Clear Executive Pension Plan

The company pension that puts you in control

Clear Executive Pension is provided by Irish Life Assurance plc.

EBS

National Adult Literacy Agency
An Áisíneacht Náisiúnta Litearthachta do Aosaigh

Important note:

As well as offering advice when you take out a plan, EBS will also help you with any questions about your plan(s) and offer you a financial review annually in return for any remuneration we receive.

Clear Executive Pension is brought to you by EBS d.a.c. and provided by Irish Life Assurance plc (Irish Life). Any reference to ‘we’ or ‘us’ or ‘our’ from this point onwards refers to Irish Life as Irish Life is the provider of the product. Your EBS Financial Adviser can answer any questions you might have.

Terms and conditions apply. EBS d.a.c. is tied to Irish Life Assurance plc. EBS d.a.c. is regulated by the Central Bank of Ireland. Irish Life Assurance plc is regulated by the Central Bank of Ireland. For more information or to apply, drop into any EBS office, call 1850 654 321 or visit www.ebs.ie

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

The information in this booklet was correct as at February 2021 but may change.

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

About Us

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

Our service to you

Putting you first

At Irish Life, 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, you can cancel it within 30 days from the day we send you 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 the Plain English Campaign to make sure all our customer communications meet the highest standards of clarity, openness and honesty.

Keeping you up to date

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.

Online services

We have a range of online services available for you. You can check the details of your plan online by visiting our website www.irishlife.ie and logging into My Online Services.

You will need a PIN (Personal Identification Number), which you receive when you start your plan. If you have lost your PIN or need a new one, contact our Customer Service Team on 01 704 1010.

Our online services help you keep up to date, at any time, with how your plan is performing. You can:

- view the current value of your plan;
- change your choice of funds;
- view your annual benefit statements; and
- use our information service – weekly investment market updates, fund information and fund prices.

You can also phone our automated Customer Service Information Line on 01 704 1111 to get a current value, access our weekly market update and to change your PIN.

How to contact us

If you want to talk to us, just phone our Irish-based Customer Service Team on 01 704 1010. They can answer questions about your plan.

Our lines are open:

8am to 8pm	Monday to Thursday
10am to 6pm	Fridays
9am to 1pm	Saturdays.

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

You can also contact us in the following ways:

Email: ebs@irishlife.ie
Fax: 01 680 3303
Write to: The EBS Team, Irish Life Assurance plc, Irish Life Centre,
Lower Abbey Street, Dublin 1.
Website: www.irishlife.ie

Any problems?

If you experience any problems, please call your EBS Specialist 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 contact The Financial Services and Pensions Ombudsman or The Pensions Authority depending on the type of plan and complaint you have. Full contact details are on page 47.

Solvency and Financial Condition Report

Our Solvency and Financial Condition Report is available on our website at www.irishlife.ie.

Contents

A. Information for the employee

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 smoothes 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 n the relief you can get, which are based on your age at the time of contributing. These limits aim to make sure that you don't save for benefits
over the limits set by the Revenue. The limits are outlined on page 6.

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. The minimum contribution that your employer can make is 10% of the total contributions, not including AVCs.

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.)

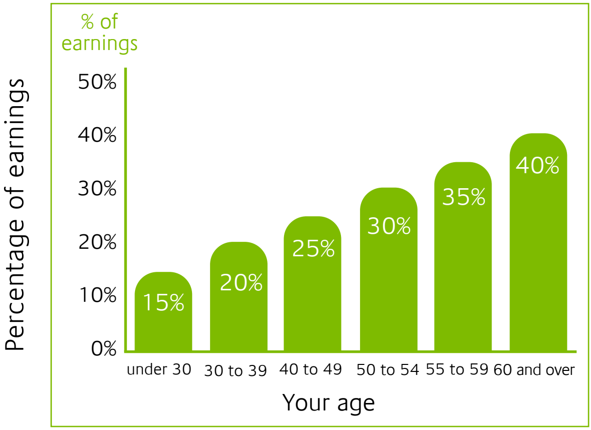
These figures could change over time.

The maximum retirement benefits allowed by the Revenue are:
- two-thirds of your final salary;
- a matching pension for your husband, wife, registered civil partner or dependants, which is paid when you die; and
- a pension increase in line with the Consumer Price Index each year.

The maximum contributions allowed are not guaranteed to give the maximum Revenue benefits. You should review your pension plan often.

