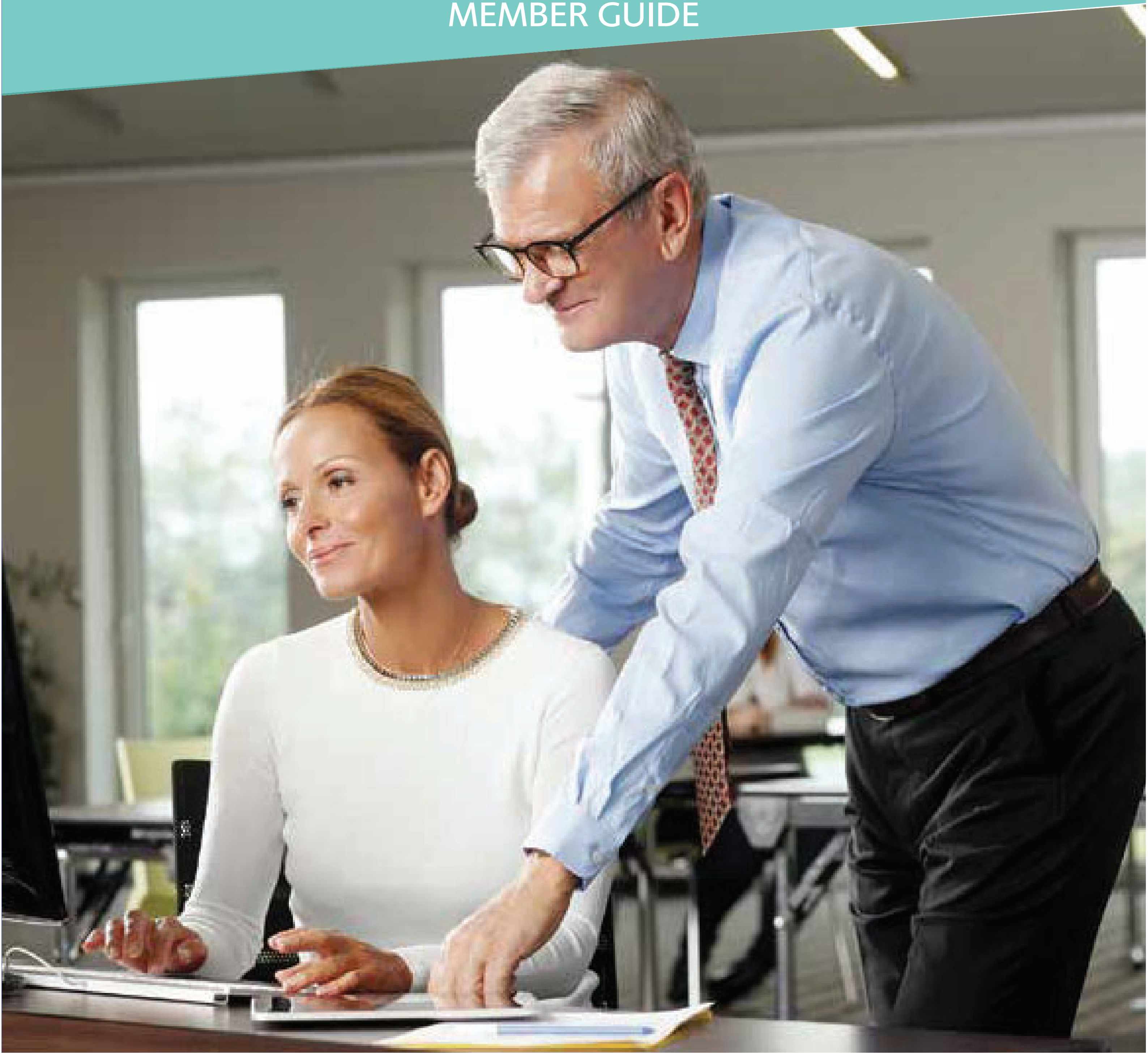
THE PRISON OFFICERS ASSOCIATION ADDITIONAL VOLUNTARY CONTRIBUTION PLAN

MEMBER GUIDE



ABOUT US

Established in Ireland in 1939, Irish Life is now part of the Great-West Lifeco group of companies, one of the world's leading life assurance organisations.

Great-West Lifeco and its subsidiaries, including The Great-West Life Assurance Company, have a record for financial strength, earnings stability and consistently high ratings from the independent rating agencies. The Great-West Life Assurance Company has an AA rating for insurer financial strength from Standard & Poor's.

Information correct as of September 2019. For the latest information, please see **www.irishlifecorporatebusiness.ie**.

TRUSTEES

KD Retirement Services Limited trading as Capital Advisory Services are Trustees of the Additional Voluntary Contribution (AVC) Plan and it is their duty to ensure that your interests as a scheme member are protected at all times. If you have any queries about the AVC Plan or your benefits you should contact the Trustees.

