

# IRISH LIFE SELF-INVESTED FUND

## INVESTMENT INSTRUCTION FORM

Before you give us your personal information please note that Irish Life has a Data Privacy Notice. This explains what your data protection rights are and how and why we use your personal information. This is always available on our website at [www.irishlife.ie](http://www.irishlife.ie) or you can ask us for a copy.

This form is required for all investments and transactions in the Self-Invested Fund within the Complete Solutions product range.

For all trades, you must complete Sections 1, 2, 3, 7 AND the Section(s) for the asset(s) you are investing in.

For example, for Deposits you must complete Sections 1, 2, 3, 7 AND Section 5.

A percentage of your investment will be held in the Liquidity Account. This amount will stay in cash to pay certain charges.

The information in this form is correct as at June 2018 but may change.

### Section 1: Policyholder Details

Policyholder/Member:

Complete Solutions Plan No:

If any of your details change (for example name, address, e-mail address, mobile phone number) please contact the Self-Invested Fund team with the updated information. Incorrect details will mean you do not receive certain notifications relating to the Fund.

### Section 2: Type of Investment (please tick appropriate box)

#### 2A: New Investment / Switch In

1 New Complete Solutions plan Yes  No

Please ensure there is a completed Complete Solutions application form attached.

2 Single contribution top-up Yes  No

Please ensure that the single contribution payment is attached.

3 Transfers from other pension plans Yes  No

Please ensure you include a copy of the Irish Life Pension Transfer Value form accompanied with the relevant cheque.

4 Switch In from existing fund(s) in a Complete Solutions plan Yes  No

Please indicate the plan number and please complete the section below.

Plan number

Name of fund(s) to be switched

Amount/Percentage of that fund to be switched to the Self-Invested Fund

## Section 2B: Reinvestment within the Self-Invested Fund OR Switch units out OR Withdrawal out of the Fund

Existing liquidity balance  Amount/Percentage

Maturity/Sale of asset(s)

Please complete the table below to indicate the asset(s) that is maturing / is to be sold to provide funds

Original Asset type	Maturity of Asset	Sale of Asset	Details of Asset (please include provider, asset name & term)	Amount/Percentage
Stockbroker Account		<input type="radio"/>	Execution-only Trading Account <input type="radio"/> Discretionary Stockbroking Account <input type="radio"/>	
Deposit	<input type="radio"/>	<input type="radio"/>		
If you have more than one asset maturing / that you wish to be sold please provide details in this section (please include asset name & term and amount/percentage to be sold):				

Note: Full or partial sale of a fixed term deposit is at the discretion of the deposit provider. You may not be able to access a fixed term deposit before its maturity. Breakage charges/penalties may be incurred on any breakage. Irish Life is not responsible for the calculation of any interest/capital payments. Irish Life's obligation is to pay to customers what it receives back from the deposit provider/product provider. Irish Life will not use any of its own assets to make up any shortfall. For more information please speak to your authorised investment adviser.

For Discretionary Stockbroker Accounts, you should instruct your service provider to liquidate shares to ensure that sufficient cash is available for the withdrawal. For Execution-only Accounts, you should liquidate investments as required through the online service or telephone service to ensure that sufficient cash is available for the withdrawal. The funds withdrawn from any of the stockbroker accounts will remain in cash until we receive further instruction from you.

## Section 3: Investment Instruction Asset Split Table

Please indicate using a percentage what portion of your investment amount you want to invest in the various asset classes available in the Self-Invested Fund. For example, you may want to place half of the funds in deposits and the remainder in execution-only trading account. This would be split and marked in the table as 50% for 'Deposits' and 50% for 'Execution-only Trading Account'.

Asset class	Percentage	Section to complete if choosing this option	Additional Information
Execution-only Trading Account	<input type="text"/> %	Section 4A	This service is provided by Platform Securities. Minimum investment is €10,000.
Discretionary Stockbroker Account	<input type="text"/> %	Section 4B	This service is provided by Quilter Cheviot. Minimum investment is €250,000.
Deposits	<input type="text"/> %	Section 5	Minimum* deposit is €20,000 *Minimum deposit investment may vary depending on the deposit provider.
<b>Total Investment in the Self-Invested Fund</b>	<input type="text"/> 100 %		

## Section 4: Stockbroker Accounts

Please use this section to open any one of the accounts below or to make further investments in existing accounts.

