. You can choose the fund(s) you want to invest in.

All the funds are managed by Irish Life Investment Managers (ILIM). They currently take care of over €100 billion of assets (March 2022) for thousands of people across Ireland, including private investors and leading Irish and international companies. Their ability to consistently deliver excellent performance has seen them at the top of investment tables and win many awards.

The wide range of funds gives you access to different options including low-risk funds, share funds, property share funds and portfolio funds, which include a mixture of different types of investments.



## The fund that is right for you depends on



### Amount of risk

**Lower-risk funds** aim to protect your investment from large falls in value, but the potential for large gains is lower than if you choose a higher-risk fund.

**Higher-risk funds**, such as those investing in company shares, do not aim to protect your investment from large falls in value, but you do have the potential to gain much more, especially over the long term. If you invest in these types of funds, you should realise that, in wanting a higher return, you need to accept that the value of these funds can move up and down, sometimes by large amounts and you could lose some or all of the value of your investment.



### How long you want to invest for

If you are investing in a pension plan it is important to consider how long you have left until you retire. If you are many years away from retirement you may be able to accept more risk than somebody who is quite close to retirement.

## Volatility scale and risk levels

To help you choose between funds, we rate the possible level of 'volatility' of each fund on a scale of IL1 to IL7. Volatility refers to the potential ups and downs that a fund may experience over time. A fund with a risk level of IL1 is very low-risk and a risk level of IL7 is very high-risk. You should remember that risk and potential return are closely linked. In other words, investments which are higher risk tend to have higher returns over the long term, but can also experience higher falls.

Our volatility scale assumes that all investments are held on a long term basis. If an investment is held for a short term, it will usually have a greater level of risk than the volatility scale shows.

You can usually reduce the level of risk attached to an investment by diversifying (splitting the investment 'eggs' between different 'baskets') and leaving the investment where it is for a longer period of time. In other words, the longer you hold volatile investments for, the less volatile the returns become.

A fund's risk rating can change. Because of this, the risk ratings in this booklet may not be the most up-to-date ratings. Please visit our website [www.irishlife.ie](http://www.irishlife.ie) to see the most up-to-date risk rating for each of our funds.

You should monitor your investment on an ongoing basis to make sure that you are still comfortable that the fund volatility is right for you depending on the amount of risk you are willing to take.

Think about how you feel about the risks associated with investing. Everyone's situation is different and everyone handles risk differently. Together with your financial adviser you can decide which level of risk you are open to.

Below we have set out the full range of investment funds available. We divided these into high-risk funds with the potential for higher returns, medium-risk funds with the possibility of medium return, and low-risk funds with lower potential for returns.

### VOLATILITY IL1

Global Cash Fund

### VOLATILITY IL2

ARF Fund

Pension Portfolio Fund 2 ▲

Stability Fund

### VOLATILITY IL3

Consensus Cautious Fund

Indexed Euro Corporate Bond Fund

Managed Portfolio Fund 1 (Foundation)

Pension Portfolio Fund 3 ▲

### VOLATILITY IL4

Annuity Fund

Managed Portfolio Fund 2 (Base) ▲

Managed Portfolio Fund 3 (Core) ▲

Pension Portfolio Fund 4 ▲

Pension Protection Fund

### VOLATILITY IL5

Consensus Fund ▲

Managed Portfolio Fund 4 (Intermediate) ▲

Managed Portfolio Fund 5 (Dynamic) ▲

Pension Portfolio Fund 5 ▲

### VOLATILITY IL6

Consensus Equity Fund ▲  
Indexed European Equity Fund  
Indexed Global REIT Fund  
Indexed Japanese Equity Fund  
Indexed North American Equity Fund  
Indexed UK Equity Fund  
Managed Portfolio Fund 6 (Aggressive) ▲  
Pension Portfolio Fund 6 ▲

### VOLATILITY IL7

Indexed Irish Equity Fund  
Indexed Pacific Equity Fund

You can choose any combination of up to 10 funds. The next section will give you an overview of how funds work and a description of each of the funds available to you.





## Pension Portfolio Funds

We developed our pension portfolio funds bearing in mind the needs of our customers and their attitude to risk. There are five pension portfolio funds, each targeting a different level of risk. Irish Life Investment Managers monitor, review and manage each of the five funds to this risk level.

If you are a low-risk or high-risk investor, there is a fund that may suit you.

- > The funds invest in a wide range of assets, including cash, shares, property and bonds.
- > The funds are expertly managed by Irish Life Investment Managers (ILIM).
- > All five funds benefit from a wide range of risk-management strategies.

## Pension Portfolio Funds using ILIM's Dynamic Share to Cash™ model

### Range of funds from low risk to high risk



These range from lower risk, where there is a large portion of the fund in cash and bonds, to higher risk where most of the fund can be invested in shares. So if you are a low-risk or high-risk investor, there is a fund that may suit you.

The pension portfolio funds are designed to provide peace of mind for you as an investor.

Based on your attitude to risk, you will have a risk rating between IL1 (safety first) and IL7 (very adventurous). Each of our pension portfolio funds is designed for a specific risk rating.

ILIM will manage these funds to this strategic risk rating. This means that Pension Portfolio Fund 3 will be monitored and managed to a risk rating of IL3 over time.

**Warning: The value of your investment may go down as well as up.**

**Warning: These funds may be affected by changes in currency exchange rates.**

**Warning: If you invest in this product you may lose some or all of the money you invest.**

**Warning: Past performance is not a reliable guide to future performance.**

## Range of Assets

### Range of funds from low risk to high risk

Pension portfolio funds invest in a wide range of assets. Investing in a range of assets increases the 'diversification' of each pension portfolio fund. We recommend that you spread out your investment across different asset classes by not putting all your 'eggs in one basket' and these funds allow you to do just that. Investing in a wide range of assets and asset classes helps to reduce the volatility of the fund, which is a measure of the extent the fund value moves up and down.

We outline and explain the assets that are available in these funds below. The split across each of the asset classes affects the risk rating of your fund.

ILIM will continually monitor and review these assets and may change them over time. Each of the five funds will invest in different mixes of the range of assets described below. For the actual Pension portfolio fund mix, see the latest factsheets at [www.irishlife.ie](http://www.irishlife.ie).



### Cash and bonds

- > Cash
- > Government bonds
- > Corporate bonds
- > High yield bonds



### Shares

- > Global Shares
- > Low Volatility Global Shares



### Other assets

Each of the pension portfolio funds has some investment in property funds. As markets change and new opportunities arise, ILIM may invest in other assets.