The Prison Officers Association Additional Voluntary Contributions Plan (The AVC Plan) came into force on 1 August 1988.

Founded in 1985, K D Retirement Services Limited trading as Capital Advisory Services (CAS) is regulated by the Central Bank of Ireland and is an independent Irish owned company, which specialises in the provision of advice in the Establishment Management and Trusteeship of Pension Schemes. In addition to providing advice on Pension related matters the Company can also advise on Life Assurance, Investment, Savings and Financial Planning.

CONTENTS

SECTION 1

INTRODUCTION

This booklet is intended as a guide to the working of the Prison Officers Association Additional Voluntary Contribution Plan (the AVC Plan)on how they can increase their overall retirement benefits by making Additional Voluntary Contributions (AVCs). This booklet does not apply to members of Personal Retirement Savings Accounts (PRSAs) and follows the assumption that readers are currently members of an occupational pension scheme. It is important that you understand the level of retirement and death in service benefits which are likely to become available for you and your dependants under your main pension scheme, as you may wish to increase these benefits by making AVCs.

WHAT IS A PENSION PLAN?

Department of Justice and Equality has set up pension plans in order to provide an income for their employees for when they retire.

A pension plan is one of the most valuable benefits you are likely to have in your lifetime.

THE IMPORTANCE OF HAVING A PENSION PLAN

Have you ever wondered what you might do when you stop working? Let's face it we all have! However, the reality is that the majority of us will need to save a significant amount just to maintain our existing standard of living in retirement. With advances in modern medicine and improved standards of living, people are generally living longer and can look forward to 20 or 30 years in retirement. This is a long time in which to enjoy the finer aspects of life.

Work priorities can be replaced with relaxing, enjoying new hobbies and spending more time with family and friends. Whatever your goals, one thing is for certain, you will wish to maintain the standard of living that you enjoyed while you were working.

Nobody wants to feel restricted or impoverished in retirement but this may be the reality for many people if they do not take the time and make an effort to adequately plan for their retirement.

THE IMPORTANCE OF ADEQUATE RETIREMENT BENEFITS

You are fortunate enough to be a member of a company pension plan, as not every Irish employer provides this for their employees. When you join the plan, it's important that you take the time to understand the level of retirement and death in service benefits which are likely to become available to you and your dependants under your main pension scheme. The reality is that although some expenses may decrease in retirement others, such as electricity bills, heating bills and medical expenses, may actually increase as you get older. The earlier a pension plan is started, the more time the fund has to accumulate and the better off you will be in retirement.

Only you can decide exactly how much money you will need during retirement. Chances are that you will need more than you think if you want to maintain your current lifestyle.

Ask yourself what percentage of your current salary you would need to live comfortably in retirement?

It is even more important now to provide for your retirement, considering that the legislation governing the age at which you will be entitled to claim your State Pension has been changed.

State Pension payable
From age 66 from 1 January 2014
From age 67 from 1 January 2021
From age 68 from 1 January 2028

The savings you make now will provide you with a pension income from the age you retire from the scheme and also bridge any years between your scheme retirement age and the age from when you will receive the State Pension.

Warning: If you invest in this product you will not have any access to your money until you retire.

PUBLIC SECTOR OCCUPATIONAL PENSIONS

Public sector occupational pension schemes are statutory plans set up by legislation or trust-based arrangements that provide benefits for employees in the public sector or semi-state bodies. In general, only schemes for Commercial State Bodies have a dedicated fund to meet pension liabilities. Schemes in the non-commercial public sector, such as the Prison Services are financed on a "pay as you go" basis. This means that the cost of pensions is met from current exchequer expenditure in much the same way as the salaries and wages of public sector employees.

Public sector defined benefit schemes are occupational pension schemes that provide a set level of pension at retirement, the amount of which normally depends on your service and your earnings at retirement or in the years immediately preceding retirement.

For public servants who joined prior to 6 April 1995, a pension of 1/80th of final earnings is payable for each year of service. A gratuity (cash sum) of 3/80ths of final earnings is also payable.

For public servants who joined on or after 6 April 1995, pensions are coordinated with the State pension.

A new scheme for joiners to the public service (the 'Single Scheme') has been introduced for new entrants from 1 January 2013 that provides pensions based on career average revalued earnings, rather than final earnings. For further information see the website **www.cspensions.gov.ie**.

ADDITIONAL VOLUNTARY CONTRIBUTIONS

WHAT ARE ADDITIONAL VOLUNTARY CONTRIBUTIONS?

Additional Voluntary Contributions or AVCs are extra savings which you can make towards your pension. Making AVCs can be a great option for you if you wish to increase the level of your retirement benefits.