The Government allows you to pay the amounts shown below into your company pension plan in any one year. 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. These percentages are currently capped at an earnings limit of €115,000, and include contributions to other approved pension arrangements, such as Retirement Annuity Contracts 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 benefitsin-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:

- You must be legally responsible for paying tax in Ireland. (This means Irish tax is due on any profits or earnings you make.)
- 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, you must have an income which can be assessed for 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 yourself 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 EBS Specialist 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 trustee agrees, can decide that you will take your benefits between the ages of 60 and 70, but there are certain exceptions. Your EBS Specialist 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), PRSI (Pay Related Social Insurance) (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 on 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.

2 Clear Executive pension plan

Our Clear Executive Pension plan helps you to build up a fund for your retirement.

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 whileoffering you great choice.

Suitability snapshot

This plan might suit you if:	This plan might not 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.	✗ You are not currently earning Schedule E income.
✔ Your employer is willing to pay at least 10% of the total contributions, excluding AVCs.	✗ Your employer is not 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.	✗ You do not need a plan to provide for your retirement.
✔ You have at least €25 a month to invest.	✗ You have less than €25 a month to invest
✔ You don't need access to your fund until you retire (see Section 4).	✗ You need access to your fund before you retire.
✔ You are happy with the charges on this plan.	✗ You want to explore more basic product options which may have lower charges.
✔ 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.	✗ 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 above), 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 on page 10), 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 contributions

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 10.

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.

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.

Other charges

The Pensions Authority charges a fee every year for executive pensions. This charge is currently €8 but could change in the future. We will take this charge every year from executive pensions.

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.

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 European Property Shares 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.

Your pension contributions will be invested in a fund or funds as explained earlier so it's beneficial for you to choose funds which are right for you, by way of investment strategies. We also have a number of funds for you to choose from if you don't want to invest in any investment strategy.

We have four investment strategies for you to choose from – the Annuity Lifestyle Option, the ARF Lifestyle Option, the Default Investment Strategy (Annuity) and the Default Investment Strategy (ARF). **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).**

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 in 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.

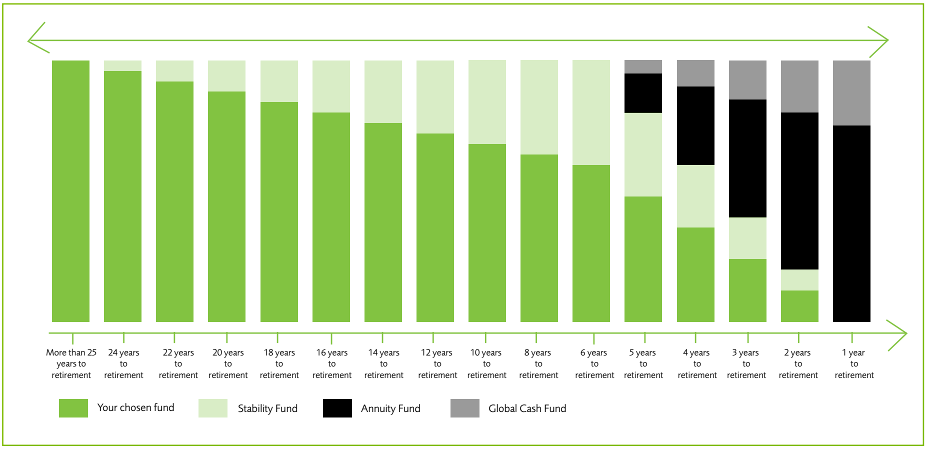
The Annuity Lifestyle Option

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 Annuity Fund until one year before your retirement. For the last year your fund is entirely in the Global Cash Fund (25%) and Annuity Fund (75%). We explain these funds in more detail on pages 28 and 29.

This strategy will suit you if you aim to buy an annuity with your retirement fund. The table on the next page shows how your investment is automatically switched between funds in the Annuity 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.

Annuity Lifestyle Option



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. This is identical to our Annuity Lifestyle Option except that instead of switching into the Annuity Fund, you will switch into the ARF Fund. As with the Annuity 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 outlined on page 19 in this booklet. You should ensure that you are happy with the risk and volatility levels of the funds you 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 term you have to go 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 selected 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 within 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 (Annuity)

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 Annuity 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 Annuity Fund.