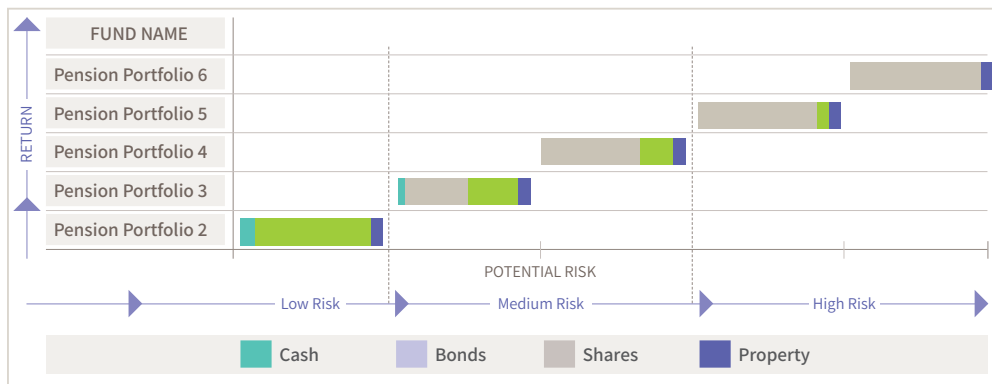
**Warning: The value of your investment may go down as well as up.**

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## The Pension portfolio fund splits

As mentioned, there are five pension portfolio funds available to suit different attitudes to risk. The graph below, which is a guide only, shows the broad asset mix of each of the five funds. As you can see the lower-risk fund Pension Portfolio Fund 2 has a very high percentage in bonds and cash which are traditionally less volatile than other assets. The higher-risk fund Pension Portfolio Fund 6 is mainly invested in shares, which are traditionally more volatile than bonds or cash but, in the past, have given better long-term returns.



For the actual Pension Portfolio Fund mix, see the latest factsheets at [www.irishlife.ie](http://www.irishlife.ie).

## Expertly managed by Ireland's number 1 investment manager

Irish Life Investment Managers (ILIM) have designed the Irish Life pension portfolio funds. They have over €100 billion of assets (March 2022) under management, including private investors and international companies. By investing in an Irish Life pension portfolio through an Irish Life pension plan, you will benefit from the best of ILIM experience and expertise.

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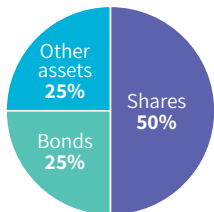


## Regular Reviews

The process takes into account the expected outlook for investment markets over the short, medium and long term, with a view to creating the best fund mix. In these reviews, ILIM are looking for opportunities to either refine the way they manage risk or increase the expected fund returns. This process involves reviewing investment opportunities such as choosing new managers, asset classes, strategies, regions, developments in research and then analysing how best to include any possible changes into the existing funds.

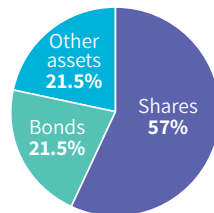
## Rebalancing

One of the most important risk management tools used by ILIM is rebalancing each Irish Life Pension Portfolio fund every three months. The example below shows why rebalancing is important and what could happen without it.



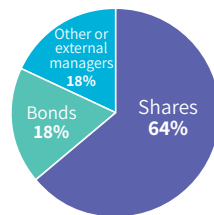
### Start year 1:

We start with this pie chart, which shows a fund with 50% in shares, 25% in bonds and 25% in other assets or external managers in cash.



### Start year 2:

If, over the course of a year, shares grew in value by 20%, while bonds and other assets or external managers both fell in value by 10%, **without rebalancing**, the second pie chart shows the new split of the fund. Here 57% of the fund is now invested in shares.



### Start year 3:

If the same thing happened again, we would end up with nearly two-thirds of the fund invested in shares. This fund mix may no longer be suitable for someone who originally chose an allocation with 50% in shares, 25% in bonds and 25% in cash.

Every three months ILIM will change the split of assets in the fund so that the funds are rebalanced back to the intended split. This means that you don't have to worry about a fund becoming a higher risk rating than the one you originally invested in over the longer term.

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**Warning: These figures are estimates only. They are not a reliable guide to the future performance of this investment.**

## Dynamic Share to Cash Model



ILIM use their DSC model on all five pension portfolio funds. ILIM developed the DSC model and is a market first in Ireland. It uses many factors to identify long-term stock-market trends and movements.

The advantage of having the DSC is that, where used the strategy identifies greater potential for falls in the stock market, it aims to reduce the amount invested in global shares and increase the amount in cash. And importantly, when the DSC identifies greater potential for stock-market recovery, it will move back out of cash and into global shares.

It is important to note that the DSC looks at long-term movements and trends in the market and is not designed to react to one-off or short-term jumps or shocks. Currently DSC only applies to global shares, ILIM will continually review this and, in the future, a similar process may apply to other assets.

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# FUND DESCRIPTIONS

44% of the funds available on this plan are categorised as ESG funds meeting the disclosure provisions in Article 8 of SFDR as at November 2022.

0% of the funds available on this plan are categorised as ESG funds meeting the disclosure provisions in Article 9 of SFDR as at November 2022.

These categorisations can change, please check [irishlife.ie](https://www.irishlife.ie) for the most up to date categorisation.

## Pension Portfolio Fund 2 ▲ (VOLATILITY IL2)

This fund is one of the Irish Life Pension Portfolio range of funds where each fund is managed within its target risk level. Pension Portfolio 2 is a low-risk fund, investing in a mix of assets such as bonds, shares, property, cash and externally managed funds. It also features several risk-management strategies including those with a focus on sustainability. The fund aims to have a small percentage invested in higher-risk assets such as shares and property. The fund manager monitors and rebalances the fund regularly and may



**Important:** This applies to all pension portfolio funds listed below. Funds that are managed by external asset managers are subject to incentive fees. Part of this fund may borrow money to invest in property.

change the mix over time. For the current asset mix of the fund please see [www.irishlife.ie](https://www.irishlife.ie).

## Pension Portfolio Fund 3 ▲ (VOLATILITY IL3)

This fund is one of the Irish Life Pension Portfolio range of funds where each fund is managed within its target risk level. Pension Portfolio 3 is a low to medium-risk fund, investing in a mix of assets such as bonds, shares, property, cash and externally managed funds. It also features several risk-management strategies including those

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with a focus on sustainability. The fund aims to have a mix of lower-risk assets such as cash and bonds and higher-risk assets such as shares and property. The fund manager monitors and rebalances the fund regularly and may change the mix over time.

For the current asset mix of the fund please see [www.irishlife.ie](http://www.irishlife.ie).

### **Pension Portfolio Fund 4 ▲** (VOLATILITY IL4)

This fund is one of the Irish Life Pension Portfolio range of funds where each fund is managed within its target risk level. Pension Portfolio 4 is a medium-risk fund, investing in a mix of assets such as bonds, shares, property and externally managed funds. It features several risk-management strategies including those with a focus on sustainability and may invest in cash from time to time. The fund aims to have a moderate percentage invested in high-risk assets such as shares and property. The fund manager monitors and rebalances the fund regularly and may change the mix over time.