WHY SHOULD I MAKE AVCs?

Depending on your length of service at retirement you may not have Revenue maximum pension benefits available to you or perhaps the necessary income in retirement to maintain your current lifestyle.

> AVCs can be used to minimise any shortfalls in your benefits at retirement.

AVCs are treated like normal pension contributions for tax purposes. Therefore, like pension contributions, AVCs qualify for tax relief at your highest rate of tax (Subject to Revenue limits). See Section 4 'Tax advantages of AVCs' for more details. Also, any investment growth achieved by your AVC fund is tax free.

AVCs allow you to take control of your financial future and help you to build up an adequate fund for retirement.

> When you retire, the value of your AVC fund is available to improve the benefits provided by your main pension plan.

WHAT CAN I USE MY AVC FUND FOR?

When you retire you can use your AVC fund in a number of different ways (subject to Revenue limits):

- Immediate cash lump sum
- Purchase an annuity, to provide you with an income for life
- Transfer the fund to an Approved Retirement Fund (ARF) or Approved Minimum Retirement Fund (AMRF).

Further details on AVC retirement benefit options, including ARFs and AMRFs are explained in Section 5.

> Which option or combination of options is best for you will depend on your circumstances when you retire.

Your retirement benefits under your AVC plan are in addition to any entitlement you may have under the State Pension (or other similar contributory benefits payable under social insurance).

HOW DO I MAKE AVCs?

Where AVC payments are made through your employer's payroll process, any tax relief allowed is applied automatically – there is no need to apply to the Revenue Commissioners for a refund of the tax.

When you decide how much you wish to contribute to your AVC (within Revenue limits), you should notify your payroll manager. Your payroll department will arrange for your AVCs to be paid into your pension plan directly from your salary. They will also calculate and apply the tax relief you are entitled to. Your take-home pay will be reduced by your contributions minus the tax relief.

You can also make one-off lump sum contributions to your AVC fund if you choose, subject to Revenue limits.

Tax relief is not automatically applied to AVC contributions made outside the normal payroll process, for example if you decide to make an additional once-off contribution (also known as a single premium). In this situation, you must apply to your local Inspector of Taxes for a refund of tax in relation to the AVC contribution. Any tax relief will be given at the discretion of the Inspector of Taxes. You have the option of off-setting your once-off contribution against last year's tax bill (subject to certain conditions).

For more information on how the single premium process works you can download a once-off contribution information leaflet on **www.irishlifecorporatebusiness.ie**

WHAT CONDITIONS APPLY WHEN ACCESSING MY AVC FUND?

Tax relief is granted on AVCs to encourage individuals to save for their retirement. To ensure funds are used exclusively in retirement, the Revenue Commissioners require AVC providers to restrict access to AVC funds until retirement.

Therefore, you may not access your AVC fund until you retire. The only exceptions to this rule are:

- In the event that you leave the employer sponsoring your company plan with less than two years qualifying service and you are permitted to take a refund of your own contributions, you must do the same with your AVCs. Such refunds are subject to tax. The tax rate applying to these refunds is 20% as at September 2019.

If you die before reaching retirement age, the value of your AVC fund is made payable to your estate or to a dependant as decided by the trustees of the plan.

You may not borrow back any of your contributions or use them as collateral for a loan. You must claim your AVC benefits on the same date as you claim the benefits from your main company pension plan.

WHAT SCOPE DO I HAVE FOR PAYING AVCs?

Normally the benefits which are payable under the rules of your main pension plan are lower than the maximum benefits which are permitted by the Revenue Commissioners. Therefore, most people have scope to pay AVCs to increase their retirement benefits without the risk of breaching Revenue maximum benefits rules.

For example, some of your earnings may not be included in the calculation of the pension amount payable from your main plan - e.g. overtime, bonuses, commissions or car allowance.

Or you may have entered your pension plan at an age whereby you will not have been working with your company long enough when you retire to receive the maximum allowable pension benefits.

> You can make AVCs to increase your pension benefits at retirement, to help compensate for the years of service that you are short in your main plan.

Further details on your AVC retirement benefit options are explained in 'How can I use my AVCs at retirement?' in Section 5.

JOINING THE AVC PLAN?

You are eligible to join the AVC Plan if you are employed in the prison service and you are a member of the main Scheme.

Membership is completely voluntary. You decide if you wish to join and how much you wish to contribute. Membership of the AVC Plan is not a condition of your employment. There is no employer contribution to the AVC Plan.

HOW DO I JOIN THE AVC PLAN?

To join the AVC Plan, simply complete the Irish Life AVC application form, available from Capital Advisory Services.

Capital Advisory Services can also provide financial advice services to you prior to you taking out an AVC.

CONTRIBUTIONS

HOW ARE MY CONTRIBUTIONS INVESTED?