Default Investment Strategy (ARF)

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

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

3 Fund guide

Through Clear Executive Pension plan we offer a choice of quality funds to meet your needs. You can choose the fund(s) you want to invest in but if your employer is trustee you should give your instruction to them. They will then tell us.

All the funds are managed by Irish Life Investment Managers (ILIM). They currently take care of over €60 billion of assets 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 1 to 7. Volatility refers to the potential ups and downs that a fund may experience over time. A fund with a risk level of 1 is very low-risk and a risk level of 7 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 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 EBS Specialist 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.

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

Range of funds available

Risk	Volatility	Funds
low risk	volatility IL1	Global Cash Fund
	volatility IL2	ARF Fund Pension Portfolio Fund 2 Stability Fund
medium risk	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
high risk	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 European Property Shares 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 section below will give you an overview of how funds work and a description of each of the funds available to you.

Pension Portfolio Funds

Our Pension Portfolio Funds have been designed to consider 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.

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

Pension Portfolio Funds - Dynamic Investment Solutions

Range of funds from lower risk to higher risk

FUND NAME	PENSION PORTFOLIO FUND 2	PENSION PORTFOLIO FUND 3	PENSION PORTFOLIO FUND 4	PENSION PORTFOLIO FUND 5	PENSION PORTFOLIO FUND 6
RISK LEVEL	LOWER				HIGHER

The funds 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 Irish Life (IL) risk rating.

ILIM will manage these funds to this risk rating throughout. This means that Pension Portfolio Fund 3 will be managed to a risk rating of IL3 and you don't have to worry about the risk rating of the fund changing.

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

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

Range of Assets

Range of Funds from low 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 in value.

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.

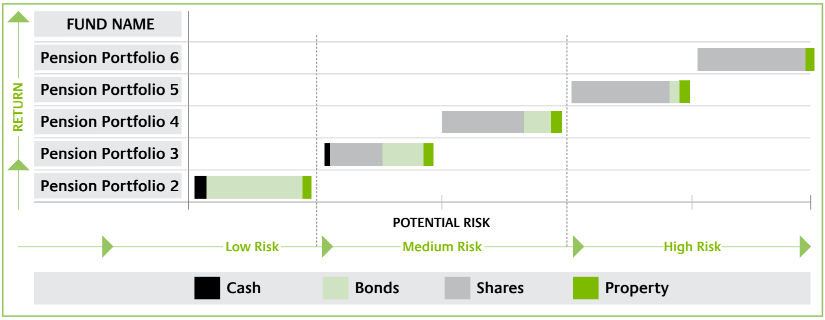
ILIM will continually monitor and review these assets and may change them over time. Each of the five funds will invest in different mixes of the range of assets described below. For the actual pension portfolio fund mix, see the latest factsheets at www.irishlife.ie/fundperformance

Cash and Bonds	Shares	Other Assets
• Cash • Government bonds • Corporate bonds • High-yield bonds	• Global Shares • Low Volatility Global Shares • Option* Strategy • Infrastructure Shares	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.

* An option is the right, but not the obligation, to buy or sell an asset at a specific price on an agreed date in the future. The seller of the option receives a sum of money from the buyer.

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, such as shares. 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/fundperformance

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.

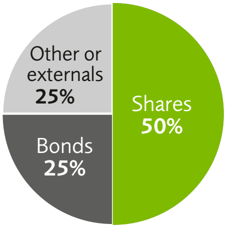
Expertly Managed by Ireland's Number 1 Investment Managers

Irish Life Investment Managers (ILIM) have designed the Irish Life pension portfolio funds. They have over €70 billion of assets 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.

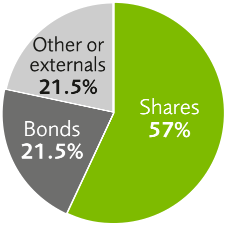
Regular reviews

ILIM regularly review Pension Portfolio funds, evaluating the current assets and managers to make sure they continue to represent the best of ILIM thinking and capability with respect to achieving their long-term risk and performance objectives. The process takes into account the short, medium and long-term expected outlook for investment markets with a view to creating the best fund mix. Typically 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, geographies, developments in research and analysing how best to include any prospective changes into the existing funds.

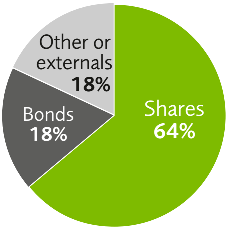
Rebalancing



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.



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.

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.