For the current asset mix of the fund please see [www.irishlife.ie](http://www.irishlife.ie)

### **Pension Portfolio Fund 5 ▲** (VOLATILITY IL5)

This fund is one of the Irish Life Pension Portfolio range of funds where each fund is managed within its target risk level. Pension Portfolio 5 is a medium-to-high-risk fund, investing in a mix of assets such as shares, property, and externally managed funds. It features several risk-management strategies including those with a focus on sustainability and may invest in cash from time to time. The fund aims to have a relatively high exposure to high-risk assets such as shares and property. The fund manager monitors and rebalances the fund regularly and may change the mix over time.

For the current asset mix of the fund please see [www.irishlife.ie](http://www.irishlife.ie)

### **Pension Portfolio Fund 6 ▲** (VOLATILITY IL6)

This fund is one of the Irish Life Pension Portfolio range of funds where each fund is managed within its target risk level. Pension Portfolio 6 is a high risk fund investing in a mix of assets such as shares, property, and externally managed funds. It features several risk-management strategies including those with a focus on sustainability and may invest in cash from time to time. The fund aims to have a relatively high exposure to high-risk assets such as shares and property. The fund manager monitors and rebalances the fund regularly and may change the mix over time.

For the current asset mix of the fund please see [www.irishlife.ie](http://www.irishlife.ie)

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## Funds to be used only with lifestyle options and default investment strategy

### ARF Fund

(VOLATILITY IL2)

This fund is largely made up of bonds and cash with the rest in shares and potentially derivatives. The fund may use derivatives to achieve its investment objective, reduce risk or to manage the fund more efficiently and may also feature several risk management strategies. This fund aims to provide moderate returns. ILIM may change the fund mix and risk management strategies over time.

### Stability Fund

(VOLATILITY IL2)

The Stability Fund invests mostly in bonds and cash with a small amount in shares and potentially derivatives. The fund may use derivatives to achieve its investment objective, reduce risk or to manage the fund more efficiently and may also feature several risk management strategies. This fund aims to provide moderate returns with low levels of ups and downs. ILIM may change the fund mix.

### Annuity Fund

(VOLATILITY IL4)

This fund invests in long-term corporate bonds and eurozone government bonds. The aim of the investment is to pay for an annuity when you retire.

## Other Available Funds

We also have 19 other funds from which you can build your own mix of funds to be used with or without the lifestyle option investment strategies.

### Global Cash Fund

(VOLATILITY IL1)

This fund invests in bank deposits and short-term investments on international and domestic money markets. It is intended to be a low-risk investment, but you should be aware that this fund could fall in value. This could happen if, for example, a bank the fund has a deposit with cannot repay that deposit, or if the fund charge is greater than the growth rate of the assets in the fund.

### Consensus Cautious Fund

(VOLATILITY IL3)

The Consensus Cautious Fund aims to divide its assets where 65% of the assets are currently invested in the Consensus Fund and 35% track the performance of short-term eurozone government bonds. For more details on the Consensus Fund, please see page 34. The Consensus Cautious Fund aims to give midrange levels of return with lower levels of ups and downs.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While

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securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Indexed Euro Corporate Bond Fund

(VOLATILITY IL3)

This fund invests in investment-grade euro corporate bonds which become due for payment at different times. By providing access to a wide range of companies who issue bonds, the fund aims to provide long-term returns which are greater than can be achieved by investing in cash or government bonds. The fund aims to track the performance of the Merrill Lynch EMU Large Cap Corporate Bond Index.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Managed Portfolio Fund 1 (Foundation)

(VOLATILITY IL3)

This is a passively managed fund, where approximately 65% of the assets are invested in the Consensus Fund and 35% track the performance of shorter term eurozone government gilts but this may change over time. The Consensus Fund invests in the same assets as the main Irish pension investment managers, i.e. it mirrors their choice of equities, bonds, property and cash. The European fixed interest securities are Eurozone bonds that typically have less

than five years to maturity. This fund is suitable for those who are looking for less volatility than traditional managed funds and will accept less potential growth.

## Managed Portfolio Fund 2 (Base) ▲

(VOLATILITY IL4)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. The fund is invested approximately 70% in the Cautious Consensus Fund and 30% in the Consensus Fund but this may change over time.

## Managed Portfolio Fund 3 (Core) ▲

(VOLATILITY IL4)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. The fund is invested approximately 70% in the Consensus Fund and 30% in the Cautious Consensus Fund but this may change over time.

## Pension Protection Fund

(VOLATILITY IL4)

This fund aims to track the price of annuities i.e. if long-term interest rates fall, the value of this fund will increase to roughly compensate for the rise annuity prices as it invests in long dated bonds. This fund invests entirely in long-dated Euro-denominated government securities. These securities are effectively loans to governments with repayment dates of ten years or more. The returns on these

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assets come from a combination of the interest paid and any capital appreciation or depreciation on the value of the securities.

### Consensus Fund ▲

(VOLATILITY IL5)

The fund aims to match the investments made by the main managed funds in Ireland and provide performance that is in line with the average of all pension managed funds in the Irish market. The fund may invest in shares, property, bonds and cash.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

### Managed Portfolio Fund 4 (Intermediate) ▲

(VOLATILITY IL5)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. The fund is invested approximately 80% in the Consensus Fund and 20% in the Consensus Equity Fund but this may change over time.

### Managed Portfolio Fund 5 (Dynamic) ▲

(VOLATILITY IL5)

This is a passive fund that invests substantially in global equities with the balance invested in bonds, property and cash. The fund

is invested approximately 70% in the Consensus Equity Fund and 20% in the Consensus Fund and 10% in the Indexed Pacific Equity Fund but this may change over time.

### Indexed European Equity Fund

(VOLATILITY IL6)

This fund invests in European shares. The fund's aim is to match the average return of all shares that make up the MSCI Europe Ex UK Index.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

### Indexed Japanese Equity Fund

(VOLATILITY IL6)

This fund invests in Japanese shares. The fund's aim is to match the average return of all the shares that make up the MSCI Japan Index. A one-day delay applies to switches due to significant trading and settlement time differences in Asian markets.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

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## Indexed North American Equity Fund

(VOLATILITY IL6)

This fund invests in North American shares. The fund's aim is to match the average return of all the shares that make up the MSCI North America Index.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Indexed Global REIT Fund

(VOLATILITY IL6)

The Indexed Global REIT Fund aims to achieve returns in line with the MSCI World IMI Core Real Estate Index. The MSCI World IMI Core Real Estate Index consists of large, mid and small cap stocks engaged in the ownership, development and management of specific core property type real estate. The index excludes companies, such as real estate services and real estate financing companies, that do not own properties.

The Fund invests in a limited number of market sectors. Compared to investments which spread investment risk through investing in a variety of sectors, share price movements may have a greater effect on the overall value of this fund. The fund will invest outside the eurozone which involves currency risk.

ILIM may change the fund mix and risk management strategies over time.

In certain circumstances we may delay exits and switches out of this fund. The delay period will be no longer than 18 months from the time we receive your request. Delayed exits and switches from this fund will be based on the value of the units at the end of the delay period. Please read 'Important information' on page 37 for more information.