Contributions made through AVCs are invested in what is called a 'fund'. The purpose of this fund is to ensure that the money has an opportunity to accumulate growth – usually called an investment return. The fund when you come to retirement, subject to economic conditions, should therefore be larger than just the sum of the contributions you paid into the fund i.e. the fund is then made up of the total amount of your contributions plus the investment growth (less any applicable charges).

The advantage of investing in the POA AVC Plan is that you have access to a range of stock markets and other investments in Ireland and worldwide, that as a single investor, you may not be permitted to invest in.

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

WHAT SHOULD I CONSIDER WHEN DECIDING ON MY INVESTMENT OPTIONS?

There are a few essential issues that you should consider when deciding on your investment options:

- How much time do you have to save and invest before retirement?
- How much risk are you comfortable with?
- How much money will you need when you retire?

Over the years you will have invested a large amount of money into your AVC retirement fund; therefore it makes sense to understand what your investment options are and make informed choices which will bring you increased financial benefits when you reach retirement.

SOME OF THE INVESTMENT OPTIONS WE OFFER INCLUDE:

TRUSTEE DEFAULT INVESTMENT OPTION

CAS Managed Lifestyle Strategy

- The CAS Managed Lifestyle Strategy invests in the Active Managed Fund and then gradually moves to the Cash Fund* over the five years before your normal retirement age. The Cash Fund* invests in bank deposits and short term investments on international and Irish money markets. It intends to give investors a stable and predictable return.

*Please note these funds are intended to be low risk investments but investors should be aware that the 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 charges are greater than the growth rate of the assets of the fund.

CAS Equity Lifestyle Strategy

- The CAS Equity Lifestyle Strategy invests in the Equity Fund and then gradually moves to the Cash Fund* over the five years before your normal retirement age. The Cash Fund* invests in bank deposits and short term investments on international and Irish money markets. It intends to give investors a stable and predictable return.

A. LOW RISK

CASH FUND

The Cash Fund* invests in bank deposits and short-term investments on international and Irish money markets. It aims to give investors a stable and predictable return.

The Cash Fund can be used to protect the value of members' funds against market movements. For members who are close to retirement it is particularly useful for that element of the fund that will be taken as a tax-free lump sum.

Fund Risk

This is a very low risk fund. While there will be a very low level of volatility in fund returns, there is also only a very low potential for gains. It is suitable for investors who are very close to retirement or have a very low appetite for risk

B. MEDIUM RISK

ACTIVE MANAGED FUND

The fund is an actively managed fund investing in equity, bonds, property, alternatives and cash. The fund is targeting an annual return of Cash +4% over any economic cycle.

The equity allocation is diversified across developed world, emerging market, small cap and low volatility equities. The bond allocation is diversified across Eurozone government, emerging market and corporate bond. There may be some movement between cash and equities depending on market conditions.

Fund Risk

This is a medium to high risk fund with expected volatility in the medium to high range. Therefore it may not be suitable for investors who have less than 7 years to retirement.

C. HIGH RISK

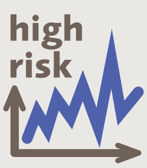
EQUITY MANAGED FUND

The fund is an actively managed equity portfolio. The aim is to conduct a detailed, on-going analysis on all companies held within the Fund while actively purchasing and holding equities at a price which is believed to be cheaper than their long term value or worth.

The investment process seeks to invest in companies that exhibit a combination of, Low Financial Risk, Low Operational Risk and Low Valuation Risk. Investment in companies that possess these characteristics can reduce the risk of a permanent loss of capital and enhance the opportunity of outperforming the benchmark over the long term.

The fund is managed by Setanta Asset Management, an active equity manager appointed by the Irish Life Assurance Company.

Fund Risk



This is a high risk fund which can have a high level of volatility. Therefore it may not be suitable for investors who have less than 10 years to retirement. The fund is most suitable for long term investment.

For more details on any of these funds or to get a full list of the funds available from Irish Life Corporate Business visit our Investment Centre on **www.irishlifecorporatebusiness.ie**

You should always consult your financial adviser for expert advice before making any decisions which may affect your benefits under the plan or before acting on any of the matters covered in this booklet.

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

Warning: These funds may be affected by changes in currency exchange rates.

Securities Lending: The assets in these funds (except the cash 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.

SECTION 4

CHARGES

Deductions are made from your AVC Fund to pay any charges or expenses relating to the AVC Plan.

WHY ARE THERE CHARGES ON MY AVC PLAN?

The charges on your AVC Plan are designed to ensure the following:

- You are provided with professional advice when taking out your AVC Plan and topping up your AVC Plan subsequently.
- Your AVC contributions are administered efficiently.
- Your AVC Plan is regularly reviewed in the light of your changing requirements, and you are kept up to date on its progress.
- At retirement, your AVC Fund (subject to its value) is used to provide you with the benefits you want.