Execution-only Trading Account  (Please complete Section 4A)

Discretionary Stockbroker Account  (Please complete Section 4B)

In all cases, please ensure that the total percentage investment shown in the tables below are the same as the percentage selected for that account in the Investment Instruction Asset Split Table in Section 3.

\*\*Irish Life will set aside a liquidity balance for each Stockbroker Account. Liquidity is explained in the Self-Invested Fund guide. For further details you can contact the Self-Invested Fund team. For Approved Retirement Funds, there is currently an additional 1% liquidity required to pay minimum withdrawal amounts from the year you turn 61 and we may need to set this aside within the Self-Invested Fund. If your fund is greater than €2 million you may need to hold 6%. If we do not set these funds aside, this could lead to an overdraft and we may charge overdraft interest or sell assets as a result. Please see 'Your guide to the Self-Invested Fund' for more details on the liquidity account and a full explanation of liquidity.

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### Section 4A: Execution-only Trading Account

Below Fields to be completed for new accounts only.

Mobile Phone No. \*

Personal Email address \*

Mother's Maiden Name \*

Authorised Investment Adviser's email address \*

\*required field\*

Stockbroker Account type	Stockbroker name	Liquidity Requirement**	Percentage Investment
Execution-only Trading Account	Platform Securities***	1%	%

\*\*\*The execution-only trading account service is provided to Irish Life through our service provider Platform Securities. Platform Securities is a trading name of Platform Securities LLP which is authorised and regulated by the Financial Conduct Authority (FCA).

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### Section 4B: Discretionary Stockbroker Account

Stockbroker Account type	Stockbroker name	Liquidity Requirement*	Percentage Investment
Discretionary Stockbroker Account	Quilter Cheviot**	1%	%

\*\* Further documentation will be required by your Stockbroker to open an account. For further details please contact your authorised investment adviser.

Please note the minimum investment amount for a discretionary stockbroker account is €250,000.

## Section 5: Deposits

### Placing funds on deposit

Please note that this section is not for the deposit rate you wish to avail of, inputting a deposit rate does not guarantee you will receive this rate. You will receive the rate that is available on the day the deposit is placed.

Please ensure that the total percentage investment in deposits selected in the table below equals the total percentage amount indicated in the Investment Instruction Asset Split Table in Section 3.

**Important information: This deposit is not protected by the Deposit Guarantee Scheme, nor any other government or financial institution guarantee scheme.**

Fixed Term Accounts	Guarantee	Deposit Currency*	Credit Ratings as at 13/12/2017		Deposit 1		Deposit 2		Deposit 3	
			Moody's	S&P	Term	%	Term	%	Term	%
AIB plc	None	<input type="text"/>	Baa1	BBB-	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %
KBC Bank Ireland plc	None	<input type="text"/>	Ba1	BBB-	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %
Permanent tsb plc	None	<input type="text"/>	Ba2	BB	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %

\*Deposit investment made in Euro unless other currency specified.

Please note: Irish Life will set aside a liquidity balance for each deposit investment. Liquidity is explained in the Self-Invested Fund guide. For further details you can contact the Self-Invested Fund team. For Approved Retirement Funds, there is currently an additional 4% liquidity required to pay minimum withdrawal amounts from the year you turn 61 and we may need to set this aside within the Self-Invested Fund. If your fund is greater than €2 million you may need to hold 6%. It is your responsibility to ensure sufficient cash is available within this account. Liquidity will be automatically held back on placements by the Self-Invested Fund team. If we do not set these funds aside, this could lead to an overdraft and we may charge overdraft interest or sell assets as a result. Please see 'Your guide to the Self-Invested Fund' for more details on the liquidity account and a full explanation of liquidity.

