

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.harcourtlife.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