CONTRIBUTIONS AND MANAGEMENT CHARGES

The charges that apply to your AVC Plan are as follows:

- On all single contributions, 96.5% will be invested in your AVC fund. This means a charge of 3.5% is levied on each single contribution.
- On all regular contributions 97% of the premium will be invested in your AVC Fund. This means that a charge of 3% is levied on each contribution.
- An annual management charge of 0.95% a year will be applied to the value of your AVC fund that is invested in standard funds.

TRUSTEE FEE

There is a Trustee fee of €1.50 deducted each month from the value of your AVC Fund. This trustee fee may be changed in the future to reflect the costs incurred by the Trustees.

TAX ADVANTAGES OF MAKING AVCs

TAX ADVANTAGES OF MAKING AVCs

Making Additional Voluntary Contributions is an extremely tax-efficient method of saving. The Government provides workers with tax relief at their highest tax rate as a way to encourage pension saving. In other words, if your income levels categorise you into the higher income tax bracket, then you will receive tax relief at that rate. Likewise, if your income levels categorise you into the lower rate tax bracket only, then this is the rate at which you receive the tax relief.

HOW TAX RELIEF WORKS

When you contribute to a pension scheme, the net cost or the 'real' cost to you isn't as high as you would initially think.

Deductions from your salary will be made through the PAYE system.

When you decide how much you need to contribute to your pension to provide you with a comfortable retirement, your payroll area will arrange all the rest.

The examples shown on the next page illustrate the tax advantages of saving into AVCs.

What this means is that if you decided to save €50 per fortnight into your pension plan, your payroll department will arrange for that amount to be paid into your pension plan directly from your salary. They will also calculate and apply the tax relief that you are entitled to. Your take-home pay will be reduced by your contributions minus the tax relief and your tax bill will be reduced by the tax relief applied.

*A €50 AVC contribution actually costs you €40 if you pay tax at the standard rate of 20%. Therefore the net cost to you of making that AVC of €50 is €40.

The saving is even more dramatic if you pay tax at the top rate of 40%. The net cost to you of making an AVC contribution of €50 is only €30.

*The figures shown in these examples are based on tax rates as at September 2019.

EXAMPLES OF INCOME TAX RELIEF

Contributions invested in your pension plan may get full tax relief.

If you pay tax at 40%		If you pay tax at 20%
€50	Total Investment to your pension	€50
-€20	Less tax saved	-€10
€30	**Net cost to you**	**€40**

LIMITS ON PENSION SAVING

It would be great if you could save unlimited amounts into your pension plan and still receive tax relief, but because the tax breaks are so good, the Government have established limits.**

The table below displays the percentage of your contributions that you can claim tax relief. This includes any contributions you make to your main scheme.

RELIEF ON YOUR PENSION CONTRIBUTIONS

Age	Maximum % of annual salary allowable for tax relief on your pension contributions
Under 30	15%
30-39	20%
40-49	25%
50-54	30%
55-59	35%
60 & over	40%

**The maximum earnings limit for 2017 is €115,000.
The earnings limit is subject to review and may change.
There is no maximum payment that can be made, but you may only claim tax relief within Revenue limits. There are also limits on the benefits that may be provided.
Under current legislation, Standard Fund Threshold allowable for tax relief purposes is €2.0 million (this maximum amount includes any pension benefits already taken together with pension benefits yet to be taken). Any fund in excess of this amount will be liable to a once-off income tax charge at the top rate of tax (currently 40%) when it is drawn down on retirement. This limit may be adjusted annually in line with an earnings index.
Please note that the Revenue Commissioners have also placed limits on the total amount that can be contributed by you and your employer to your occupational pension plan.
However, if you are concerned by these limits please consult your financial adviser for further details.

YOUR QUESTIONS ANSWERED WHAT HAPPENS IF....

WHAT HAPPENS TO MY AVC CONTRIBUTIONS IF I LEAVE THE DEPARTMENT BEFORE I RETIRE?

Your AVC Fund will be used, together with your entitlements from the Main Scheme, to provide a benefit at your normal retirement age.

Any amounts transferred into the AVC Plan from a previous plan would be included in the deferred benefit. It is not possible to get a refund of the value of the contributions you have paid to the AVC Plan.

If you change department within the public sector, the years you have completed as a member of the Main Scheme will be credited to you under your new department.

Your AVC Fund will either be left as a deferred benefit or, depending on where you move within the public sector, you may be able to transfer your AVC Fund to the corresponding AVC scheme of that department.

It is not possible to transfer either your entitlement under the Main Scheme or the value of your AVC Fund to the private sector.