## Indexed UK Equity Fund

(VOLATILITY IL6)

This fund invests in UK shares. The fund's aim is to match the average return of all the shares that make up the MSCI UK Index.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Managed Portfolio Fund 6 (Aggressive) ▲

(VOLATILITY IL6)

This is a passively managed global equity fund invested in the same equities as the Consensus fund with an extra allocation to Pacific equities. Currently the fund is invested approximately 85% in the Consensus Fund mix of equities and 15% in the Indexed Pacific Equity Fund.

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## Consensus Equity Fund ▲

(VOLATILITY IL6)

The fund aims to achieve growth by investing in Irish and international shares based on the average investment made by Irish investment managers. The Consensus Equity Fund aims to provide performance that is in line with the average of all pension managed funds in the Irish market.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Indexed Irish Equity Fund

(VOLATILITY IL7)

This fund invests in Irish shares. The fund aims is to match the average return of all the shares that make up the ISEQ Index. There is a significant level of risk in this investment.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

## Indexed Pacific Equity Fund

(VOLATILITY IL7)

This fund invests in Pacific shares, which includes countries such as Singapore, South Korea and Australia. The fund's aim is to match the average return of all the shares that make up the MSCI Pacific Ex Japan Index. A one-day delay applies to switches due to significant trading and settlement time differences in Asian markets.

The assets in this fund may be used for the purposes of securities lending in order to earn an additional return for the fund. While securities lending increases the level of risk within the fund it also provides an opportunity to increase the investment return.

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## Important information about available funds

This section gives you information about tax, currency, charges and important information relating to investing in our funds.

### Delay periods

In certain circumstances we may need to delay switches, withdrawals or transfers out of a fund. The circumstances in which we may delay a switch, withdrawal or transfer can include the following.

- > If a large number of customers want to take money out of the same fund at the same time.
- > If there are practical problems selling the assets in which a fund is invested.
- > The fund manager imposes a delay.
- > If you invest in markets or funds with assets with significant time differences including trading or settlement time differences. An example of this is Asian markets.

Delayed transactions will be based on the value of the units at the end of the delay period. Delay periods can be significant depending on the nature of the underlying assets.

### Reducing the value of the fund

When there are more customers moving out of a fund than making new investments in it, we may reduce the value of the units in the fund. This is to reflect the percentage of the costs associated with buying and selling the assets of the fund. The reduction in the value of the affected assets will be different for each fund. It is likely to be significant for the percentage of any fund invested in property.

## Currency

### Funds investing outside the eurozone

Funds that invest outside of the eurozone carry a risk related to currency. This is because the funds are priced in euro but the assets in which the fund invests are valued in their local currency. This can increase or reduce your returns depending upon how those local currencies are performing compared with the euro.

For example, the Indexed UK Equity Fund aims to track the performance of the MSCI UK index of shares of UK companies. Since the shares are priced in pounds sterling, the value of the Indexed UK Equity Fund will be affected both by how the shares of the companies perform and any movements in the euro and sterling exchange rate. If, for example, there has been no change in the value of the shares in sterling, but sterling falls in value against the euro, the Indexed UK Equity Fund would fall in value. Obviously, in the same circumstances, a rise in the value of sterling would result in an increase in the value of the UK Equity Fund.

Some funds which invest in assets outside of the eurozone may try to manage the risk related to movements in exchange rates. The cost of trying to protect against currency movements will be charged to the fund on an ongoing basis. Changes in exchange rates during the investment term in funds which are not protected against currency movements may have a negative effect on the value of these funds and the expected investment returns.

Equally, some fund managers will not try to manage the risk related to movements in exchange rates and the value of your investment will be fully exposed to exchange rate movements.

**Warning: This Clear Executive Pension plan may be affected by changes in currency exchange rates.**

## Tax

We explain the personal income tax relief you may be entitled to on page 6.

Under current Irish tax rules, the growth of all pension funds, including PRSAs (Personal Retirements Savings Accounts), are not taxed until the benefits are taken. However, if your chosen fund invests in assets outside Ireland, the fund may have to pay tax on these investments.

We will take tax on income or profits if this is necessary under the tax rules of the country the assets are held in. In some instances, withholding tax or other taxes may apply, depending on the tax rules of the country. We will take any tax due from the fund, and this is reflected in the returns of the fund.

You have to pay income tax, the Universal Social Charge (USC), Pay Related Social Insurance (PRSI) (if this applies) and any other taxes or government levies on the income you get from a pension.

If Irish tax law and practice changes during the term of your plan, we will amend this in the fund value as a result.

This information is based on current Irish tax law, which could change in the future.

## General Information

If you have chosen to invest in a fund that invests in shares or bonds, the assets in that fund may be used for the purpose of securities lending to earn an additional return for the fund. While securities lending increases the level of risk within a fund it provides an opportunity to increase the investment return. The fund manager may keep some or all of the revenue from securities lending for themselves.

At any stage we can change the range of fund options that are available. We may decide to stop giving you access to certain funds entirely. In this case you can switch out of these funds into any other funds that are open at the time. We can also restrict the option to switch into, or invest top-up contributions in any funds.

We may also change the manager who manages a particular fund in the future. In various fund descriptions, we explain the asset split that currently applies. The fund manager can change this asset split at any stage in the future. You can contact us for up-to-date information on your funds at any time or visit our website [www.irishlife.ie](http://www.irishlife.ie).

## Property

This section is applicable if you are invested in a property fund or a fund with a high percentage invested in property assets. The maximum investment allowed in a fund that is primarily invested in property is 49% of the plan value and contributions.

### The property cycle – selling costs and delays

The property market reacts more slowly than stock-markets and tends to follow more of a cycle. It can rise or fall for longer periods in a more consistent way than the stock-market does. This is partly because it takes more time and costs more to buy and sell properties than it does to buy or sell other assets like shares. As a result, if there are more investors who want to cash in their investments than there are new investors, we may need to make the following changes so that all investors pay their fair share of the costs that the funds have to pay.

### Reducing the value of the fund

When there are more customers moving out of a fund than making new investments in it, we may reduce the value of the units in the fund to reflect the percentage of the costs associated with buying and selling the assets of the fund. The reduction is likely to be most significant for the percentage of any fund invested in property.

For those funds invested in property, the actual reduction will depend on the percentage of property in the fund and the actual costs involved in having to sell properties within that fund. If a reduction in value were to apply today, we estimate this rate could possibly be about 10%, assuming that the fund has a high percentage invested in property. To arrive at this rate, we have estimated the selling costs that might apply. It is possible that the

reduction in value could be higher or lower in the future and could take place in stages.

Funds with a lower property asset mix will have a lower reduction rate. The reduction for any part of a fund invested with fund managers may happen at a different time to the reduction for the rest of the fund.

### Using borrowings

In the description of funds, we have shown the funds which are likely to include borrowing as part of their investment strategy. The amount borrowed will vary and you should contact us to find out the current amount borrowed within the fund you are interested in. This will help you assess the level of risk, which increases as borrowing increases.

