



Company Cash Request Form

Company Information

Policy Number(s)

Names of Policy Owner(s)

Current Address

Contact number

Email

Your instructions

Please tell us what option you would like to take

1. We wish to cash in (specify amount) € from our policy

or

2. We wish to fully cash in our policy Tick if required

To pay a claim we need to know the identity of our customers and where they live. We do this to protect your investment and meet our regulatory requirements. We have included a checklist explaining the forms of identification we can accept.

Bank Account details

Name of Account Holder(s)

Account number – IBAN*

Bank identifier code – BIC*

Important:

- The bank account you give us must be your company bank account.
- For payments outside of Ireland or for amounts over €100,000 we will need additional requirements. Please call us on 1800 159 159 to discuss what we need.

Authorisation

Signature Policy Owner 1

Date

/ /

Signature Policy Owner 2

Date

/ /

Please note an early encashment charge may apply to your policy, please refer to your policy terms for full details.

The cash in value of your policy is not guaranteed as unit prices can fall as well as rise. The value we pay to you will be calculated in accordance with your policy conditions after we receive all requirements. If you're invested in our Unitised With profits fund a Market Value Adjustment may apply to your fund.

Company - Check List

Before we can process your Cash Request we need some documents from you to verify the identity of the company and those who own and control your company. This helps us protect you and your money.

So we can pay your money as quickly as possible please send us the documents as set out under sections 1 – 7 in the table below along with a completed Cash Request Form.

1. List of Directors	2. Authorised Signatories
<p>We need one of the following which lists all the Directors of your company:</p> <ul style="list-style-type: none"> ✓ Annual Accounts OR ✓ A dated list of directors on company headed paper 	<p>We need a list of the current authorised signatories which must include the following:</p> <ul style="list-style-type: none"> ✓ Printed list of names and signature of each authorised person ✓ Dated and on company headed paper ✓ The signing limits or authority of each authorised person
3. Photo Identification	4. Proof of Address
<p>We need a clear copy of photo identification for at least two company directors. Where the company only has one director we require a copy of photo identification for the director and the company secretary.</p> <p>Acceptable Documents</p> <ul style="list-style-type: none"> ✓ Passport ✓ Drivers Licence ✓ National Identity Card <p>The above must be a full copy including photo, name, date of birth, number and expiry date.</p> <p>Non-Acceptable Documents</p> <ul style="list-style-type: none"> ✗ Out of date photo IDs ✗ Garda National Immigration Bureau Cards ✗ College IDs ✗ Garda Age Cards ✗ Employer IDs including state agencies e.g. Army ✗ Marriage, Birth or Baptismal Certificates 	<p>For the same directors and company secretary (where applicable) we need proof of address.</p> <p>Please send us a clear copy of 2 forms of proof of address.</p> <p>Acceptable Documents</p> <ul style="list-style-type: none"> ✓ A utility bill e.g. gas, electricity, water (e-statements are acceptable). ✓ Bank Statement e.g. bank or credit card statement (e-statements are acceptable). ✓ Mobile phone bill ✓ Official documents from the Revenue Commissioners. ✓ Official documents issued by the Department of Social Protection. ✓ Home/Motor insurance certificate or renewal document. ✓ Motor Tax renewal notice. ✓ A local authority bill e.g. refuse collections. ✓ A Court Document e.g. Instrument of a court appointment such as liquidator or grant of probate <p>The above must include a clear issue date and address.</p> <p>Non-Acceptable Documents</p> <ul style="list-style-type: none"> ✗ Any document older than 6 months. ✗ Invoices e.g. Invoice for Oil ✗ Motor Tax online renewal notice ✗ Store Cards or Catalogue Statements ✗ Any two documents issued from the same company ✗ Any utility bill where the supply and billing address are different
5. Beneficial Owners	6. Assigned Policies
<p>Please send us the following documents so we can verify any beneficial owners of your company. A beneficial owner is any person who owns or controls 25% or more of the shares or voting rights in the company.</p> <ul style="list-style-type: none"> ✓ Confirmation on company headed paper of any beneficial owners. ✓ Photo Identification for each beneficial owner (see section 3 above). ✓ Proof of Address for each beneficial owner (see section 4 above). ✓ An up to-date copy of the Beneficial owner report from the Central Register of Beneficial Owners(RBO) 	<p>For assigned policies (e.g. to a bank or 3rd party) we will require:</p> <ul style="list-style-type: none"> ✓ Letter from assignee confirming release of assignment
7. Certificate of Incorporation	
<p>If you have never provided us with a copy of the companies Certificate of Incorporation, a copy of this will be required along with the documents as set out under sections 1 – 6.</p>	

Why do you need this information?

Legislation (Criminal Justice Act 2010) requires us to identify and verify the identity of our customers. To comply with this legislation, we require certain documents to help us confirm your identity and your address when a withdrawal is being made. *The European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2019 ('Regulations')*. The Regulations came into force on 22 March 2019 and established the new Central Register of Beneficial Ownership of Companies and Industrial and Provident Societies. The Regulations require corporate or other legal entities incorporated in Ireland to obtain and hold adequate, accurate and current information in respect of its beneficial owners. The HYPERLINK "<https://rbo.gov.ie/>" Central Register of Beneficial Owners (RBO) is the central repository of statutory information required to be held by relevant entities in respect of the natural persons who are the beneficial owners/ controllers of the company, including details of the beneficial interests held by them.

I already gave you these documents. Do you need these again?

If you already provided us with these documents you might not need to provide them again. Please call us on 1800 159 159 and we will be able to let you know if we need any further documents.

How long will you hold these documents for?

We hold customer information in line with data protection best practice, that is 6 years from the end of our business relationship. We store all data securely and only use it for the administration of your policy.

We're here to help

If you have any questions please call us on 1800 159 159.