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

Dynamic Share to Cash (DSC) Model

ILIM use their DSC model on all five pension portfolio funds. ILIM developed the DSC model and it 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, when 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 applies to global shares, ILIM will continually review this and, in the future, a similar process may apply to other assets.

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.

FUND DESCRIPTIONS

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.

low risk

LOW-RISK

PENSION PORTFOLIO FUND 2 (Volatility IL**2**)

This fund is a mix of assets such as bonds, shares, property and cash. It also features several risk management strategies. This is a low risk fund which aims to have a small allocation to 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/fundperformance

medium risk

MEDIUM-RISK

PENSION PORTFOLIO FUND 3 (Volatility IL**3**)

This fund is a mix of assets such as bonds, shares, property and cash. It also features several risk management strategies. This is a low to medium risk fund, which 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/fundperformance.

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.

PENSION PORTFOLIO FUND 4 (Volatility IL**4**)

This fund is a mix of assets such as bonds, shares and property. It features several risk management strategies and may invest in cash from time to time. This is a medium risk fund, which aims to have a moderate allocation 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/fundperformance.

high risk

HIGH-RISK

PENSION PORTFOLIO FUND 5 (Volatility IL**5**)

This fund is a mix of assets such as bonds, shares and property. It features several risk management strategies and may invest in cash from time to time. This is a medium to high risk fund, which 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/fundperformance.

PENSION PORTFOLIO FUND 6 (Volatility IL**6**)

This fund is a mix of assets such as shares and property. It features several risk management strategies and may invest in cash from time to time. This is a high risk fund, which aims to have a high allocation 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/fundperformance.

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.

Funds to be used only with Lifestyle Options and Default Investment Strategy

The following funds are specifically designed to be used with the pension portfolio funds above as part of our lifestyle option investment strategies.

low risk

LOW RISK

ARF Fund (Volatility IL**2**)

This fund is largely made up of bonds and cash which currently account for about 70% of the fund, with the rest in shares and alternatives (for example emerging market shares). This fund aims to provide moderate returns.

Stability Fund (Volatility IL**2**)

The Stability Fund invests mostly in bonds and cash with a small amount in shares. This is different to a standard managed fund which invests a large amount in shares. This fund aims to provide moderate returns with low levels of ups and downs.

medium risk

MEDIUM RISK

Annuity Fund (Volatility IL**4**)

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

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.

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.

low risk

LOW RISK

Global Cash Fund (Volatility IL**1**)

This fund invests in bank deposits and short-term investments on international and domestic money markets. It is intended to be a lower-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.

medium risk

MEDIUM RISK

Consensus Cautious Fund (Volatility IL**3**)

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 30. 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 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 IL**3**)

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.

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Managed Portfolio Fund 1 (Foundation) (Volatility IL**3**)

This is a passively managed fund, where 65% of the assets are invested in the Consensus Fund and 35% track the performance of shorter term eurozone government gilts. 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 IL**4**)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. Currently, the fund is invested 70% in the Cautious Consensus Fund and 30% in the Consensus Fund.

Managed Portfolio Fund 3 (Core) (Volatility IL**4**)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. Currently, the fund is invested 70% in the Consensus Fund and 30% in the Cautious Consensus Fund.

Pension Protection Fund (Volatility IL**4**)

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

high risk

HIGH RISK

Consensus Fund (Volatility IL**5**)

The fund aims to match the investments made by the main investment managers 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.

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

Managed Portfolio Fund 4 (Intermediate) (Volatility IL**5**)

This is a passively managed fund that invests in a mix of equities, bonds, property and cash. Currently, the fund is invested 80% in the Consensus Fund and 20% in the Consensus Equity Fund.

Managed Portfolio Fund 5 (Dynamic) (Volatility IL**5**)

This is a passive fund that invests substantially in global equities with the balance invested in bonds, property and cash. Currently, the fund is invested 70% in the Consensus Equity Fund, 20% in the Consensus Fund and 10% in the Indexed Pacific Equity Fund.

Consensus Equity Fund (Volatility IL**6**)

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 European Equity Fund (Volatility IL**6**)

This fund invests in European shares. The fund's aim is to match the average return of all shares that make up the FTSE 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 IL**6**)

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

Indexed North American Equity Fund (Volatility IL**6**)

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 FTSE 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 European Property Shares Fund (Volatility IL**6**)

This fund invests in shares of European property companies and real estate investment trusts (REITs) that are managed by external managers. Part of this fund may borrow to invest in property. Borrowing increases the chance of achieving improved returns if the assets perform well. However, it also may mean greater losses if the assets fall in value. REITs generally contain borrowings of about 50% and so are more risky than investing in property that does not have any borrowing associated with it (see page 36).