Funds which invest in the European property markets are invested in indirect property investments through other fund managers. This means that rather than buying properties directly, we invest your money with other fund managers. For example, we may invest in a fund which itself invests directly in property. These managers may use money invested in their funds to borrow extra money. As a result, the amount of property in these funds can increase which, in turn, increases the possibility for growth.

This is one of the main attractions of these indirect property funds. You will have the chance to get higher returns if the value of the property paid for by the loans is higher than the cost of repaying the loans.

However, borrowing in this way also increases the possible risks for the fund. It can mean greater losses if the property falls in value.

The value of indirect property investments will reflect the total value of the properties in the fund but with the value of the loans and the

interest due taken off. The following example shows how a property fund works if it usually invests in a mix of direct and indirect properties.

Amount of investment	€100,000
Amount invested directly in property	€75,000
Amount indirectly invested in property	€25,000
Amount borrowed by indirect funds	€75,000
Amount invested in indirect property with borrowings	€100,000
Total amount invested in property including borrowings	€175,000

In this example:

- > 25% of the investment is invested indirectly in property;
- > for every €1 invested indirectly in property, €3 is borrowed. Please note that the level of borrowing will vary from fund to fund.

When referring to funds with borrowing, the term 'loan-to-value ratio' is often used. This is the loan amount divided by the value of the property, and in the above example is 75%. The loan to value ratio changes, based on the value of the indirect properties at any given time so this percentage will vary regularly.

### What happens if property falls in value?

That part of the fund linked to indirect property investments will fall in value by a greater amount because of the level of borrowing.

The following are examples:

- > If the value of the indirect properties fall by 10%, and the indirect fund borrowed €3 for every €1 invested, the actual fall in value of the indirect part of the investment would be 40%.
- > If the value of the indirect properties fall by 10%, and the indirect fund borrowed €2 for every €1 invested, the actual fall in value of the indirect part of the investment would be 30%.
- > If the value of the indirect properties fall by 10%, and the indirect fund borrowed €1 for every €1 invested, the actual fall in value of the indirect part of the investment would be 20%.

For any particular fund the amount invested indirectly in property by the external fund manager may be higher or lower than shown above.

The level of borrowing within that part of the fund invested indirectly in property will also change over time. The higher the amount of the loan compared to the amount invested in property, the greater the potential returns. However, the level of risk will be higher.



# Your options when you retire

| 4

# YOUR OPTIONS WHEN YOU RETIRE

With our Clear Executive Pension plan, you have a number of options when you retire. It is not necessary to decide now on what option you should take. You can make this decision closer to retirement when it is easier to decide how you want to spend the fund you have built up.

## Retirement lump sum

You can take part of your pension fund as a retirement lump sum. You may be able to take some or all of this retirement lump sum tax-free.

You can take your retirement lump sum one of two ways.

1. You can take 25% of your fund as a retirement lump sum. You can then use the rest of the fund for one or more of the following:
  - > Buy a pension for life (annuity)
  - > Invest in an ARF
  - > Take a taxable cash sum
2. Your other option is to take a retirement lump sum of up to 150% your final salary. This depends on the number of years' service you have with your company. If this is less than 20 years or if you take early retirement or if you leave your employer before your normal retirement age, the retirement lump sum will be reduced. You must use the rest of your pension to buy a pension for life.

However, you can use your AVC fund for one or more of the following.

1. Buy a pension for life (otherwise known as an annuity)
2. Invest in an ARF
3. Take a taxable cash sum

As mentioned, you may be able to take some or all of your retirement lump sum without paying tax. The maximum tax-free amount you can receive is €200,000. Retirement lump sums between €200,000 and €500,000 will have standard-rate income tax (currently 20%) taken off. Any retirement lump sums which are more than €500,000 will be taxed at your marginal rate as income. We will also take the USC, PRSI (if this applies) and any other taxes or government levies due at that time. Both the €200,000 and €500,000 limits include all retirement lump sums you have received since 7 December 2005.

Your financial adviser can give you more information about what you are entitled to.



## 1. Buying a pension for life

You can use the rest of the pension fund (if any) to buy a pension (in other words, a regular income which will be paid for the rest of your life, otherwise known as an annuity). Usually, this means that you pay your pension fund over to us (or another insurance company if you'd prefer) and we'll guarantee to pay you a regular amount every month while you're still alive.

The amount you will receive every month will depend on the rate you bought your annuity at. Annuity rates may change which means your income for the rest of your life will depend on annuity rates available to you at the time of buying the annuity. Your financial adviser will be able to give you an idea of what an annuity income would look like.

You can also choose other options, for example having the income increase each year, or having part of it paid to your husband, wife, registered civil partner or dependants after you've died. You don't have to make any of these decisions until you actually retire.

You may qualify for an enhanced annuity based on information on your lifestyle and medical history (and that of your dependant if this applies) enhanced annuities offer a higher income than standard annuities. This is because they work on the basis that, if you have a medical condition, you'll have a shorter life expectancy than somebody in a better state of health.

When you retire, if you do decide to buy a guaranteed pension for life, the pension is treated as normal income so you will have to pay income tax and any other tax due at that time. Also, because it is a pension for you, you cannot cash it in, change it to a lump sum, or transfer it to someone else in the future.

## 2. You can invest in an Approved Retirement Fund (ARF)

After taking your retirement lump sum, you can continue to invest the rest of your pension in a fund that you can manage and control during your lifetime, and then leave to your family when you die.

An ARF gives you a choice of how you use your fund. You can:

- > decide where you want to invest your money by choosing from a wide range of investment options;
- > make withdrawals from your ARF as and when you need them (you will be taxed on all withdrawals from your ARF fund); and
- > use your ARF to buy a pension for life (annuity) at any time.

The money you invest in an ARF may be reduced if the level of income you take is high and the investment return is not high enough to maintain this, or is lower than expected. When you die, any money left in your ARF will pass to your estate. Irish Life is obliged to take tax from ARF funds every year as if you had taken a minimum withdrawal. This is explained fully in a booklet specifically on ARFs which is available from your financial adviser.

**Warning: The income you get from this investment may go down as well as up.**

Making regular withdrawals from either an ARF may reduce the value of your fund, especially if investment returns are poor or you choose a high rate of withdrawal (or both). It is possible that your ARF could run out before you die.

### 3. Taking your pension fund as taxed cash

After taking your maximum retirement lump sum, you may be able to take the rest of the fund as a cash sum. You will have to pay tax on this at your highest rate of income tax and any other tax due at that time.

When you are taking your retirement benefits, you will need to give us all relevant information about your existing pension arrangements and income. We will let you know the limits that apply to you when you are taking your retirement benefits.

#### **Your open-market option**

You can choose to buy your pension income (annuity) from any provider. This is called an 'open-market option'. If you move to another provider, you may get a higher or lower pension income. Once you know what type of pension interests you, you can compare the different levels of income on offer. Your financial adviser can help you with this and you can also visit the Competition and Consumer Protection Commission at [www.consumerhelp.ie](http://www.consumerhelp.ie). It is also possible to buy an ARF product from a qualified fund manager other than us.