### Credit Ratings

One of the ways to assess the level of counterparty risk is by reviewing the counterparty's credit ratings. Credit ratings are an assessment of how creditworthy an organisation is. This is based on an organisation's history of borrowing and repayment, as well as the level of assets and level of debts. They are provided by independent private companies known as rating agencies and are reviewed on a regular basis.

Credit ratings are provided for information purposes only and Irish Life does not accept any responsibility should the deposit provider default on any deposit investment repayments. It is your responsibility to do the appropriate due diligence and assess your own suitability for any deposit investments. Current credit ratings are as of 13 December 2017 and these may change from time to time. For more information on credit ratings please speak to your authorised investment adviser.

#### Moody's

**A Grades:** There are three levels with Aaa being the highest, followed by Aa and A being the lowest.

For example Aaa is the highest rating of the A grades and is described as - *Judged to be of the highest quality, subject to the lowest level of credit risk.*

**B Grades:** There are three levels with Baa being the highest, followed by Ba and B being the lowest.

For example Baa is the highest rating of the B grades and is described as - *Judged to be medium-grade and subject to moderate credit risk and as such may possess certain speculative characteristics.*

Ratings below Baa should be considered speculative and below investment grade.

Ba is described as - *Judged to be speculative and are subject to substantial credit risk.*

**C Grades:** There are three levels with Caa being the highest, followed by Ca and C being the lowest.

For example Caa is the highest rating of the C grades and is described as - *Judged to be speculative of poor standing and are subject to very high credit risk.*

**Note:** Moody's appends numerical modifiers 1, 2 & 3 to each generic rating classification from 'Aa' to 'Caa'. The modifier 1 indicates the obligation ranks in the higher end of its generic rating a category and 3 in the lower end.

#### Standard & Poors (S&P)

**A Grades:** There are three levels with AAA being the highest, followed by AA and A being the lowest.

For example AAA is the highest rating of the A grades and is described as - *Extremely strong capacity to meet financial commitments.*

**B Grades:** There are five levels with BBB being the highest, followed by BBB-, BB+, BB and B being the lowest.

For example BBB is the highest rating of the B grades and is described as - *Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.*

BB is described as - *Less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions.*

**C Grades:** There are three levels with CCC being the highest, followed by CC and C being the lowest.

For example CCC is the highest rating of the C grades and is described as - *Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments.*

NR: No Rating

Note: Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or a minus (-) sign to show relative standing within the major rating categories.

Sourced from: Moody's (www.moody's.com) and Standard & Poors (S&P) (www.standardandpoors.com) as at 13/12/2017.

### Self-Invested Fund risk rating

The risk rating of the Self-Invested Fund is 7, being the highest risk. The Self-Invested Fund might suit you if you would describe yourself as an adventurous investor, are looking for very high potential returns over the long term and are willing to accept the significant ups and downs along the way. In the case of deposit investments in the Self-Invested Fund this would include a risk of losing some or all of your deposit investment. Further information on the Self-Invested Fund is set out in 'Your guide to the Self-Invested Fund'.

When investing in a deposit in the Self-Invested Fund you should consider the following:

- You are happy you understand the risk associated with deposits available through the Fund and you have considered the need for diversification.
- You understand you hold the counterparty risk with any deposit and are comfortable with that exposure.
- You understand that monies committed to a term deposit may not be realisable before the deposit matures.
- You will have a substantial overall pension fund of which only a small proportion will be invested in these deposits.
- You will have sufficient other money invested across a diversified range of unrelated assets such that even after a full or partial loss of this deposit fund your remaining fund would meet your desired retirement planning needs.

