

## GUIDE TO FURTHER REQUIREMENTS FOR INDIVIDUAL POLICIES

In order to process your request for any of the transactions listed below we require the following documentation:

### Full Surrender

- Letter of Request i.e. written authorisation signed by all Policyholder(s) Assignee(s) & Trustee(s) if applicable
- Original Policy Document or Lost Policy Declaration (available on our website [www.phoenixireland.ie](http://www.phoenixireland.ie))
- Original Deed of Assignment (if assigned and proceeds are to be paid to the bank)
- Release of Assignment or Letter of no further interest from the bank if proceeds are to be paid to the policyholder where the policy was previously assigned.
- Details of where the proceeds are to be paid (cheque will be sent to the Policyholder, Assignee or Trustees address)

### Partial Surrender\*

- Letter of request i.e. written authorisation signed by all Policyholder(s) Assignee(s) & Trustee(s) (if under All Benefits Trust)
- Details of where the proceeds are to be paid

\*There is a €30 partial encashment charge for unit linked policies. All Single premium policies can be partially encashed, however only segmented Regular premium policies can be partially encashed

### Maturity of Individual Policies

- Completed Maturity papers (These will be issued 8 weeks prior to Maturity)
- Original Policy Document or Lost Policy Declaration completed. (LPD Is attached to the Maturity Statement)
- Payment of Maturity proceeds to be paid into an account which we previously do not hold on file, a current bank statement showing name, address, account number and sort code is required. (Name and address must be the same as the details we hold on file – where possible)
- Payment of Maturity proceeds to the assignee e.g. Bank/Building Society, we require the original Deed of Assignment. (The assignee should also hold the original policy document).
- Payment of Maturity proceeds to be paid to the client where the policy is assigned we will require a letter of No further interest or the Original Deed of Reassignment from the bank.

### Death Settlement

- Certified Copy of Death Certificate
- Grant of Probate – for all single life policies exceeding €10,000 (not required for Joint Owner / Trust or Assigned cases)
- Deed of Indemnity to Discharge where total settlement is €10,000 or less (Must be completed by a person entitled to administer Oaths (Justice of the Peace, Notary Public, Magistrate, and Commissioner for Oaths). Grant of probate not required in this instance
- Original Policy Document or Lost Policy Declaration
- Certified copy of Birth Certificate to admit age
- Copy of Marriage Certificate if joint life (not applicable for single life)
- Original Deed of Assignment (if assigned)

### Change of Address

Written request signed by all policyholder(s) (trustee's or assignees where applicable)

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