#### **Maximum pension fund**

The maximum pension fund allowed at retirement from all sources for tax purposes is currently €2,000,000 but it may change in the future. This is called the standard fund threshold (SFT). You will pay income tax on any amount over the SFT, as a one-off income tax charge at the higher rate of tax when you claim your benefits on retirement.



Your questions  
answered

| 5

# YOUR QUESTIONS ANSWERED

## What is the minimum contribution that can be paid into the plan?

The minimum amount the employer can contribute is €25 a month or €300 a year.

If you are paying employee contributions, the employer must pay at least 10% of the total yearly contributions, not including AVCs. The employer can pay all the contributions.

## What payment options are there under the plan?

Your employer can pay regular contributions every month, every three months, every six months or every year by direct debit from their bank account.

If you want to also pay regularly, your employer should take these contributions from your salary before tax and pay them, and their own contributions, into the bank account from which we will take the total contribution.

You can only pay one-off lump-sum contributions by cheque.

If you start your plan by paying one-off contributions, you will not then be able to pay regular contributions into that plan.

## Can contributions be changed over the term of the plan?

At any stage, your employer can let us know that contributions are to be increased, reduced (to the minimum allowed) or stopped. It is also possible to take a break from paying contributions and start again in the future. There is no penalty for changing the contributions. Certain conditions may apply depending on what fund choice is made. This will be outlined in the terms and conditions.

Any illustrations we may provide of estimated values at retirement will assume your contributions continue. As a result, the expected fund could be lower than that shown. Reducing or stopping the contributions will reduce the value of the pension benefits when you retire. If contributions are being stopped or reduced, you should contact your financial adviser.

## Do contributions increase with inflation?

Your employer can choose to automatically increase the contributions each year in line with the Consumer Price Index (a measurement of inflation), or by 5% if this is higher. This is very important as it protects the contributions and future benefits from losing any value due to inflation.

## Can this plan be used as security for a loan?

You cannot transfer the legal rights to this pension plan to anyone else.

## Can the plan be cancelled?

If your employer feels that the plan is not suitable, they can cancel it by writing to us at:

Irish Life Assurance plc  
Irish Life Centre  
Lower Abbey Street  
Dublin 1

If they do this within 30 days of the date we send terms and conditions of the plan to the trustee, we will cancel the plan and refund any regular contributions made. We will return any one-off contributions or transfers after taking off any fall in value due to market conditions and in line with Revenue rules.

## Do I have to pay tax on my pension?

We must pay benefits under this plan in line with current Irish tax law. We will collect any taxes or government levies which we are required to deduct and pass them directly to the Revenue Commissioners.

Under current Irish tax law, when you retire you can take some of the fund as a retirement lump sum. We explain how much of this you may be able to take tax free in section 4. You will have a number of options as to how you can use the rest of your pension fund. The tax you pay will vary depending on which one you choose. If you choose to buy a pension for life, your income will be taxed as income in the normal way.

If you invest in an ARF you will have to pay tax on any withdrawals that you make.

For tax purposes, the current maximum pension fund you can have is €2,000,000 from all sources. This is called the standard fund threshold (SFT). If you have pension funds over this amount, you will be taxed at the higher rate for income tax. This tax is taken from the pension fund before your retirement benefits are payable. You should consult your financial adviser for more details.

You will have to pay standard rate income tax on any retirement lump sum between €200,000 and €500,000. Any amounts over €500,000 will be taxed at your marginal rate as income. The USC, PRSI (if this applies) and any other taxes or government levies due will be taken.

## What is a personal fund threshold?

If you have a personal fund threshold certificate issued from the Revenue, your maximum pension fund at retirement may be more than €2,000,000. You should contact your financial adviser or us for more details.

## When can I retire?

Before the pension scheme is set up, your employer will decide your normal retirement age. This can be any age between 60 and 70. Some occupations allow an earlier retirement age than 60.

## Can I retire early?

If your employer agrees, you may be allowed to retire earlier than the normal retirement age under the scheme. Early retirement

is allowed from age 50. However, the fund available will be less than expected and we will reduce the maximum pension benefits outlined on page 7 as a result. See also the section below on early retirement due to ill health.

## **What happens if I have to retire early because of ill health?**

If your employer approves, you can retire early because of ill health and take your pension benefits immediately. The pension may be low because contributions are stopping at an earlier age and the pension will have to last longer as you will be retiring early. If you retire early because of ill health, you must give us medical evidence to support this.

## **What happens if I die during the term of the plan?**

We If you die while employed by a scheme employer before you take your retirement benefits or leave the scheme, a death benefit will be payable.

The value of your fund can be used to pay a lump sum to your spouse, your dependants, your estate, or to someone you have nominated to receive the benefit.

The maximum lump sum is four times your salary (including lump sums from any other company pension or Personal Retirement Bond (PRB) relating to this or any previous employment), or twice your salary (including lump sums from any other company pension or PRB relating to this employment). The value of your employee contributions and AVCs can also be paid as a lump sum.

The balance of the value of your fund can be used to purchase an annuity or invest in an ARF for your spouse and/or someone who is financially dependant upon you such as your children up to the age of 18, or age 21 if in full-time education or vocational training.

The maximum annuity or ARF investment cannot exceed the maximum annuity that could have been provided for you.

The trustees will determine how the benefits are paid in the event of your death according to the scheme rules and based on your particular family and personal circumstances.

If you die and are no longer in employment with a scheme employer having completed at least two years qualifying service as a member of the pension scheme the value of your fund will be paid to your estate as a lump sum.

Your dependants may have to pay inheritance tax depending on who inherits the benefits. Irish tax law changes over time and we would advise that you get independent tax advice on this.

## **Can I take funds out of the Clear Executive Pension Plan?**

In most cases you will only be able to access your company pension at your normal retirement age or due to early retirement.

## **What are my options if I leave the company?**

If you leave your job, contributions to the plan must stop. A number of options may be available.

- > You can make the pension plan 'paid up'.
- > We can pay a refund of your contributions back to you.

- > We can pay a transfer value into another company pension scheme or PRSA, if you prefer.

### **Paid-up pension**

Although contributions to the plan must stop, the fund continues to be invested in the funds you have chosen until the benefits are paid in line with the rules of the scheme. This is called making the plan 'paid up'. We will continue to take any ongoing charges, including the fund charge, from the fund.

### **Refunding your contributions**

You can choose to take a refund of the value of your (not normally your employer's) contributions if you leave the company pension with less than two years combined qualifying services (depending on certain conditions) and we have not received a company pension transfer value. This refund is taxed at the standard income tax rate. If you choose to have the refund paid direct into an approved PRSA instead of taking it as cash, you will not pay income tax on the transfer. If you are a 20% director the option to take a refund of contributions is restricted (where you own more than 20% of the company directly or indirectly). If we do refund the value of your contributions, we will pay the value of your employer's contributions to them, except in certain circumstances where you have moved between EU countries. Any amount we refund to the employer is a 'taxable trading receipt' under corporation tax rules.

