

# Personal Retirement Bond Application Form



## SECTION A: PRB HOLDER DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

PPS/Tax Reference Number (evidence required): \_\_\_\_\_

Marital Status:  Married  Single  Widow(er)  Separated  Divorced

Spouse's Name: \_\_\_\_\_

Spouse's Date of Birth: \_\_\_\_\_

.....

Date employment began: \_\_\_\_\_

Date employment ended: \_\_\_\_\_

Normal Retirement Age: \_\_\_\_\_

(a) Salary at date of leaving: € \_\_\_\_\_

(b) Other earnings for the last three years before leaving (e.g. bonuses, overtime):

€ \_\_\_\_\_ € \_\_\_\_\_ € \_\_\_\_\_

(c) (20% directors only) Total earnings for each of the last three years before leaving:

€ \_\_\_\_\_ € \_\_\_\_\_ € \_\_\_\_\_

**NOTE:** The options available when leaving a pension plan depend on the rules of the plan. Please consult a financial advisor on these rules, as a Personal Retirement Bond may not always be the best option.

## SECTION B: INITIAL INVESTMENT OPTIONS

Fund/Investment Name	Amount to be invested*
1. Working bank account:	€
2.	
3.	
4.	

Initial set up commission: € \_\_\_\_\_ payable to my advisor.

Annual commission \_\_\_\_\_ % of fund value minimum fee €250 per annum.

\*Bespoke Trustees Limited will ensure that there is sufficient liquidity in the PRB for payment of fees.

## SECTION C: TRANSFER PAYMENT DETAILS

<b>Employee</b>	<b>Employer</b>	<b>AVC</b>	<b>Total</b>
€	€	€	€

If the transfer relates to more than one employment please update the values for each employment in the notes section.

## SECTION D: REVENUE DETAILS

Please tick the appropriate box for each of the following- if neither box is ticked, we assume the answer is 'no'.

If you (the member) answer 'yes' to any of the questions, please give details in the notes section at the end of this form.

	<b>YES</b>	<b>NO</b>
(a) Have you irrevocably surrendered your right to take a tax free lump sum in respect of some or all of your pension?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does any of the transfer relate to benefits from more than one previous pension scheme? If yes, please fill in details in notes.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are you and/or your dependant(s) entitled to benefits from another pension plan?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Is there a Pension Adjustment Order in place against any of your pension benefits?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Do you and/or your dependent(s) hold 20% or more of the equity and/or the voting control of the company?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Are you entitled to an Approved (Minimum) Retirement Fund subject to the criteria laid out in Section 5 of the PRB Brochure? Your transferring scheme trustees may be required to confirm this and provide further details in Section G of this application form.	<input type="checkbox"/>	<input type="checkbox"/>
(g) Are you and/or your dependant(s) entitled to benefits from another pension plan?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Have you received any pension benefits (including tax free lump sum payments or a refund of previous contributions)?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** The above information is required for the purpose of calculating Revenue Commissioners maximum limits. Failure to provide this information is in breach of the Revenue rules and could result in Revenue action regarding your benefits.

## SECTION E: DECLARATION

1. I wish for Bespoke Trustees Limited to invest in the product mentioned in Section B. I understand that this investment will be made by a Unit Trust and will be subject to the provisions of the Gateway Unit Trust Deed as amended.
2. If I decide to exercise my cooling off option (which should be exercised in writing), my fund will be refunded less the adjustment for any downward movement in the value from the date of the investment to investment cancellation date along with any fees incurred.
3. I hereby consent to the provision of information to the Revenue Commissioners if requested in relation to this investment.
4. I certify that I have received independent financial advice prior to the making of this investment. I understand that Bespoke Trustees Limited will not be involved in providing investment advice in relation to investment selected under this PRB. I understand that values can go down as well as up. I understand that if there is gearing (lending) involved in an investment there may be a higher degree of risk involved in that investment. All fees in the investment have been explained to me and I am satisfied with the fees.