I acknowledge and agree that under the terms and conditions of my pension plan and the Self-Invested Fund, Irish Life will make a deposit with the chosen deposit provider(s) above, in accordance with my instructions. I understand that this deposit is **not** protected by the Deposit Guarantee Scheme, nor any other government or financial institution guarantee scheme. I understand that in the event of a default I may lose some or all of my deposit investment. I further acknowledge that I understand that Irish Life's obligation is to pay to customers what it receives back from the deposit provider. Irish Life will not use any of its own reserves to make up any shortfall. I confirm I understand that any investments through my pension plan and the Self-Invested Fund will be owned by Irish Life. All treatments of this investment (including tax treatments) will be in the context of Irish Life as the asset owner. I confirm that I have checked and understand the current credit ratings for all the deposit providers and understand that these may change. I have read and understand the information about third party risk in the Self-Invested Fund guide and agree that this deposit investment is suitable for my needs.

**If you are not comfortable with any aspect of this declaration we recommend you do not proceed with this investment.**

I have read and understand the deposit declaration above

Signature

Print Name

Date

## Section 6: Switching out of a Self-Invested Fund

Please use this section to switch the funds out of the Self-Invested Fund to other funds available under your Complete Solutions Plan.

Amount/percentage to be switched from the Self-Invested Fund

or 100%

Fund(s) to switch to:

Fund Name	Amount to be Invested	Percentage to be Invested
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %
<input type="text"/>	€ <input type="text"/>	<input type="text"/> %

**Alternatively, you also have the option of switching out of the Self-Invested Fund into another Irish Life fund available on your pension plan by logging onto My Online Services.**