### **Transfer value**

You can ask us to transfer the value of the fund to:

- a) another occupational pension scheme, for example the pension plan of your new employer;

- b) a personal retirement bond, which is a pension plan in your name, giving you control of the fund (based on your salary and service during employment with your 'old' employer); or
- c) an approved PRSA

Depending on the value transferred and your service, certain restrictions may apply.

## **Is the pension fund protected if the company goes into liquidation?**

The assets of the pension scheme are for your benefit only and are totally separate from the company. In most cases, if a company goes into liquidation, the company pension plan will be 'paid up'.

You have a number of options similar to those available to you if you leave the company. We have already described these options in the previous answer.

## **Do I have to retire to take my benefits?**

You do not actually have to retire to take your pension once you have reached normal retirement age. If you stay working after retirement age, you can:

- > delay taking any benefits until you actually retire;
- > take the benefits at your normal retirement age; or
- > take your retirement lump sum based on your salary and service, and delay the other benefits until you retire.

See section 4 for more details about your retirement options.

## Who is the Clear Executive Pension provided by?

The Clear Executive Pension plan is in the form of an insurance policy and is a contract between us, at Irish Life, and the trustee (owner of the plan). This booklet explains most aspects of the contract but you will find specific details in the contract's terms and conditions booklet which we send when we issue the contract.

## Who should I talk to if I have a complaint?

If you have a complaint, please contact your trustee or our Customer Service Team.

If you believe that you have suffered a financial loss as a result of poor administration of your scheme, or if there is a dispute about a fact or law, you should firstly talk to the trustee. By law the trustee has to set up and follow an internal disputes resolution procedure, which they must publish and make available to you.

You can find more information on this from the Financial Services and Pensions Ombudsman at the following address.

Financial Services and Pensions Ombudsman  
Lincoln House  
Lincoln Place  
Dublin 2, D02 VH29

**Phone:** 01 567 7000  
**Email:** [info@fspo.ie](mailto:info@fspo.ie)  
**Website:** [www.fspo.ie](http://www.fspo.ie)

The trustee will investigate the matter for you. You can appeal against their decision to the Financial Services and Pensions Ombudsman.

Both you and the trustee can appeal to the High court against the decision of the Financial Services and Pensions Ombudsman. You should contact the Pensions Authority at the address below if you have any other complaints:

The Pensions Authority  
Verschoyle House  
28/30 Lower Mount Street  
Dublin 2

**Phone:** 01 613 1900  
**Fax:** 01 631 8602

For all other questions, please contact our Customer Service Team and we will try our best to sort out the matter.

If you, as the trustee and owner of the plan, have a complaint, you should contact:

Customer Service Team  
Irish Life Assurance plc  
Irish Life Centre  
Lower Abbey Street  
Dublin 1



## Information on the contributions for each benefit

The contribution level is specific to each pension plan and will be outlined on your plan schedule.

Each fund in the panel of funds contains a number of identical units. We will work out the value of each unit by referring to the net value of the assets of the fund after deductions. We set aside a number of these units for the policy so we can work out its value.

## General information on the tax arrangements which apply to this type of plan

Your employer can use their regular contributions against the corporation tax they are due to pay in the company tax year in which contributions are paid. Single contributions or contributions over a short term of less than 3 years may have to be spread over a number of company tax years. This applies as long as the regular or single contributions are within Irish Revenue contribution limits.

You can set your contributions against the income tax you are due to pay in the tax year in which you pay the contributions, as long as this is within the permitted contribution limits.

If you or your employer has questions about being eligible for tax relief we would advise that you get independent tax advice on this.

Contributions are invested in a tax-exempt fund. When you retire you may be able to take part of the fund as a tax-free lump sum. You will have to pay income tax on income from a pension or ARF after you retire. If you die before you retire, your representatives

will have to pay capital acquisitions tax (CAT) on any benefit. The limit for CAT depends on your relationship with the person who will receive the benefits.

## Maximum contribution limits

The maximum contribution that you can make depends on your age. These limits are shown on page 6 and apply to your total contribution to the company's plan (in other words your ordinary pension contribution as well as any AVCs you have made to other pension schemes). The company can contribute as much as is needed to provide the maximum benefits.

## Maximum benefit limits

The following limits apply to the combined benefits from your pension plans when you reach normal retirement age.

- > The maximum pension is two-thirds of your salary. If you have less than 10 years' employment with your company or you take early retirement, or if you leave your employer before your normal retirement age, your limits reduce, depending on the length of time you have actually been employed.
- > The maximum retirement lump sum is one-and-a-half times your final salary. If you take a retirement lump sum, this reduces the pension you are allowed. If you have less than 20 years' employment with your company or you take early retirement, or you leave your employer before your normal retirement age, the limits for your retirement lump sum reduce, depending on the length of time you have actually been employed. You also have the option instead to take 25% of the fund as a retirement lump

sum. The maximum lump sum you can receive tax-free from all sources is €200,000. You will have to pay income tax on any lump sums that are more than €200,000. Please see section 4 for more details.

- > The maximum dependant's pension, available when you die, is 100% of your retirement pension. Any children's pension plus your dependant's pension must not be more than your own retirement pension.

There are also limits to:

- > the rate at which your pension can increase while it is being paid;
- > early retirement pensions; and
- > pensions we pay to directors who directly or indirectly control more than 20% of the voting rights in the company (20% directors).

Under current Irish tax law, the maximum pension fund allowed for tax purposes is €2,000,000.

## Is this a defined benefit or a defined contribution scheme?

The scheme is linked to the Clear Executive Pension plan which is a defined contribution scheme within the meaning of the Pensions Act, 1990 as amended. This means that the level of benefits when you retire depends on the amount in contributions paid into the plan, the charges which apply and the investment return.

## Is the scheme approved?

The scheme's trust deed and rules has been approved by the Revenue Commissioners. The Pensions Authority's registration reference number will appear on your plan documentations including your pension benefit statement.

## Family law and pensions

If you are involved in a judicial separation or divorce or dissolution of a civil partnership or your relationship with a qualified cohabitant ends, a pension adjustment order may be granted by the court. There is no option to set up an independent benefit within this plan. A pension adjustment order issued by the court will override the terms and conditions of this plan. This will direct us to pay all or part of the benefits under this plan when you retire or die, to any person named in the pension adjustment order. You can get more information on how a pension adjustment order works from your solicitor or the Pensions Authority. If a pension adjustment order has been granted on your plan you must let us know.

You can contact The Pensions Authority at:

The Pensions Authority  
Verschoyle House  
28-30 Lower Mount Street  
Dublin 2

**Phone:** 01 613 1900

**Email:** [info@pensionsauthority.ie](mailto:info@pensionsauthority.ie)

## **Law which applies to the contract**

The Clear Executive Pension plan is a retirement benefit scheme as defined by Chapter 1 of part 30 of the Taxes Consolidation Act 1997. The contract will be governed by Irish law. The Irish courts are the only courts that are entitled to hear disagreements. The information in this booklet is based on our understanding of current Irish law, tax and Revenue practice.

