

# Fund Switch Form

Please complete every item on this form in BLOCK CAPITALS. If any item is blank or illegible, this will cause a delay in processing your application. You should consult with the Trustee(s) of the scheme or your Financial Advisor, before requesting a fund switch.

Before you give us your personal information it is important that you know what your data protection rights are and how and why we use your personal information. This is set out in the Irish Life Data Privacy Notice which is always available on our website at <http://www.irishlifeemployersolutions.ie> or you can ask us for a copy.



## Section 1: Member Details

Use both first name and surname in your employee records.

First Name	Surname
Member Number	Date of Birth
Scheme Name	Scheme Number

## Section 2: Switch Details

This switch will apply to your total existing fund and future contributions.

Do you wish to switch into the Irish Life EMPOWER Personal Lifestyle Strategy (EMPOWER PLS)? Yes      No

Other Investment Strategy

If you have selected NO to a switch into an Investment Strategy, does your fund switch request apply to:

- A. Both, your existing fund and your future contributions?
- B. Your existing fund only
- C. Your future contributions only

**If you wish to switch your existing fund and future contributions into different funds, please send us a written instruction with the details. Please see the address overleaf.**

## Section 3: Your New Fund Choice Details

If you do not wish to switch into EMPOWER PLS, and have selected NO under Section 2, please enter your new fund choice and percentage allocation details (up to a maximum of 5 funds allowable).

Fund Name	Percentage %
	%
	%
	%
	%
	%
	%
<b>Total must equal 100%</b>	%

## Notes

### Effective Date

- > The fund switch will take effect from the date we receive this form completed with your instructions.
- > If all or part of your funds are invested in funds managed by external fund managers the effective date of the switch may be different.
- > Please refer to the Property Fund Notice Period note below for Property Fund effective dates.

### Investment Strategies

- > Investment Strategies invest in a growth fund and then gradually move into lower risk funds as you approach retirement.
- > An investment strategy is applicable to all your contributions. If you move into/out of a strategy, this will apply to your total existing fund and future contributions.

### EMPOWER Personal Lifestyle Strategy (EMPOWER PLS)

- > EMPOWER PLS first invests in a growth fund such as the EMPOWER Growth Fund and then starts to switch into less volatile funds from 11 years to retirement which helps protect your pension fund value against market fluctuations as you get closer to retirement. From 6 years to go until retirement the strategy also gradually moves your pension savings into funds appropriate to the retirement benefits that you are likely to take at retirement.

### Market Value Adjustments (MVA)

- > Please note that a Market Value Adjustment may apply to certain fund switches, thereby reducing the amount available. (e.g. exits from the Capital Protection Fund or the Secured Performance Fund). Please check the fund factsheets on [www.irishlifeemployersolutions.ie](http://www.irishlifeemployersolutions.ie) for updates.
- > The MVA effectively reduces the amount available to transfer. What we call a normal 'demographic exit' from the fund includes changing job, taking early retirement, retirement due to ill health and redundancy.
- > We pay these exits without applying an MVA. Other reasons for withdrawing money from the fund, non-demographic exits, will receive the current price after we have applied the MVA.
- > If an Adjustment is applicable to your request, we will contact you to verify this instruction.
- > The Market Value Adjustment may apply to switching out of Investment Strategies as well if they include the Capital Protection Fund.

### Notice Period

- > The 6 month notice period on the Property Fund has been removed, effective 16 April 2021. A notice period may be reintroduced on the Property Fund at some point in the future. The length of any future notice period may depend on how long it takes to sell the assets in the fund.

### Other Notes

- > Switches of your existing fund and/or future contributions, cover all premium types (Regular Annual, Transfer or Single premiums).
- > The Trustees (where applicable) may in some instances, restrict the funds allowable.
- > Please note that restrictions may apply to the Capital Protection Fund. From 23 January 2015 the Capital Protection Fund is closed to new Single Premium Investments, Transfer Values and Fund Switches.
- > Please note that the Secured Performance Fund is closed to all contributions effective 1 November 2010. No switches into the Secured Performance Fund are accepted any more.
- > Some restrictions may apply if your existing fund has initial units. Initial units are used for the early years of a pension contract and have a higher monthly management charge.

### Charge for Fund Switches

- > There is no charge.

Please sign  
and date

Signature of Customer

Date

Notes

## Section 4: Data Privacy Notice and Employee Declaration

### Data Privacy Notice

I confirm I have been informed about the Irish Life Data Privacy Notice and where to find it.

Please sign  
and date

Signature of Customer

Date

**Please print and complete the fund switch form and return it to:**

Irish Life Assurance plc, CODE, Irish Life, Lower Abbey Street, Dublin 1.

Alternatively, you can also email the completed form back to us at [code@irishlife.ie](mailto:code@irishlife.ie)

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Irish Life Assurance plc, trading as Irish Life is regulated by the Central Bank of Ireland.  
In the interest of customer service we will monitor calls.  
Irish Life Assurance plc, Registered in Ireland Number 152576, VAT number 9F55923G.

Irish Life, Lower Abbey Street, Dublin 1, Ireland. T: 01 704 2000 • F 01 704 1905

