

PERSONAL RETIREMENT SAVINGS ACCOUNT

PRSA Setup Checklist



Forms for completion and execution in all instances:

- PRSA Application Form – fully completed and signed by client, broker and trustee as required
- Unit Trust Application for units – signed by client
- BOI Account opening mandate – signed by client
- PRSA Investment Management Agreement – signed by client

Supporting documents required in all instances:

- Proof of Identity**
An independently certified copy of one of the following:
 - i. A valid passport or national I.D. card
 - ii. A current EU driving licenceThe photo must be visible, and the identification must be signed and in-date.
- Proof of PPS Number (“PPSN”)**
An independently certified copy of one of the following:
 - i. Public Services / Social Services Card
 - ii. Drugs Payment Scheme Card/ Medical Card
 - iii. EHIC (European Health Insurance Card)
 - iv. P60, P45,
 - v. Tax assessment
 - vi. PAYE Notice of Tax Credits
- 2 x Proof of Address**
Independently certified copy of the following evidence of address which must be dated strictly within 6 months of your application:
 - A bank statement, credit/debit card statement issued by a regulated credit or financial institution
 - A utility bill (gas, electricity, broadband bill, landline telephone, bin charges)
 - A current local authority document addressed to the individual
 - Instrument of a court appointment (such as a grant of probate)The following documentation will be accepted which must be dated within 12 months of your application:
 - A current official motor, home or health insurance policy schedule (quotes are not acceptable)
 - An official document issued from the Revenue Commissioners addressed to the individual provided it shows the name, address and PPS number and is dated in the current tax year.
 - An official document issued by the Department of Social and Family Affairs addressed to the individual and is dated in the last 12 months.

Additional items (where applicable):

- Certificate of Benefit Comparison: Required when existing pension to be transferred is from an Occupational Pension Scheme valued over €10,000. Not required if the individual proposing the transfer is leaving Employment or the Occupational Pension Scheme is in the course of winding up (in which case a copy of the signed Winding Up Resolution will be required)
- Pension Transfer Request – signed by client where applicable
- Cheque for PRSA deposit amount to be made payable to ‘Client’s Name PRSA’
- Detailed schedule of assets to be transferred in specie- If Cash only N/A
- Signed and completed Investment Instruction & Declaration Form – if looking to arrange investment immediately

Please note that the provision of this product or service 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.