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**PRB Holder Signature**

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**Date**

## SECTION F: PERSONAL RETIREMENT BONDHOLDER DECLARATION

I consent to Bespoke Trustees Limited seeking relevant information relating to my past, present, future employments and pension arrangements from any employers, trustees, administrators or pension providers and I authorise the giving of such information.

I authorise the Revenue and the Department of Social Protection to give Bespoke Trustees Limited my most recent address held on their records at any time in the future.

I declare that the information provided in this and other related forms (if any) are true and complete to the best of my knowledge and belief whether in my handwriting or not and that this application and declaration shall form the basis of the contract with Bespoke Trustees Limited.

I have read the Data Protection Notice below and I agree that my personal information may be used for the purposes described. I accept the terms and conditions below.

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**PRB Holder Signature**

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**Date**

**WARNING: If you propose to take out this bond in complete or partial replacement of any existing pension scheme/PRB, please take special care to satisfy yourself that this PRB meets your needs. In particular, please make sure that you are aware of the financial consequences of replacing your existing plan. If you are in doubt about this, please contact your current provider or financial advisor.**

**Data Protection and Notices and Consents**

The information that you have provided will be treated as confidential and retained by Bespoke Trustees Limited ("Bespoke") for the purposes of financial services or as required by law. You have a right to request a copy of the information we hold about you for which we may charge a small fee and to have any inaccuracies in your information corrected. Bespoke may use the information you have provided for the purposes of providing you with additional information relating to the goods and services of Bespoke, it's associated companies and/ or third parties. Bespoke may share information with its associated and affiliated companies and/ or carefully selected third parties, to enable those associated and affiliated companies and/ or carefully selected third parties, to contact you directly in relation to their goods and services. If you do not agree to the use by Bespoke of the information for such purposes, please tick the box provided.

**SECTION G: DETAILS OF PURCHASING SCHEME - TO BE COMPLETED BY TRUSTEES (OR THEIR ADVISORS) THIS SECTION IS NOT REQUIRED IF YOU ARE TRANSFERRING FROM AN EXISTING PRB**

Name of Pension Scheme: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Pension Board Reference: \_\_\_\_\_

Revenue Reference No: \_\_\_\_\_

Name(s) of Trustees: \_\_\_\_\_

Normal Retirement Age: \_\_\_\_\_

Please outline the type of benefits payable to the member from the transferring scheme:  
\_\_\_\_\_  
\_\_\_\_\_

We declare that the information given is true and complete to the best of our knowledge and belief. We confirm that the details provided in this application form, in particular in relation to Section D Question (f) are true and correct with respect to the transferring scheme. We confirm that this application is to be the basis for the benefits to be provided under this buy out bond.

\_\_\_\_\_  
**Purchasing Scheme Trustee Signature** \_\_\_\_\_  
**Date**

I authorise the Trustees of the above scheme to transfer to a Bespoke Trustees Limited Personal Retirement Bond the amount which in the opinion of the said Trustees represents the value of my benefits on withdrawal under the Plan. In consideration of the payment of such transfer value to a Bespoke Trustees Limited Personal Retirement Bond, I hereby release the Trustees of the Plan from all liability to me and my dependents in respect of all benefits under the plan with effect from the date of such transfer.

\_\_\_\_\_  
**PRB Holder Signature** \_\_\_\_\_  
**Date**

## SECTION H: GATEWAY FUND APPLICATION FORM

### Gateway Fund \_\_\_\_\_ (the 'Referential Trust') a referential trust of the Gateway Fund

This application form should be returned to:

Bespoke Trustees Limited  
16 Roden Place  
Dundalk  
Co Louth

**This application form refers to all initial and subsequent subscriptions for Units in Gateway Fund \_\_\_\_\_ made by me as evidenced by the transfer of subscription monies into the appropriate Referential Trust account.**

Name(s) of applicant(s):	
Nationality	
Address	16 Roden Place, Dundalk, Co. Louth

#### Representations and Warranties

The capitalised words and expressions used in this application form shall have the meaning ascribed to them in the Amended and Restated Declaration of Trust dated 1st December 2013.

