

PERSONAL RETIREMENT BOND

Retirement Claim Form



Planning your retirement involves careful consideration.

Before you complete this Personal Retirement Bond ("PRB") Retirement Claim Form you should talk to your Financial Broker to discuss the different ways you can take your pension benefits.

Please read all sections of this form and return with any documents as detailed within each section. Incorrect information or non-receipt of any of the required documents may cause delay in processing the retirement claim.

Please complete Part 1, 2 & 3

Part 1 - Your Options

You have 5 options to choose from:

- 1) Tax Free Cash
- 2) Purchase an Annuity
- 3) Invest in an ARF
- 4) Taxable Cash Lump Sum
- 5) Trivial Pension Payment

If you would like to avail of the tax free option you should select option 1 plus your other option(s)

Or

If you do not want to avail of the tax free option you should complete your options from 2,3,4 or 5

Part 2 - Funding

Please complete each section (A, B, C & D)

Part 3 - BCE Declaration

Part 4 - Declaration

The declaration must be signed by both the PRB owner and an independent witness

Warning: Please note that the provision of this service provided by Quest Retirement Solutions Ltd does not require licensing, authorisation, or registration with the Central Bank and, as a result, it is not covered by the Central Bank's requirements designed to protect consumers or by a statutory compensation scheme.

PERSONAL DETAILS

PRB Holder Name:

Date of Birth: / /

Address:

Phone No:

PPSN:

PRB No:

PART 1 - YOUR BENEFIT OPTIONS

YOUR OPTIONS

Option 1 - Tax Free Cash

Please choose A or B

A. The maximum allowable

B. Specified Amount
(Must be less than the maximum allowable- see below)

Name of bank account holder(s)

Account number- IBAN*

Bank identifier code- BIC

Please Note

- All tax free cash is subject to a lifetime limit of €200,000 since 07/12/2005
- For members taking an annuity, the maximum Tax Free Lump Sum is the higher of (a) the maximum Tax Free Lump Sum based on length of service and final salary and (b) 25% of the fund
- For members taking an ARF, or taxable cash option, the maximum Tax Free Lump Sum is 25% of the fund

* Confirmation of the above bank account details for payment of the tax free lump sum must be attached (e.g. certified bank statement) showing account name, IBAN and BIC. Please note that the bank account must be held in your own personal name. Third party payments are not permitted.

Option 2 - Purchase an Annuity

Purchase an Annuity with a Life Insurance Company

Please insert name of Life Insurance company:

Option 3 - Invest in an ARF

Please choose option A or B

- A. Invest in an ARF with Quest Retirement Solutions Ltd If box is ticked then please note an ARF application pack should be completed
- B. Invest in an ARF with a different ARF provider If box is ticked then please confirm Payee/Name of Provider/QFM below

Payee/Name of Provider/QFM

Option 4 - Taxable Cash Lump Sum

Name of bank account holder(s)

Account number- IBAN*

Bank identifier code- BIC*

**Confirmation of the above bank account details for payment of the taxable lump sum must be attached (e.g. certified bank statement) showing account name, IBAN and BIC. Please note that the bank account must be held in your own personal name. Third party payments are not permitted.*

Important:

We require an updated Revenue Payroll Notification, allocating tax credits and cut offs to Quest Retirement Solutions Ltd for the PRB holder. You can contact Revenue and quote the Quest Retirement Solutions Ltd employer registration number 9738050J to arrange this. This will allow us to apply the correct tax rate for you. If we do not receive this, you will pay tax at the higher rates.

Option 5 - Once Off Trivial Pension Payment

This option only applies if the fund value (after taking tax free cash) is less than €30,000. Your total fund value from all pension sources must be taken into account.

- Please tick to confirm that the total fund value of your entire pension from all sources (after tax free cash) is not more than €30,000

Payee/ Name of bank account holder(s)

Account number- IBAN*

Bank identifier code- BIC*

**Confirmation of the above bank account details must be attached (e.g. certified bank statement) showing account name, IBAN and BIC. Please note that the bank account must be held in your own personal name. Third party payments are not permitted.*

Important:

We require an updated Revenue Payroll Notification, allocating tax credits and cut offs to Quest Retirement Solutions Ltd for the PRB holder. You can contact Revenue and quote the Quest Retirement Solutions Ltd employer registration number 9738050J to arrange this. This will allow us to apply the correct tax rate for you. If we do not receive this, you will pay tax at the higher rates.

1) For proprietary (20%) directors, the final salary will be the average of the highest three consecutive years salary in the 10 year period prior to retirement.

We need proof of at least 3 consecutive salaries in the last 10 years.

2) For non-proprietary directors, final salary will be the greater of above or the highest salary in the 5 year period prior to retirement.