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.

The fund tracks the FTSE EPRA/NAREIT Europe Ex UK Liquid 40 index which invests in listed property companies across mainland Europe. In certain circumstances we may delay exits and switches out of this fund for a period of up to 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 33 for more information.

Indexed UK Equity Fund (Volatility IL**6**)

This fund invests in UK shares. The fund's aim is to match the average return of all the shares that make up the FTSE 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 IL**6**)

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 85% in the Consensus Fund mix of equities and 15% in the Indexed Pacific Equity Fund.

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.

Indexed Irish Equity Fund (Volatility IL**7**)

This fund invests in Irish shares. The fund's aim 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 IL**7**)

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 FTSE 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.

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.

Important information about available funds

This section gives you important information about 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 the fund 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 indexed funds are priced in euro but the assets that are invested outside the Eurozone are valued in their local currency. This can increase or reduce your returns depending upon how those local currencies are performing compared to the euro.

For example, the Indexed UK Equity Fund aims to track the performance of the FTSE 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, all pension funds, including PRSAs (Personal Retirement 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.

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 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 and 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 of 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.

The example below 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; and
- 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.

4 Your options when you retire

With our Clear Executive Pension plan, you have a number of options when you retire. The trustee must also agree on the options you choose. 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 on 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.
   The balance of the fund can then be used for one or more of the following:
   - Buy a pension for life (annuity).
   - Invest in an Approved Retirement Fund (ARF) or Approved Minimum Retirement Fund (AMRF).
   - Take a taxable cash sum.

2. Your other option is to take a retirement lump sum of up to 150% of 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, the retirement lump sum will be reduced. You must use the rest of your pension to buy a pension for life.

   However, your AVC fund can be used for one or more of the following.
   - Buy a pension for life (otherwise known as an annuity).
   - Invest in an ARF or AMRF.
   - Take as 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 greater 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 EBS Specialist 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 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 EBS Specialist 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.

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 the rest of your fund

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. Depending on your circumstances, you will have two options for investing your pension fund:

Approved Retirement Fund (ARF)

If you can show that you are receiving a guaranteed pension income for life (from other sources) of at least €12,700 a year, you can reinvest the rest of your pension fund in an ARF. 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 fund 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. The Finance Act 2006 introduced an obligation on all qualifying fund managers to take tax from ARF funds every year as if you had taken a minimum withdrawal. This is explained in a booklet specifically on ARFs and AMRFs which is available from your EBS Specialist Adviser.

Approved Minimum Retirement Fund (AMRF)

If you do not have a guaranteed pension income for life of at least €12,700 a year when you retire, you must invest €63,500 in an AMRF (or the rest of the fund, if it is less than this amount), in an AMRF, or buy a pension with the same amount. You can use your AMRF to buy a pension at any time. The main difference between an AMRF and an ARF is that you do not have to make a minimum withdrawal from an AMRF each year. You may make one withdrawal a year from an AMRF of up to a maximum of 4% of the value of the AMRF at that time. You will be taxed on all withdrawals made and you may have to pay and early withdrawal penalty.

This 4% restriction applies until one of the following happens (whichever happens first).

- You start receiving a guaranteed pension income for life from other sources (currently €12,700 a year).
- You reach age 75.
- You die.

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

It is your responsibility to let us know if your income changes. Making regular withdrawals from either an ARF or an AMRF 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 or AMRF 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. There are certain legal restrictions on taking up this option. If you can show that you are guaranteed to receive a pension income for life (from other sources) of at least €12,700 a year, you may take the rest of your pension fund as cash. You will have to pay tax on this at your highest rate of income tax and any other tax due at that time. If you are not guaranteed a pension income for life of at least €12,700, you must invest €63,500 (or the rest of the fund, whichever is lower) in an AMRF, or buy a pension with the same amount.

You can take any fund left as cash, which you will pay tax on. These limits may change in the future. 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 (an annuity) from any pension 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 EBS Specialist Adviser can help you with this and you can also visit the Competition and Consumer Protection Commission at www.consumerhelp.ie. It is also possible to buy an ARF or AMRF 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.