**Note:** Note that any sale of any asset may cause a delay in switches out of the Self-Invested Fund.

## Section 7: Declaration

1. I confirm that I have received and have read Irish Life's 'Your guide to the Self-Invested Fund' and that I understand the information contained therein.
2. I understand and accept that any instructions which I give Irish Life on this form and any transaction Irish Life carries out based on this form are subject to the terms and conditions of my Complete Solutions Plan and to the terms and conditions which apply to the Self-Invested Fund ("the Fund").
3. I understand and accept that it is my responsibility to ensure all of my transactions, which I instruct Irish Life to carry out on my behalf, comply with applicable laws and regulations. In particular, I am responsible for ensuring transactions I instruct do not constitute insider dealing or any other breaches of market regulations.
4. **Irish Life will not be held liable for any acts/errors or omissions of their third party service providers or any other third party.**
5. I understand and accept that the types and levels of risk which may attach to the Fund will vary and could be very significant depending on the investment decisions which I instruct Irish Life to transact on the Fund, and that it is my responsibility to ensure that I have sought and obtained any advice required in relation to such investments and to be satisfied as to their suitability for the pension scheme (if applicable), my requirements, and my attitude to risk.
6. I understand and accept the level of counterparty risk linked to investments in the Fund. I also understand the importance to review and understand the credit ratings of the providers within the Fund and that these may change without notice.
7. I understand and accept that Irish Life will act on investment instructions contained on this form without further query. I further understand that Irish Life reserves, at its absolute discretion, the right to reject any investment transactions which are received from me and that in so doing Irish Life is not in any way assessing the suitability of such instructions for me and is acting only to ensure that Irish Life complies with legislative and/or other general administrative or practical limitations which Irish Life applies to such funds. Irish Life will not assess the merits or otherwise of the investments or their suitability for me and I should satisfy myself that I have obtained suitable investment advice in relation to the instructions I have asked Irish Life to carry out.
8. I understand and accept that the charges and expenses incurred within the Fund are not fixed and can vary depending on the investment instructions which I give to Irish Life and on the third parties which may be required to carry out such instructions.
9. I understand and accept that monies I have instructed to be invested in the Fund and monies from the sale of assets within the Fund will be held in a liquidity account until I give further investment instructions, including any additional information required to execute these instructions. The liquidity account does not have a guaranteed rate of interest, in some instances the interest returned may be negative i.e. less than zero and may reduce the value of the liquidity account and the Self-Invested Fund. I understand and accept that a minimum cash amount must be held in the Fund's liquidity account at all times and that this minimum amount varies depending on the assets being purchased within the Fund, the type of plan I have and the charges required to be paid from the liquidity account. I acknowledge that it is my responsibility to ensure sufficient cash is held in the liquidity account at all times. I understand that if sufficient cash is not available to pay certain charges, income payments and possible minimum withdrawal amounts, the account may become overdrawn and result in interest being charged or assets being sold.
10. I understand and accept that in this form I am instructing Irish Life to carry out an investment transaction and that I am subject to and am acting within the delegated authority Irish Life has given to me under the Complete Solutions Plan Terms & Conditions. For company pension plans I confirm that the trustee agrees that I, as member, may give instructions directly to Irish Life regarding the Fund. All transactions will be applied in accordance with my instructions to the Fund that Irish Life have linked to the plan (as indicated on this form). Instructions to buy and sell investments/assets relate to investments/assets owned by Irish Life, the valuation of which is linked to the individual Self-Invested Fund allocated to my plan. I understand that any investments through my pension plan and the Self-Invested Fund will be owned by Irish Life.
11. I further understand that for Stockbroker services, I have been given delegated authority to pass instructions directly to service providers currently on the panel. I agree to act at all times within the restrictions imposed on this delegated authority by Irish Life.
12. I understand and accept that all cash flows/payments arising from any instructions which I give to Irish Life on this form must be passed directly to (or from) Irish Life to (or from) the relevant third party to the transaction and will constitute a transaction on the plan. I further understand and accept that all payments to purchase investments/assets must be made payable to Irish Life and I must not send any payments directly to or make any payment instrument payable to a stockbroker or to other third parties. Such payments will be returned and cannot be processed under the plan and Irish Life will not be responsible for any loss or delays caused by such payments not being processed.
13. I understand and accept that all payments arising from the sale of any investment or asset must be payable to Irish Life and sent directly by the relevant third party to Irish Life. In the event that any third party sends any payment in error to me or mistakes any payment instruments payable to me, I agree to return the payment immediately to the relevant third party.
14. I understand that Irish Life are not responsible for any advice received from a third party and that Irish Life does not do any due diligence on third parties or on the assets I request to invest in.
15. I understand that for one-member Company Pension schemes, the scheme rules must allow for member discretion to give investment instructions. If your scheme is through Irish Life, the trustee may be required to endorse the scheme rules to this effect.
16. I understand that if my Fund is invested in Property, or other assets not traded on an open market, there may be delays in selling these assets.
17. I understand that Irish Life accepts instructions from the member under Company Pension plans; the plan owners under personal pensions, Approved Retirement Funds, Approved Minimum Retirement Funds and Personal Retirement Bond plans; and the trustee under Investment-only plans linked to self-administered pension schemes.
18. I understand and accept all the risks associated with sending faxed instructions and any other instruction type. Irish Life is not responsible for any transmission errors and the authority of the sender.
19. I understand that online trades and telephone executed trades will be placed by the life assured/member and that trustee instructions are only accepted for Investment-only plans.
20. I declare that the information given on this form is correct and I wish to proceed as instructed above.

Signature	<input style="width: 95%;" type="text" value="X"/>	
Name	<input style="width: 95%;" type="text"/>	PLEASE PRINT IN CAPITAL LETTERS
<b>Policyholder/Member Name (Block Capitals) or Trustee for Investment-only plans</b>		
Date	<input style="width: 20px; height: 20px;" type="text" value="d"/> <input style="width: 20px; height: 20px;" type="text" value="d"/> / <input style="width: 20px; height: 20px;" type="text" value="m"/> <input style="width: 20px; height: 20px;" type="text" value="m"/> / <input style="width: 20px; height: 20px;" type="text" value="y"/> <input style="width: 20px; height: 20px;" type="text" value="y"/> <input style="width: 20px; height: 20px;" type="text" value="y"/> <input style="width: 20px; height: 20px;" type="text" value="y"/>	

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## Contact us

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

## Phone us

Self-Invested Fund Customer Service 01 704 1832  
Irish Life Customer Service 01 704 1010  
(Queries about Irish Life funds other than Self-Invested Fund)

Execution-only trading account telephone service 1800 800 090

Self-Invested Fund team fax 01 704 1988

**Write to us** Irish Life Assurance plc, Lower Abbey Street, Dublin 1.