We need confirmation of final salary in the form of an end of year statement from revenue or letter from the company accountant.

P60s or Company accountant letter

SECTION D - SHAREHOLDING

Did the member directly or indirectly at any time in the three years prior to leaving service or retiring:

1) Own or control more than 20% of the voting rights in the company, or its parent company? Yes No

2) Own more than 5% shareholding in the company? Yes No

3) If the member is under 60 years, have they disposed of their full shareholding (if any) in the company? Yes No
If n/a, please leave blank.

Please Note: This section should be completed where a 20% director is taking retirement benefits before age 60.

In a case of early retirement for a 20% director, all links with the business must be severed.
This includes disposal of all shares held in the company.

Have all shares been sold and/or transferred? Yes No

Who were the shares sold and/or transferred to?

Please send us one of the following confirming director has left service and the disposal of shareholding.

A print out from Revenue's my account of the details of your ceased employment

Letter from Company Accountant

Copy of CRO (Company Registration Office) correspondence

Copy of Board Minutes noting the director's retirement

**Please note signed letters of authority will be required from the member in order to payout retirement benefits. These will be issued on receipt of the completed Retirement Form*

PART 3 - BCE DECLARATION

BCE DECLARATION UNDER SECTION 787R(4), TAXES CONSOLIDATION ACT, 1997

Retirement benefits you have already taken since 7th December 2005, other than your Quest Retirement Solutions Ltd PRB you are now maturing.

Have you taken retirement benefits since the 7th December 2005 from any of the following:

- | | | |
|---|------------------------------|-----------------------------|
| Irish employer pension scheme (public or private sector) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Personal Pension Plan/Retirement Annuity, RAC trust scheme, Buy Out Bond/Personal Retirement Bond | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| PRSA (first withdrawal) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was a transfer value paid from an arrangement of a type above since 7th December 2005 to an overseas pensions arrangement for your benefit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE APPROPRIATE DETAILS IN THE RELEVANT SECTION(S) OVERLEAF. Information in relation to payment of the State pension from the Department of Social Protection should NOT be included above.

Retirement benefits you may take in the near future, other than your Quest Retirement Solutions Ltd PRB you are now maturing

Are you due to receive retirement benefits from any other arrangement of a type above, from the date of this Declaration up to when you take benefits from your Quest Retirement Solutions Ltd pension arrangement?

Yes No

Will you make a transfer value from an arrangement of a type above to an overseas pensions arrangement for your benefit, from the date of this Declaration up to when you take benefits from your Quest Retirement Ltd pension arrangement?

Yes No

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE APPROPRIATE DETAILS IN THE RELEVANT SECTION(S) OVERLEAF.

Personal Fund Threshold amount

Do you have a Personal Fund Threshold certificate issued by the Revenue Commissioners as at 7th December 2005, 7th December 2010, or 1st January 2014

Yes No

If Yes, please indicate PFT amount:
(Please enclose a copy of the PFT certificate issued to you by the Revenue Commissioners)

€

Where the PFT includes a defined benefit pension benefit, please state the valuation factor used

BENEFITS ALREADY TAKEN FROM A DEFINED BENEFIT PENSION SCHEME SINCE 7/12/2005

	Scheme 1	Scheme 2	Scheme 3
Name of arrangement			
PB/Revenue Reference			
Contact details of scheme			
Date benefits taken	D D M M Y Y	D D M M Y Y	D D M M Y Y
Pension entitlement, BEFORE commutation to provide a lump sum	€	€	€
Separate lump sum (before tax deductions) paid to you, NOT by way of commutation of pension	€	€	€
Were these benefits subject to a Pensions Adjustment Order either at the time you took them, or at an earlier date?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Was a transfer value paid out of this arrangement on foot of a Pensions Adjustment Order made over your benefits in this scheme, prior to you taking your benefits from this scheme?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

TRANSFER VALUES PAID TO AN OVERSEAS PENSION ARRANGEMENT SINCE 7/12/2005

	Overseas Arrangement 1	Overseas Arrangement 2	Overseas Arrangement 3
Name of overseas arrangement			
Reference details			
Contact details /administrator of the arrangement			
Date of payment of transfer value			
Details of Irish arrangement from which transfer value was paid			
Transfer value paid to an overseas pension arrangement			