WHAT HAPPENS IF, AFTER LEAVING THE AVC PLAN, I DIE BEFORE I RETIRE?

If you leave a deferred benefit in the plan but you die before you retire, the value of this benefit will be paid to your estate.

There is a limit on the amount of death benefit that can be paid as a lump sum. This limit is set out in page 8 of this booklet.

I AM UNABLE TO WORK DUE TO ILL HEALTH?

If you are forced to retire early on the grounds of ill health, your pension benefits will be made available to you (if the trustees agree). However, this will mean that your pension will be much lower than if you had continued in employment and continued making contributions up until your normal retirement age, which is usually set at 60.

I WANT TO RETIRE EARLY?

With the consent of the Department you may retire early once you have reached age 55. If you have 30 years service, you may retire earlier from age 50 onwards. Please note if you have carried over service from other public sector employment it may not be possible to retire before the age of 55 even if you have 30 years service completed. You may retire at any age if you cannot carry on working due to ill health.

The amount of your early retirement benefits available will depend on your entitlements from the Main Scheme and the value of your AVC Fund when you retire. If you retire early, you must take your retirement benefits from the Main Scheme and the AVC Plan at the same time. However, as the AVC Plan is designed to provide benefits at your normal retirement age, if you retire early your AVC Fund will be less than if you had continued paying up until your normal retirement age.

WHAT HAPPENS IF I DIE BEFORE I RETIRE, WHILE EMPLOYED BY THE DEPARTMENT?

In the event of death in service (prior to retirement), the value of your AVC Fund will be paid as a death benefit to your estate.

The Revenue Commissioners have laid down limits as to the amount that may be paid in lump sum form. This limit includes any benefits paid by the Main Scheme or any other related scheme e.g. The Prison Officers Association Group Life Scheme. The maximum allowable under Revenue rules is four times your taxable income from the Department plus a refund of your own contributions with interest. This includes your contributions to the Main Scheme, plus interest and the value of your AVC Fund.

Such lump sums will be paid to your dependants or legal personal representatives or otherwise used for their benefit (in such manner as the Trustees in their absolute discretion may decide).

WHAT HAPPENS IF I DIE BEFORE I RETIRE, WHILE EMPLOYED BY THE DEPARTMENT AND AFTER MY NORMAL RETIREMENT AGE?

If you die after normal retirement age and meet the criteria below, an amount equal to the value of your AVC Fund at the date of your death will be paid to your beneficiaries or to your legal personal representatives, whichever the Trustees decide.

- You are still employed by the Department.
- You are a member of the AVC Plan.
- You have not taken your pension benefits.

HOW DO I LET THE TRUSTEES KNOW MY WISHES REGARDING PAYMENT OF THE DEATH BENEFIT?

You should complete a letter of wishes form to tell the Trustees whom you wish to receive the lump sum death benefit. Your wishes will not be legally binding but will be taken into account by the Trustees.

If you require a letter of wishes form, please contact Capital Advisory Services.

HOW CAN I USE MY AVCs AT RETIREMENT?

Benefit Options

When you retire you can decide how to use the accumulated fund that has built up in your AVC Plan to maximise your retirement benefits. When the time comes, you will be required to complete and return a retirement options form confirming how the benefits from your AVC Plan are to be paid.

At retirement, what options will be available for my AVC Fund?

You can use your AVC Fund to provide one or more of the following benefits, subject to sufficient AVC Fund size and the maximum allowable Revenue limits:

- An additional lump sum, some of which may be tax free.
- An additional income for life (also known as an annuity) see below for further details.
- An ARF/AMRF, see overleaf for further details.

All of the benefits above must be within the limits set out by the Revenue Commissioners.

The level of AVC retirement benefits you will receive will of course depend on the size of the fund you managed to build up.

What is an income for life?

An income for life, also called and annuity, is a very popular retirement choice as it offers peace of mind. An annuity guarantees to pay you a secure income for the rest of your life, no matter how long you live.

You cannot pass any remaining fund on to your family when you die, however you can purchase a separate annuity for your spouse/civil partner/children/other dependants, which becomes payable if you die. You also have the option of choosing an annuity that increases at a set rate each year.

WHAT IS AN AMRF?

AMRF stands for an Approved Minimum Retirement Fund. Approved Minimum Retirement Fund (AMRF) holders can make only one withdrawal up to 4% of the value of the AMRF asset value at the date of withdrawal, in any calendar year. These withdrawals will be subject to income tax, Universal Social Charge and PRSI, if applicable.

An AMRF becomes an ARF:

- When you reach age 75, or
- earlier on death, or
- when your annual income reaches €12,700* or the value of your fund reaches €63,500*

The Government have indicated that these limits may be reviewed in future Finance Acts. Money withdrawn from an AMRF is subject to income tax, and the Universal Social Charge, and PRSI, if applicable.

