PP008.7 Personal Retirement Savings Account Scheme Pensions Applications

Business Objective: To allow employees to avail of, amend or cease PRSA as requested/appropriate.

HR **Employee** Employee informed of PRSA options as part of induction Employee decides to avail of PRSA and contact Mercer as advised by HR HR provides commencement form and direct debit mandate form to employee Completed mandate forms are returned to HR HR date stamps the completed application form & sends memo to salaries authorising PRSA deductions HR sends completed application form to Mercer HR puts a copy of the application form and a copy of the memo on the Personal file PRSA membership listing on HR Shared Drive updated to reflect change Amendment Procedure

Owner: HR Officer Date: 16th May 2017

PP008.7 Personal Retirement Savings Account Scheme Amendment

Business Objective: To allow employees to avail of, amend or cease PRSA as requested/appropriate.

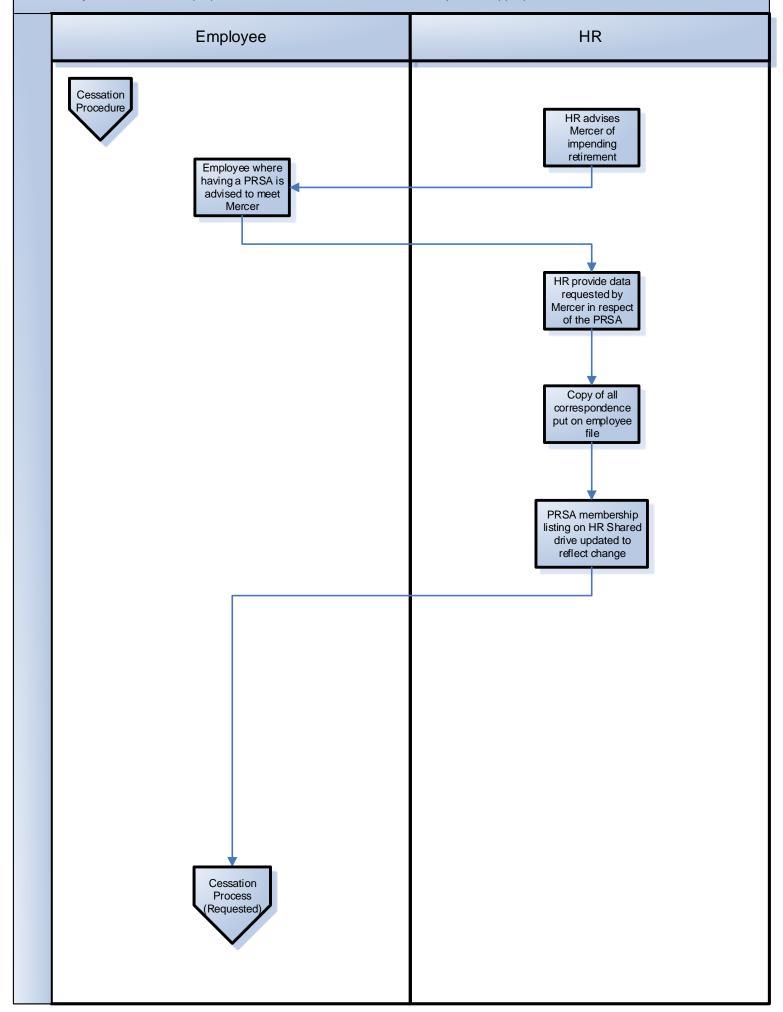
Owner: HR Officer Pensions

Date: 16th May 2017

Employee HR Employee contacts HR to adjust PRSA's Employee is referred to Mercer by HR Having discussed with Mercer employee indicates in writing of their wish to amend their PRSA and forward a completed amendment form to HR HR date stamp the completed amendment form and sends memo to salaries authorising PRSA amendment. HR sends copy of the amendment form to Mercer Copy of all correspondence in respect of amendment placed on employee PRSA membership listing on HR Shared drive updated to reflect change Cessation Procedure

PP008.7 Personal Retirement Savings Account Scheme Cessation Retirement

Business Objective: To allow employees to avail of, amend or cease PRSA as requested/appropriate.



Owner: HR Officer Pensions Date: 16th May 2017

PP008.7 Personal Retirement Savings Account Scheme Cessation (Requested)

Business Objective: To allow employees to avail of, amend or cease PRSA as requested/appropriate.

Owner: HR Officer Pensions

Date: 16th May 2017