BENEFITS ALREADY TAKEN FROM A DEFINED CONTRIBUTION PENSION ARRANGEMENT SINCE 7/12/2005

	Arrangement 1	Arrangement 2	Arrangement 3
Name of arrangement			
PB/Revenue/Contract Reference			
Contact details			
Date of entitlement to retirement benefits	D D M M Y Y	D D M M Y Y	D D M M Y Y
Lump sum, before deduction of taxes, received	€	€	€
Balance of fund used to buy an annuity, transfer to an AMRF and/or ARF, taken as a taxable lump sum, or retained in a vested PRSA ?	€	€	€
Were these benefits funded in part or total by a transfer value received from an overseas pensions arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were these benefits subject to a Pensions Adjustment Order (PAO) either at the time you took them, or at an earlier date	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was a transfer value paid out of this arrangement on foot of a PAO made over your benefits in this arrangement, prior to you taking your benefits from this arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was any part of these benefits funded by a transfer value received from another arrangement on foot of a PAO made in your favour?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

BENEFITS YOU EXPECT TO TAKE FROM OTHER ARRANGEMENTS FROM THE DATE OF THIS DECLARATION BEFORE YOU TAKE BENEFITS FROM YOUR QUEST RETIREMENT SOLUTIONS LTD ARRANGEMENT

	Arrangement 1	Arrangement 2	Arrangement 3
Name of arrangement			
Nature of arrangement (occupational pension scheme, PRSA, Personal Pension Plan, retirement annuity, RAC Trust scheme, Buy Out Bond or Personal Retirement Bond)	DB Scheme <input type="checkbox"/> DC arrangement <input type="checkbox"/> PRSA <input type="checkbox"/>	DB Scheme <input type="checkbox"/> DC arrangement <input type="checkbox"/> PRSA <input type="checkbox"/>	DB Scheme <input type="checkbox"/> DC arrangement <input type="checkbox"/> PRSA <input type="checkbox"/>
Contact details of arrangement			
Expected date of taking benefits from this arrangement	D D M M Y Y	D D M M Y Y	D D M M Y Y
Total expected value of benefits to be taken	€ <input type="text"/> DB Pension (before commutation) € <input type="text"/> Separate DB Lump sum not by way of commutation of DB Pension € <input type="text"/> DC Fund (before taking a lump sum)	€ <input type="text"/> DB Pension (before commutation) € <input type="text"/> Separate DB Lump sum not by way of commutation of DB Pension € <input type="text"/> DC Fund (before taking a lump sum)	€ <input type="text"/> DB Pension (before commutation) € <input type="text"/> Separate DB Lumpsum (not by way of commutation of DB Pension) € <input type="text"/> DC Fund (before taking a lumpsum)

	Arrangement 1	Arrangement 2	Arrangement 3
Are these benefits subject to a Pensions Adjustment Order (PAO) now or were they in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was a transfer value paid out of this arrangement in the past on foot of a PAO made over your benefits	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are any part of these benefits funded by a transfer value received from another scheme on foot of a PAO made in your favour?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transfer value to be paid to an overseas pension arrangement, if relevant	€ <input type="text"/>	€ <input type="text"/>	€ <input type="text"/>
Was a transfer value paid INTO this arrangement from a prior arrangement where a PAO has been made over your benefits in that prior arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART 4 - DECLARATION

DECLARATION

I, the holder of this PRB, declare, all my answers given to questions in this Retirement Claim form and BCE Declaration above are complete and accurate. I authorise the options selected above and their subsequent payments, less any appropriate taxes Quest Retirement Solutions Ltd are required to deduct, in full and final discharge of all liability of Quest Retirement Solutions Ltd in respect of all benefits payable under the PRB reference number shown above.

I consent to Quest Retirement Solutions Ltd contacting, on my behalf, the administrator(s) of any other pension arrangement referred to in the BCE Declaration above for the sole purpose of clarifying, if necessary, any aspect of the information provided by me under this Declaration in respect of such benefits.

I acknowledge and accept that should the Revenue request further payment of taxes on the Quest Retirement Solutions PRB benefits at any time in the future I will be fully liable for such payments. I confirm that I have received independent financial advice in relation to taking benefits from this PRB and Quest Retirement Solutions Ltd has not provided any advice to me with regard to my selection of benefit options.



Beneficiary Signature

Date: / /



Witness Signature

Data Protection Notice

Quest Retirement Solutions Ltd ('Quest Retirement Solutions') will keep the information you provide, for the purposes of, and in connection with, this application, about yourself and about third parties confidential. Quest Retirement Solutions will use it to administer this application and any subsequent appointment (agreement), and in order to comply with legal obligations imposed on it. Quest Retirement Solutions is committed to safeguarding your personal data through its obligations under the Data Protection Acts. Further details of our data processing practice and your data protection rights are included in our Data Protection Policy. This policy is available on our website and/or in hard copy format from Quest Retirement Solutions Ltd, Unit 2A Elm House, Millennium Park, Naas, Co. Kildare, W91 CX8V.

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