WHAT IS AN ARF?

ARF stands for Approved Retirement Fund. An ARF is a tax-free investment fund held in your own name and managed by a Qualifying Fund Manager. Money can be transferred from one ARF to another if you have more than one.

An ARF can only be taken out if:

- You have a guaranteed lifetime income of at least €12,700* a year

or

- You have a fund value in excess of €63,500*

Money withdrawn from an ARF is subject to income tax, and the Universal Social Charge, and PRSI (if you are liable for this).

*These amounts may change (up or down) as specified by the Government. The amounts quoted are correct as at September 2019.

Please note the following Revenue regulations:

- From the year you turn 61, tax is payable on a minimum withdrawal on the 30 November each year of 4% of the value of the fund at that date. This withdrawal is liable to income tax, Universal Social Charge and PRSI, if applicable. From the year you turn 71 the minimum withdrawal is increased to 5%.
- Where the fund value is greater than €2 million the minimum withdrawal will be 6%. If you have more than one Approved Retirement Fund (ARF) and these are with different managers then you must appoint a nominee Qualified Fund Manager (QFM) who will be responsible for ensuring a withdrawal of 6% is taken from the total value of your ARF's. It is your responsibility to let your ARF providers know if you have other Approved Retirement Funds and Vested Personal Retirement Savings Accounts with a total value of greater than €2 million.
- Where a greater withdrawal is made during the year, tax will be paid on the greater withdrawal amount. The minimum withdrawal rate is set in line with the required imputed distribution amount which may be altered to reflect changes in legislation. You can choose to take a higher withdrawal amount if you wish.

The 6% is inclusive of any income you actually take.

Revenue regulations continued:

This applies when the ARF owner is 60 years or over for the whole of the tax year and where an ARF is set up after the 6 July 2000.

*These amounts and the valuation dates may change as specified by the Government.

The information is correct as at September 2019.

IRISH LIFE ARFs

Due to the imputed distribution requirements introduced by the Finance Act 2006, Irish Life will deduct a minimum withdrawal of 4%/5% (whichever is applicable) of the value of the ARF during December each year. This is automatically deducted from your ARF and paid to you net of income tax, PRSI (if applicable), Universal Social Charge (USC) and any other charges or levies (tax) due at the time on the withdrawals you make. This applies from the year you turn 61. From the year you turn 71 the minimum withdrawal is increased to 5%.

Where the total value of your ARFs and vested PRSAs exceed €2 million then a withdrawal of 6% from your ARF must be made each year. It is your responsibility to let us know if you have other ARFs and vested PRSAs with a total value greater than €2 million. For more information please speak to your financial adviser.

SECTION 7

OUR SERVICE TO YOU

Information on your pension

While you are a member of an Prison Officers Association AVC plan, we will provide you with all the information you need in order to keep up to date with your AVC investments.

In addition to this booklet containing general information about the workings of your Additional Voluntary Contributions plan, Irish Life Corporate Business will provide you with the following various sources of information, allowing you to continually monitor your pension situation.

PENSION BENEFIT STATEMENT

Issued annually, this statement provides you with information on your AVC retirement fund, including a breakdown of all contributions paid and total charges deducted, along with the current value of your AVC fund. Your benefit statement also provides future projected values, giving you an idea of the amount of AVC fund you can expect at retirement.

This is a very important document and should be kept in a safe place, as you will need to refer to it in the future.

PENSION PULSE

Pension Pulse is sent to you every year after you have received your detailed annual benefit statement and provides you with a simplified and personalised one-page document which contains two key messages:

Retirement savings: Are you saving enough?

Fund choice: Are you happy with your level of investment risk?

We believe these are the two key areas of your AVC arrangement. Pension Pulse helps simplify the message around these two key areas in a short, snappy, colourful and modern communication and ultimately helps you plan better for your retirement.

ONLINE INFORMATION ON YOUR PENSION PLAN

www.pensionplanetinteractive.ie

Pension Planet Interactive is an easy to use online tool that gives you access to your pension plan information. It helps you manage your retirement planning more effectively and efficiently.

Pension Planet Interactive gives you the following information:

- key pension plan information
- your account value
- your transactions
- your fund selection
- fund price history
- risk benefits (as applicable to your plan)
- documents such as benefit statements and correspondence in the document library
- retirement planning tools and information about investment choices.

Access to Pension Planet Interactive is available if the Trustees of the AVC plan have agreed to this.

PREDICTING YOUR PENSION AT RETIREMENT WITH PENSION PROPHET

www.pensionprophet.ie

Pension Prophet is a pension projection tool that will help you predict what level of retirement benefits your AVCs could provide you with.