1. I confirm that I am 18 years of age and over.
2. I confirm that having received and considered a copy of the Amended and Restated Declaration of Trust and the Declaration of Referential Trust in relation to the Referential Trust, this application is based solely on the Amended and Restated Declaration of Trust and the Declaration of Referential Trust and I am not relying on any other information or representation.
3. I agree that all representations, warranties and declarations which I make or give here will apply with respect to future acquisitions of Units in Gateway Fund \_\_\_\_\_ as if repeated in full at the time of the future acquisition.
4. I am exempt from capital gains tax by virtue of being a Personal Retirement Bond Holder.
5. I acknowledge the right of Bespoke Trustees Limited in its capacity as Trustee of Gateway Fund \_\_\_\_\_, a referential trust of the Gateway Fund, to issue such number of Units to me upon the transfer of initial or subsequent subscription monies into the account of the Referential Trust as the Trustee may in its sole discretion determine in accordance with the provision of the Declaration of Referential Trust. I further acknowledge and agree that the transfer of monies by me into the account of the Referential Trust will be deemed to be an irrevocable subscription for Units in the Gateway Fund \_\_\_\_\_.

6. I acknowledge the right of Bespoke Trustees Limited in its capacity as trustee of Gateway Fund \_\_\_\_\_, a referential trust of Gateway Fund, to compulsorily redeem my Units in the event that the representations or warranties set out herein above are no longer accurate.
7. I acknowledge the right of Bespoke Trustees Limited in its capacity as Trustee of Gateway Fund \_\_\_\_\_, a referential trust of the Gateway Fund, to compulsorily redeem my Units in the event that I:
- (i) hold such Units in breach of any law or requirement of any country or governmental authority;
  - (ii) hold such Units in circumstances which in the opinion of the Trustee might result in the Trust incurring any liability for taxation or suffering any legal, pecuniary, regulatory or material administrative disadvantage which the Trust or Referential Trust might not otherwise have incurred or suffered; or
  - (iii) am not or cease to be an "Investor" (as defined in the Amended and Restated Declaration of Trust"); or
  - (iv) hold such Units in circumstances in the opinion of the Trustee might result in the Referential Trust or Trust being deemed to be a "unit trust scheme" as defined in Section 1(1) of the Unit Trusts Act, 1990.
8. I understand that during the Term of the Referential Trust, the redemption of my Units shall be subject to restrictions that may adversely affect my ability to redeem my Units.
9. I shall provide Bespoke Trustees Limited, in its capacity as Trustee of Gateway Fund \_\_\_\_\_, a referential trust of Gateway Fund, with any additional information that it may require in connection with my tax status and authorise them to disclose such information relating to this application to such persons as they consider appropriate.
10. I hereby consent to Bespoke Trustees Limited and any of its delegates and duly authorised agents and any of their respective related, associated or affiliated companies obtaining, holding, using, disclosing and processing my data:
- i) To manage and administer my holding in the Referential Trust and any related accounts on an on-going basis;
  - ii) For any other specific purposes where I have given specific consent to do so;
  - iii) To carry out statistical analysis and market research;
  - iv) To comply with legal or regulatory requirements applicable to the Referential Trust or me;
  - v) For disclosure to the tax authorities in Ireland and in my country of residence in accordance with the EC (Taxation of Savings Income in the Form of Interest Payments) Regulations, 2003;
  - vi) For other legitimate business interests of the Referential Trust; I hereby acknowledge my right of access to and the right to amend and rectify my personal data, as provided herein. Bespoke Trustees Limited will hold any personal information provided by me in confidence and in accordance with the Data Protection Act 1988 as amended by the Data Protection (Amendment) Act, 2003.

