

Annual Trustee Report Questionnaire

Scheme Name:	
Scheme Number:	
Pensions Board Number:	
Scheme Year ended:	(Please insert date)

Requirements for Annual Reports

Requirements in relation to the preparation of annual reports for defined contribution plans are contained in the Occupational Pension Schemes (Disclosure of Information) Regulations 2006.

In particular, please note the following:

- The annual report must contain a statement as to whether contributions payable during the year have been paid within **30 days of the end of the year**. If this is not so, the reasons must be given. Also, whether any outstanding contributions at that time have since been paid.
- Where contributions due to the plan are unpaid at any time *during the year*, for a period greater than **21 days**, the annual report must contain a statement that there has been self-investment. This means investment of some of the plan's resources in the company.
- Any material transactions with related parties must be stated in the annual report irrespective of whether a price was charged. Related parties include the company, the trustees, administrators and investment managers. Examples of material transactions would be:
 - (i) The provision by a related party (the company for example) of a guarantee to a third party in relation to a liability or obligation of the pension plan.
 - (ii) Provisions or write-offs made by the plan against amounts due to or from related parties.
 - (iii) The provision of services to a pension plan by a related party irrespective of whether a price was charged, including the provision of plan administration services by the company or by employees of the company.
- Where the employer or another company is acting as a trustee, the directors of the company which is acting as a trustee must be stated in the annual report.
- The annual report must be signed and dated by two trustees on behalf of the trustees. The trustees must ensure that they are satisfied with the content of the report before signing it.

Please note that if the total number of active and deferred members in the scheme **exceeds 100** it is necessary that a 'full' trustee annual report be compiled. The trustees should be aware of the significant extra requirements involved in compiling a full report. For instance the trustees must either draw up or approve a Statement of Investment Policy Principles.

We will only be able to prepare an accurate annual report on receipt of a fully completed questionnaire.

Registered Administrator: The annual report must be prepared by the Registered Administrator. A Registered Administrator is a person who is registered with the Pensions Board to provide core administration functions for the trustees, such as preparation of the annual report. If the trustees intend for any person other than the Registered Administrator to prepare the report they should contact us immediately and arrange to replace us as Registered Administrator.

We look forward to receiving the completed questionnaire so that we may prepare the latest annual report.

Contribution & Transaction details

1. Have contributions due during the plan year been received by the trustees within 30 days of the end of the plan year? Yes No

2. Have contributions due been paid in accordance with the plan rules? Yes No

3. If the answer to either or both of the above questions is no, please state:
(i) the reasons _____

and
(ii) whether the matter has been resolved, and if not, the amount of contributions for the year that remain outstanding _____

4. At any stage during the year were contributions due outstanding for a period greater than 21 days? Yes No

If so, please give details including the amount outstanding _____

5. Do the trustees have procedures in place for ensuring that contributions are paid within 21 days after the month in which they were deducted from members or became due from the employer? Yes No

6. Other than the provision of scheme administration services provided by the company free of charge, are the Trustees aware of any material transactions with related parties during the year? Yes No

If yes please give details _____

Trustee & Company Information

7. Has there been any change in the Trustees during the year or since the end of the year? Yes No

If so, please give full details, including dates of appointment or retirement _____

8. If the company was a Trustee during the year or has been appointed as a Trustee since then, please name the directors of the company. Also, if there was a corporate Trustee during the year or if one has been appointed since then, please name the directors of that company.

Company Name _____
Directors _____

9. Was there more than 1 company whose employees were included in the scheme at any time during the year Yes No

Please list any company (other than the Principal Employer)

10. Please state the names and addresses of all actuaries, auditors, solicitors and banks who acted for the trustees during the year and (where different) who are currently acting for the trustees. Also, please indicate any changes since the previous scheme year:

Actuaries _____

Auditors _____

Solicitors _____

Banks _____

11. External Benefits:

(a) If assets of the scheme are held outside of the Irish Life policies please provide:

- Valuation at start of the year (at bid-value)
- Details of all Inflows during the year, with analysis of each amount
- Details of all outflows during the year, with analysis of each amount
- Valuation at end of the year (at bid-value)
- Investment Manager's report for the year, for every fund held

Valuations at start and end of year should be split by member, and should indicate the value of AVC funds held by each member.

