

CORPORATE POLICIES

GUIDE TO FURTHER REQUIREMENTS

This information document is for your use and is not required to be returned to Utmost PanEurope dac.

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A WEALTH *of* DIFFERENCE

www.utmostinternational.com

Utmost PanEurope dac (registered number 311420) is regulated by the Central Bank of Ireland.

Registered Office address: Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Utmost Wealth Solutions is registered in Ireland as a business name of Utmost PanEurope dac.

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Utmost Wealth Solutions is the brand name used by a number of Utmost companies. This item has been issued by Utmost PanEurope dac.

IMPORTANT INFORMATION

Please ensure that you read all sections thoroughly. In this form words in the singular shall include the plural and vice versa.

In order to process your request for any of the transactions listed below, we will require the documents details in each section.

PERSONAL PENSION PLAN/SELF EMPLOYED DEFERRED ANNUITY TRANSFER/MATURITY

For Personal Pension Plans, Self Employed Deferred Annuity Transfers or Maturity policies we will require the following:

- › A Letter of Request, signed by the policyholder (**Transfer**)
- › Retirement Request form, signed by the policyholder (**Maturity**)
- › Original Policy Documents. If these are not available we will require Lost Policy Declaration form to be completed, which is available on our website
- › A Letter of Acceptance from the receiving life company
- › Age admittance (**Maturity**).

SCHEME PENSION TRANSFERS

For Scheme Pension Transfers we will require the following:

- › Completed Withdrawal form with Trustee authorisation
- › A Letter of Acceptance from the receiving life company of the scheme
- › New Schemes Revenue Reference Number
- › Original Policy Documents. If these are not available, we will require a Lost Policy Declaration to be completed, which is available on our website
- › Details of who the proceeds are to be paid to.

SCHEME PENSION MATURITY

For Scheme Pension Maturity policies we will require the following:

- › Completed Retirement Advice form with Trustee authorisation
- › Original Policy Documents. If these are not available, we will require a Lost Policy Declaration to be completed, which is available on our website
- › Original or certified evidence of age i.e. passport or drivers license
- › Details of salary e.g. P60 or P45. If more than 20% Director, we will need P60's for 3 consecutive years salary
- › If no salary evidence is available, we will require a letter from an Accountant. If you do not have an Accountant, you will need to contact your local Revenue Office
- › If choosing the ARF option, please complete transfer forms, along with letters of acceptance from the receiving life companies including the account details to which the funds are to be paid.



In some cases additional information may be required and you will be notified as soon as possible.