**Acknowledged and agreed by:** \_\_\_\_\_

**PRB Holder Signature** \_\_\_\_\_

**Date:**     /     /     \_\_\_\_\_

## TERMS AND CONDITIONS FOR SELF ADMINISTERED PERSONAL RETIREMENT BOND

### Description

The Self Administered Personal Retirement Bond (PRB) is a pension arrangement approved by The Revenue Commissioners (Revenue) under Chapter 1 Part 30 Taxes Consolidation Act 1997 and no benefits payable by this PRB shall be capable of being surrendered, commuted or assigned except as permitted by this Act. The PRB is used to accept the value of a former occupational scheme member's retirement benefits into the control of the PRB Holder or can accept a transfer from another PRB. The Revenue precludes any alterations to the PRB without their prior approval. The PRB is subject to the rules of the original scheme and the governing legislation.

### Management

The Trustees responsible for the occupational pension scheme will transfer the value of your occupational pension scheme to your PRB. You will then be able to give instructions as to how the assets are invested. Bespoke Trustees Limited will not offer any investment advice. However, Bespoke Trustees Limited accepts no responsibility for investment losses which may occur. All investment carries risk.

### Liability of Bespoke Trustees Limited (Bespoke)

Bespoke Trustees Limited shall not be responsible for any loss or damage, whatsoever or howsoever occurring, or for any depreciation in value howsoever arising by reason of the exercise or non-exercise of the powers or discretion hereby imposed on or undertaken by Bespoke Trustees Limited or any diminution in the value of securities or any part thereof or by reason of the securities or any part thereof failing to appreciate in value or failing to produce any return on the capital invested save for any loss or damage resulting directly from Bespoke Trustees Limited's fraud or negligence.

### Control of Assets

Bespoke Trustees Limited will be a co-signatory on all bank accounts and will be permitted to operate the bank mandate without a dual signature to collect certain items i.e. fees &/or taxes. Assets will be held in an exempt Unit Trust.

### Liquidity of fund

We require that a minimum of 7.5% of your portfolio be held in cash and/or liquid investments, as well as sufficient cash to cover any pension levies payable.

### Valuation

In the event of a claim arising on death, retirement or transfer, the value of the fund will be the cash value obtained in respect of each stock or investment.

### Fees

An annual management charge as indicated on page 1 of this application of the value of the assets of the fund, subject to a minimum of €250 per annum, will be levied in advance. The fee will be paid by deduction from the fund. However, if for any reason it becomes impossible to collect the charge or the Pension Levy, we reserve the right to sell assets in the fund, sufficient to cover these charges and attaching costs.

### Declaration

The PRB Brochure forms part of the contract for the Personal Retirement Bond and by completing the application form you are confirming that you have read and understood the Brochure.

#### Warnings:

- **This Personal Retirement Bond does not require licensing, authorisation, or registration with the Central Bank of Ireland, and, as a result, it is not covered by the Central Bank's requirements to protect consumers or by a statutory compensation scheme. However, the Central Bank is aware that Bespoke Trustees Limited is providing this product to the market and the product is approved by the Revenue Commissioners under Part 30 of the Taxes Consolidation Act 1997.**
- **The value of your investment can go down as well as up. You may get back less than you invest.**
- **As Bespoke Trustees Ltd does not provide investment advice, you should take independent investment advice to ensure that the product meets your needs, and review the valuations and underlying investments with your advisor on a regular basis.**
- **This document represents our understanding of the taxation treatment of the Bond but does not constitute tax advice. The future taxation treatment of this Bond may change.**

**Notes**

Please use this area to provide extra information in relation to any of the questions in the application form.  
Please indicate which question the extra information relates to.

**CONTACT DETAILS**

Bespoke Trustees Limited  
16 Roden Place  
Dundalk  
Co Louth

Tel: 0818 432 432  
Fax: 042 9357487  
Email: [info@bespoketrustees.ie](mailto:info@bespoketrustees.ie)



**BESPOKE**  
Trustees Limited