OR confirm: No assets held outside Irish Life policies

Confirm

(b) If other benefits are provided by the scheme through policies held outside of the Irish Life policies please provide:

- External Provider Name
- Nature of benefits (e.g. Life Assurance etc)
- Statement of cost for the year (from external provider)
- Membership reconciliation for the year, showing members at the beginning and end of the year
- Details of any balance owing to the provider at start of the year
- Details of any balance owing to the provider at end of the year
- Amounts paid (including relevant dates) to external provider during the year
- Confirmation of when any balance outstanding at year end was cleared
- Details of any claims paid by external provider during the year

OR confirm: No benefits provided outside Irish Life policies

Confirm

NB: In certain cases we may not be able to provide an abridged report if assets are held externally (assets not held in Irish Life policies)

12. Is a bank account held in the name of the Trustees of the scheme Yes No

If a bank account exists please provide bank statements for the year to include:

- Balance at the beginning of the year
- Balance at the end of the year

Please also furnish analysis of balance at year end:

13. How many formal meetings were held by the Trustees during the scheme year?

If the report is to be audited please forward minutes of any meetings for the attention of the auditors.

14. Are the Trustees in compliance with the Trustee training requirements set out in the Pensions Act?

Note: any Trustee appointed after 1 February 2010 must receive appropriate training within 6 months of appointment, and every two years thereafter. A Trustee appointed prior to 1 February 2010 must complete training by 1 February 2012 and every two years thereafter.

Yes No

15. If there was any Trustee training carried out during the year, were the costs and expenses of this training met by the scheme? Yes No

If so, please state the amount of these costs and expenses _____

16. Do Trustees have access to the Trustee Handbook produced by the Pensions Board and the Guidance Notes issued by the Pensions Board from time to time?

Yes No

17. **Statement of Investment Policy Principles (SIPP):** Schemes with more than 100 active and deferred members must prepare a SIPP.

Have any changes been made to the SIPP included in last years report? Yes No

If so, please forward SIPP when returning completed questionnaire

If this is the first year a SIPP is required would you like Irish Life to provide a draft in the Trustee Annual Report for your approval? Yes No

18. Will the Trustees prepare a Statement of Risks for inclusion in the Trustee Annual report? Yes No

If so, please forward Statement when returning completed questionnaire

19. Where the Trustees are not preparing a Statement of Risks would you like Irish Life to provide a draft in the Trustee Annual Report for your approval?

Yes No

20. **Internal resolution of disputes:** Unless disclosed to members elsewhere, the Trustees are required to include in the annual report details of procedures in place to deal with the internal resolution of disputes.

Have the Trustees published these procedures elsewhere? Yes No

If not, please forward details for inclusion in the annual report

Scheme details

21. To whom are members to address enquiries in relation to the scheme?

Name _____

Address _____

22. Have there been any changes in basic scheme information (for example eligibility, conditions of membership, calculation of contributions and benefits payable) during the year? Yes No

If so, please give full details _____

23. Please confirm whether members have been informed of any changes to basic scheme information within 4 weeks of the changes occurring Yes No

24. (a) Were increases made during the scheme year to pensions in payment and benefits payable to members who have left the company? Yes No

If so, by what percentage? _____

- (b) Were the increases to any extent discretionary? Yes No

If so, to what extent and at whose discretion _____

25. Are any pensions or pensions increases being paid by or at the request of the trustees for which the scheme would not have a liability in the event of its winding up? Yes No
If so, have the persons concerned been notified in writing by the trustees? Yes No

26. Are there any contingent liabilities or post year end events that the trustees feel should be disclosed in the annual report Yes No

If yes please provide details:

Signed _____

Status _____

Date _____