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 then the employer must pay at least 10% of the total yearly contributions, excluding 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, the trustee 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 EBS Specialist Adviser.

What is the Clear Executive Pension plan likely to be worth at retirement?

This example shows the estimated future values of a typical Clear Executive Pension plan based on a 35-year-old who plans to retire at age 65 and is paying €500 a month, increasing at 1.5% a year. This is a sample case.

Year	Expected value
1	€5,763
2	€11,747
3	€17,958
4	€24,402
5	€31,086
10	€68,533
15	€113,137
20	€165,972
25	€228,253
30	€301,504

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

Note:

We assume an investment return of 3.35% a year before deductions a contribution charge of 5% and investment in the Pension Portfolio Fund 4 which has a yearly fund charge of 1%.

Under regulations, we also have to assume that your contribution increase by 1.5% each year. In reality, if you choose this option, contributions will increase by 5% each year (or in line with the Consumer Price Index if this is higher). The investment term is 30 years and the number of monthly contributions we have assumed is 360.

The table of benefits assumes that the plan starts in February 2021. The figures shown take account of the Pensions Authority's current yearly fee of €8. Please see page 11 for details.

Do the contributions increase with inflation?

If the trustee agrees, your employer can automatically increase their 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 the trustee 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 and pass them directly to the Revenue Commissioners.

Under current Irish 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 on page 38. 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 or AMRF, 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 currently 40%. This tax is taken from the pension fund before your retirement benefits are payable. You should consult your EBS Specialist 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 EBS Specialist Adviser or us for more details.

When can I retire?

Before the pension scheme is set up, the trustee will decide your normal retirement age. This is normally at 65 but can be any age between 60 and 70. Some occupations allow an earlier retirement age than 60.

Can I retire early?

If the trustee 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 the Revenue Commissioners, your employer and the trustee approve, 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.

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

We will pay the value of the fund to the trustee, who will pay it to your beneficiaries in line with the scheme rules. The maximum lump sum if you die before leaving your job is four times your final salary, plus the value of any employee contributions or AVCs. A pension may also be paid to your husband, wife, registered civil partner or dependant.

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 trustee decides to take the benefits 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 contributions if you have been a member of the scheme for less than two years 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. You cannot get a refund of your contributions if you are a 20% director (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 the trustee. 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 'wound up'. The trustees of the pension plan are responsible for winding up the pension plan, according to the rules of the plan and current Irish law.

You have a number of options similar to those available to you if you leave the company, but they do depend on the terms of the winding up. 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 pension and retirement lump sum at your normal retirement age; or
- if you take your retirement lump sum based on your salary and service, you can take your retirement lump sum at your normal retirement age and delay the pension until you retire. The option of delaying your pension until you retire is not available if you take 25% of the fund as your retirement lump sum.

See pages 38 to 41 for more details about your retirement options.

Who is the Clear Executive Pension plan 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 is sent to the trustee 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 the EBS 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
Website: 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:

The EBS 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. This applies as long as this is within 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 Revenue contribution limits.

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 or AMRF 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). In a company pension plan the company must pay at least 10% of the total contribution (not including AVCs) each year. 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, 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, 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 page 38 for more details.
- The maximum dependant's pension, available when you die, is 100% ofyour 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% director).

Under current Irish 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. The scheme is set up as a 'one member arrangement' within the meaning of Article 2 of the Occupational Pension Schemes (Investment) Regulation, 2006 to 2010.

Is the scheme approved?

The scheme rules and the terms and conditions of the plan have been approved by the Revenue Commissioners. Each plan must be approved by the Revenue Commissioners and we will apply for this when we send the contract to the trustee. The Pensions Authority will then allocate a registration number and this will appear on 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 ending of a relationship with a qualified cohabitant, a pension adjustment order may be granted by the court. There is no option to establish 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
Lo-call: 1890 65 65 65
Email: 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/trustee

Clear Executive Pension

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

The Clear Executive Pension plan 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 (with Letter of Exchange), 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 a fund or funds the member chooses.

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

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

Each fund 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 you should read before you decide 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 value of the fund to you to pass on to their next of kin.

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 but you must tell the Revenue if they do this.

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 shown above if you want to cancel your plan within the period shown. We strongly recommend that you contact your EBS Specialist Adviser before you cancel the plan. You can stop contributions at any time. Any fund built up will stay with us until benefits can be taken or if you want to transfer the funds.
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 EBS Specialist Adviser can give you a more specific quotation.