It also allows you to run hypothetical calculations based upon your personal information, contribution rate, assets and expense assumptions. This will help you to determine your projected AVC retirement fund, income and expenses and to create a plan which will help you to achieve your desired goals.

It is a graphic, easy-to-use projection tool which quickly displays the benefit of additional pension savings and the cost of delaying that saving. It also has a clever retirement income calculator which outlines typical day-to-day expenditure on different items and allows you to assess the amount of income that you may need in retirement.

Pension Prophet can be accessed via Pension Planet Interactive or via our website **www.irishlifecorporatebusiness.ie**

EMPOWER ME APP

EMPOWER Me gives you the opportunity to check your current fund value, interactively estimate the value at retirement or view all investment literature on your smartphone.

Download the App for free from the App store or Google Play store.

EMPOWER TEAM PENSION EDUCATION

Work-site presentations

At Irish Life Corporate Business, we are aware that you need as much information on your pension plan as you can get, in order for you to fully understand your plan details and what level of contribution you need to carry on making in order to maintain your current standard of living in retirement. To address this need, we have developed the Empower initiative for pension education and awareness.

Our team (called the Empower Member Team) will visit your workplace and give a presentation on your company pension plan. They will focus on helping you to understand how the pension plan works, the most efficient way to make pension savings and what kind of pension you should expect at retirement.

INVESTMENT UPDATES

Updated investment information can be found each month in the investment centre on our website:
www.irishlifecorporatebusiness.ie

SECTION 8

CONTACT INFORMATION

This booklet is intended as a guide to the working of the Prison Officers' Association Additional Voluntary Contributions Plan (the AVC Plan). Please read it carefully and keep it in a safe place as you may need to refer to it in the future.

EMPLOYER

Department of Justice and Equality (the Department).

TRUSTEES

KD Retirement Services Limited trading as Capital Advisory Services are Trustees of the AVC Plan and it is their duty to ensure that your interests as a scheme member are protected at all times. If you have any queries about the AVC Plan or your benefits you should contact the Trustees.

CONTACT INFORMATION FOR CAPITAL ADVISORY SERVICES

Capital Advisory Services
Suite 114, The Capel Building,
Mary's Abbey, Dublin 7
Phone: 01 687 4080
Email: admin@casavc.ie

REGISTERED ADMINISTRATOR

If your AVC is with Zurich Life,Zurich Life is the Registered Administrator. If your AVC is with Irish Life then Irish Life is the Registered Administrator.

CONTACT DETAILS FOR IRISH LIFE

Irish Life Corporate Business
Irish Life Centre
Lower Abbey Street
Dublin 1
Phone: 01 704 20 00
Fax: 01 704 19 05
Email: code@irishlife.ie
Website: irishlifecorporatebusiness.ie

FOR COMPLAINTS CONTACT INFORMATION FOR COMPLAINTS

If you have a complaint concerning the plan, you should contact the trustees. The trustees will follow an internal disputes resolution procedure. You are not bound by the trustees' decision.

If you are not satisfied with the outcome of your complaint you may refer the matter to the appropriate Ombudsman who will decide if the matter falls within their terms of reference.

Depending on your type of plan, the appropriate Ombudsman may be the Pensions Ombudsman, or certain cases may be dealt with by the Financial Services Ombudsman. The Pensions Ombudsman can be contacted at:

The Office of the Pensions Ombudsman

4th Floor, Lincoln House, Lincoln Place

Dublin 2.

Phone: 01 676 6002

Fax: 01 661 8776

Email: info@pensionsombudsman.ie

Website: www.pensionsombudsman.ie

The Financial Services Ombudsman can be contacted at:

The Financial Services Ombudsman
3rd Floor, Lincoln House
Lincoln Place
Dublin 2

Lo-call: 1890 88 20 90

Fax: 01 662 0890

Email: enquiries@financialombudsman.ie

Website: www.financialombudsman.ie

The contribution and benefit limits, tax relief and other details set out in this booklet are based on our understanding of the law as at September 2019. When reading this booklet you should consider that the law can change at any time. This booklet is a general guide to these matters only; therefore you should always get expert advice when you make any decisions which may affect your benefits under the plan.

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PENSIONS
INVESTMENTS
LIFE INSURANCE

Irish Life

CONTACT CAPITAL ADVISORY SERVICES

PHONE: 01 687 4080
EMAIL: admin@casavc.ie
WRITE TO: Capital Advisory Services, Suite 114, The Capel Building, Mary's Abbey, Dublin 7, D07 YV70.

CONTACT IRISH LIFE

PHONE: 01 704 20 00
FAX: 01 704 19 05
EMAIL: code@irishlife.ie
WEBSITE: www.irishlifecorporatebusiness.ie
WRITE TO: Irish Life Corporate Business, Irish Life Centre, Lower Abbey Street, Dublin 1.

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