## **European communities (distance marketing of consumer financial services) regulations 2004**

If a financial service or product is provided on a 'distance basis' (in other words, with no face-to-face contact), we have to give you certain information. We have included this information under various headings in this booklet and the terms and conditions. All information (including the terms and conditions of your plan) will be in English.



**B.**

Information for the  
**Employer**



# Clear Executive pension

6

# CLEAR EXECUTIVE PENSION



The Clear Executive Pension plan is a contract with the trustee. The contract is provided by Irish Life Assurance plc, which is regulated by the Central Bank of Ireland.

This company pension plan is set up in the Irish Life Retail Master Trust which is a retirement benefits scheme, as defined by Chapter 1 of part 30 of the Taxes Consolidation Act 1997. The contract details are in our terms and conditions booklet, the scheme rules (trust deed), the plan schedule and the application form. The contract is governed by Irish law. The Irish courts are the only courts that are entitled to hear disagreements.

## Our head office is at:

Irish Life Assurance plc  
Irish Life Centre  
Lower Abbey Street  
Dublin 1  
Ireland

The contract is a pension plan, which is used to invest contributions for retirement. The fund built up by the contributions will be available when the member retires to provide pension benefits in the form of a retirement lump sum, an annuity and possibly other options. We invest the contributions in units within an investment fund or funds the member chooses.

The term of the contract is shown on your plan schedule.

You, as the employer, do not choose the investment funds. If a member does not choose any funds, the trustee, will decide how to invest the contributions until the member says otherwise.

Each contains a number of identical units. We will work out the value of each unit by referring to the value of the assets of the fund after deductions. We have included a list of these funds in this booklet which the member should read before deciding to invest.

The value of these units can fall and rise over the term of the plan. If the member dies before they retire, we will pay the benefit to the member's estate or the trustees may decide how this is used to provide annuity of ARF benefits for the member's husband or wife, registered civil partner or dependants. Capital acquisitions tax may be due depending on who will receive the benefits.

The contract term depends on the retirement age you have chosen for the member and which you will have given on the application. The member, if you agree, can change this date during the term of the plan.

If you want to stop this contract, you can do so within 30 days of us sending you your Welcome Pack. If this happens, we will refund the contributions paid under the plan in line with Irish Revenue rules. If any single contributions or transfers have been made, we will refund these (less any reduction in the investment value over that period). Please write to us at the address on page 2 if you want to cancel your plan within the period shown. We strongly recommend that you contact your financial adviser before you cancel or make any changes to the plan. You can stop contributions at any time.

You can make contributions every month, every three months, every six months or every year by direct debit (usually from the company's account) or every year by cheque. You can also make single contributions by cheque. The contribution you want to pay at the start of the contract will be shown on your plan schedule. Your financial adviser can give you a more specific quotation.

There are certain tax advantages to taking out a company pension. You can normally use the employer contributions against the employer's liability to pay corporation tax in the company tax year in which contributions are made. Corporation tax relief on single contributions or contributions over a short term of less than 3 years may have to be spread over a maximum of five tax years. However, this must keep within Revenue contribution limits.

Member contributions can count towards the member's liability to pay income tax in the tax year in which they make their contributions. Again this depends on pension tax relief limits. Contributions are invested in a tax-exempt fund the member has chosen. When the member retires, they may be able to take part of the fund as a tax-free lump sum, within Revenue limits. Income tax

is due on income from a pension (an annuity) or withdrawals made from ARF after retirement.

There may be other taxes due at that time. If the member dies before they retire, we will pay the benefit to you as trustee. Capital acquisition tax (CAT) may be due depending on who will receive the benefits.

If you have queries about eligibility for tax relief on contributions or about the taxation of benefits we would advise that you get independent tax advice on this.

## **Irish Life as registered administrator**

We as a registered administrator provide various services such as the member's annual pension benefit statement and the trustee annual report.

As part of our job of providing the annual pension benefit statement, you must make sure that you keep us regularly updated on member details - especially if these change.

We will keep the Pensions Authority register updated with your scheme information.

## Contributions

Generally you have to make sure that you pay your contributions to the pension scheme within 21 days of the end of the month in which they are due.

If you take contributions from the member's salary, you must pay these to the pension scheme within 21 days of the end of the month in which they have been taken.

If you take any money from the salary of a member, you must give the member a statement at least once a month confirming (for the previous month or since the last statement):

- > the amount taken from the member's salary and paid to the pension scheme; and
- > the amount of the employer contribution paid to the pension scheme for the member.

Generally, you will have met this requirement if you show on the member's payslip the total amount paid into the pension scheme by both you and them.

## Investment duties

The scheme rules allow for the member to choose the investment strategy. We will only accept investment instructions from the member or from trustee.

## Who should I talk to if I have any questions?



For any help, or for questions you may have, please contact us at Irish Life.





# Glossary | 7

# GLOSSARY

## **Additional voluntary contributions (AVCS)**

These are extra contributions you can pay into your company pension to add to the pension benefits already available from your company pension scheme.

## **Annuity or pension for life**

When you retire, you can use your retirement fund to buy an annuity. This is a guaranteed income from your pension fund after you retire. This income is paid on a regular basis for the rest of your life.

## **Approved retirement fund (ARF)**

When you retire, you can invest your retirement fund in a personal investment account called an Approved Retirement Fund. You can withdraw money from the account when you need it.

## **Bonds**

A bond is a type of loan given to a company or a government. For example, a government wants to raise money, they can issue a bond. If you loan money to a government you get your money back after a set time and you will also receive a fixed interest rate.

## **Commodities**

Raw materials or basic agricultural products that can be bought and sold in recognised markets. Examples of commodities include oil, gas, gold, wheat and cattle.

## **Diversification**

A technique used in risk-management which mixes a variety of investments within a portfolio.

## **Equities or shares**

Investing in shares means investing in companies on the stock market. You then become a shareholder. For the purpose of the funds that invest in shares, as described in this booklet, we are the investor, so we are the shareholder. How those companies perform affects whether the price of units in the fund rises or falls.

## Government Bonds

Bonds issued by governments. These governments regularly pay a fixed rate of interest for a set time, after which the initial investment is returned.

## Indexed-linked fund

A fund that is index-linked, means it tracks the performance of a particular stock market index, rather than investing directly in specific assets that the manager believes will do better.

## Inflation

The rate at which the general level of prices for goods and services increases, and as a result, the buying power of money falls.

## Master Trust

A DC master trust is a defined contribution pension scheme designed to allow multiple non-associated employers to participate in one scheme operating under a single (or 'master') trust arrangement.

## Qualified cohabitant

One of two adults who live together as a couple and are not related to each other. A qualified cohabitant must have been living with their partner for at least five years if there are no dependent children, and two years if there are dependent children.

## Unit-linked fund

A unit-linked fund combines your money with money from other investors and buys units in a fund. The number of units you get depends on how much you invest and the price of the units at the time you buy.

## Volatility

A unit-linked fund combines your money with money from other investors and bu









## Contact us

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