There are certain tax advantages to taking out a company pension. You can use the employer contributions against the employer's liability to pay corporation tax in the company tax year in which contributions are made. However, this must keep within Revenue contribution limits. Member contributions can count towards the members' liability to pay income tax in the tax year in which they make their contributions. Again this depends on Revenue contribution 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 (and the AMRF gains) 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.

Irish Life as registered administrator

You must appoint a registered administrator under section 59 of Part VI of the Pension Act, 1990 to provide various services such as the member's annual pension benefit statement. On entering into the plan, linked to your onemember company pension scheme, you as trustee will be appointing us to act as registered administrator of the scheme. We agree to act as registered administrator when we accept your application. You or we can choose to end this appointment by giving at least 90 days' written notice to the other.

This 90-day notice period may only be reduced if both you and we agree, or if we have to reduce it by law.

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 after you apply to join the scheme.

Contributions

Generally you have to make sure that you pay your contributions over 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 over 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

Our scheme rules allow for the member to choose the investment strategy. If the member does not choose funds to invest in, you, as the trustee, must make the investment decision. We will only accept investment instructions from the trustee.

Appointing a new trustee

You have the power under the scheme rules to appoint a new trustee.

Trustee Training

Employers who have set up a company pension scheme must arrange training for the trustees of their pension scheme unless you have appointed a professional independent trustee.This is to make sure that you understand their role and your pension scheme. For one-member company pension schemes set up through us, the employer is usually appointed as trustee. This means that the you must receive trustee training and this includes all directors of the company. The training must be completed within six months of becoming a trustee and every two years after this. For more information on your trustee duties and how we support you, please see our Trustee Training Workbook included in your Welcome Pack.

The Pensions Authority also issue guidance on trustee duties and responsibilities. See their website www.pensionsauthority.ie.

Who should I talk to if I have any questions or complaints?

If the employee believes they have suffered a financial loss as a result of the poor administration of the scheme, or if there is a dispute, they must contact you first. You should write to us at the below address if you have any questions or complaints about this plan.

Under the Pensions Ombudsman Regulations 2003 (S.I. Number 397 of 2003) you must set up and follow an internal disputes resolution (IDR) procedure, which you must publish and make available to the member if they ask. You can get more information from the Financial Services and Pensions Ombudsman's office 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
Website: www.fspo.ie

You must then issue a decision on the matter. The employee does not have to accept this decision and can take the matter to the Financial Services and Pensions Ombudsman. Both you and the employee can appeal against the decision of the Financial Services and Pensions Ombudsman to the high court. All other complaints, which you cannot settle, should be sent to the Pensions Authority at:

The Pensions Authority
Verschoyle House
28/30 Lower Mount Street
Dublin 2
Phone: 01 613 1900
Fax: 01 631 8602

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

6 Glossary

Additional Voluntary Contributions (AVCs)

These are extra contributions you can pay into your company pension (also available on PRSAs) 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 into a personal investment account called an approved retirement fund. You can withdraw money from the account when you need it.

Approved Minimum Retirement Fund (AMRF)

When you retire, if you do not have a guaranteed pension income for life of €12,700 a year, and you are not buying an annuity, you must leave €63,500 invested in your PRSA or invest this amount from your pension fund into a personal investment account called an AMRF.

Bonds

A bond is a type of loan given to a company or a government. Say 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 the set timeframe 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 equities means investing in companies on the stock market, and the investor becomes a shareholder. For the purpose of the funds that invest in shares, as described in this booklet, we are the investor and so 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 period of time, after which the initial investment is returned.

Index-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 service increases, and as a result, the buying power of money falls.

Personal Fund Threshold (PFT)

A threshold above the standard fund threshold called the personal fund threshold (PFT) may apply if, on 1 January 2014, the value of your pension was more than €2 million or more than €2.3 million on 7 December 2010, or more than €5 million on 7 December 2005.

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 dependant children, and two years if there are dependant 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

The potential ups and downs that a fund may experience. The more volatile a fund is, the more likely it is to experience ups and downs that could have a significant effect on the value of your retirement fund.

Note:

Note:

Need to ask us anything?

Simply contact your local EBS office to arrange to speak with your Financial Adviser

Call us on 1850 654 321
or email info@mail.ebs.ie
www.ebs.ie/insurance

EBS

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