

# Fórsa Group Life Plan

for members of the Civil Service





# Contents

This booklet is split into the following sections:

1. Introduction	4
2. Benefit	8
3. Cost	9
4. Claims	10
5. Frequently Asked Questions	14
6. General Plan Information	17

## Disclaimers

This booklet is intended as a guide only. The Plan is governed by the master Policy Document No. 712540 issued by Aviva. Members of the Plan may request a copy of the policy document from the Plan owners or the Dublin office of Cornmarket Group Financial Services Ltd.

This booklet is issued subject to the provisions of the policy and does not create or confer any legal rights. The information contained herein is based upon our current understanding of Revenue law and practice as of January 2020.

If there is any conflict between this document and the policy document, the policy document will prevail.

No part of this booklet should be read in isolation.

Please save a copy of this book for future reference.

Information in this booklet is correct as of January 2020 but may change. For the latest information, please see [cornmarket.ie](http://cornmarket.ie)

Where we say 'Plan', we mean the Fórsa Group Life Plan for Members of the Civil Service.

Where we say 'Insurer', we mean Aviva.

Where we say 'we' or 'us', we mean Cornmarket Group Financial Services Ltd.

# 1. Introduction

## Overview of Benefit



### Death Benefit

A lump sum paid in the event of your death. The sum payable is dependent on the level of cover you choose when applying to join the Plan.

Please ensure you read the entire booklet so that you are aware of all benefits, terms, conditions and exclusions associated with the Plan.

# Eligibility

You may apply to join this Plan if you are:

1. Employed by a government department in the Civil Service.  
You must remain an employee of a government department in the Civil Service to remain an eligible member of the Plan.
2. Under age 65
3. Working 8 hours or more per week
4. Employed on a
  - Permanent basis or
  - Contract of indefinite duration or
  - Fixed-term contract of at least 12 months' duration
5. A member of your employer's Superannuation Scheme **and**
6. Actively at work. This means you:
  - are working your normal contracted hours **and**
  - have not received medical advice to refrain from work **and**
  - are not restricted from fully performing the normal duties associated with your occupation.

Those on paid or unpaid statutory maternity, adoptive or paternity leave are considered 'actively at work' as long as this period of leave is not in excess of 42 weeks in total.

Those on Career Break, Carer's Leave, Parental leave or other forms of unpaid leave are not considered 'actively at work'.

Those who are job/work sharers (This means working 50% or less than the normal working week) and who satisfy the above criteria may apply to join.

Apply to join now,  
simply call us on  
**(01) 470 8054**

## Roles

### Cornmarket's role includes:

1. Negotiating with the Insurers to obtain the best possible benefits and cost.
2. Assisting members who wish to make a claim from the Plan.
3. Promoting the Plan.

### The Insurer's role includes:

1. Deciding the policy terms and conditions and creating a policy document to reflect these.
2. Medically assessing applications and claims.
3. Deciding the various aspects of an individual member's cover, for example, if membership of the Plan can be reactivated, if refunds can be made and if arrears and/or a declaration of health are required.



# 2. Benefit

## Death Benefit

In the event of your death, a tax-free lump sum will be paid by the Plan's Trustees to your estate. The sum assured is based on the level of cover you choose to apply for on your application form.

There are three different levels of cover:

€75,000
€105,000
€135,000

Revenue rules allow the payment of a tax-free lump sum cash payment of up to four times salary in the event of death in service before retirement. In certain circumstances, the benefit paid may have to be restricted to ensure that Revenue limits are not exceeded.

If a Death Benefit claim is admitted, the benefit will be paid by the Trustees tax free. However, thereafter, beneficiaries of your estate will be subject to whatever taxes apply at the time of the inheritance and it will be their responsibility to ensure they are meeting their full tax liability.

This Benefit ceases at age 65. As this is a Group Plan you cannot assign it against a mortgage.

### Exclusions

Exclusions apply where death is caused directly or indirectly by taking part in any war whether it has been declared or not.

You will not be covered for death as a result of any cause if you become a member of the armed forces of any country or otherwise become engaged in a form of national service.

# 3. Cost

The cost of the Plan is based on the sum assured you choose when applying. There are **three levels of cover** to choose. The weekly costs for each level of cover are outlined in the below table.

Your Plan premiums are eligible for Income Tax Relief. The rate at which income tax relief is applied may depend on your individual tax circumstances. We have also included examples of net weekly costs for each level of cover in the table below, taking income tax relief into account.

Sum Assured	Gross Weekly Premium	Weekly Net Cost at 20% income tax	Weekly Net Cost at 40% income tax
€75,000	€3.30	€2.64	€1.98
€105,000	€4.50	€3.60	€2.70
€135,000	€5.70	€4.56	€3.42

**Warning: The current premium may increase after the next Plan review which will take place on/after 1st August 2021.**

## Payment Methods

Your premiums may be paid via deduction at source through salary or by direct debit

- If you pay your premiums directly from your salary via deduction at source, income tax relief is applied automatically so there is no need to submit a Tax Relief Claim Form.
- If you pay your premiums by direct debit you will need to send a Premium Statement to Revenue in order to claim income tax relief. You may incur charges from your bank.

### Remember...

As this is an insurance policy, you must keep up your premiums in order to stay on cover. Failure to pay premiums, could result in your membership of the Plan lapsing. This means you will no longer be a member of the Plan and you will not be on cover for any benefits. In the event that you wish to become a member of the Plan again, you would have to apply to be a member and your application would be medically underwritten. Your application may be accepted, postponed or declined.

# 4. Claims

## Roles

### Cornmarket's role

Our role is to help guide your estate/Next of Kin/Solicitor through the claims process. We have considerable experience in this area and, work closely with the claimant, Insurer, and third parties to help get claims processed as efficiently as possible. We have our own dedicated, in-house Claims Administration Team. The team members will do all they can to help at what may be a very difficult time. All claims are dealt with in a professional and sensitive manner.

Our contact details for making a claim are:

- Phone: **(01) 408 4018**  
In the interest of Customer Service we may record and monitor calls.
- Email: **spsclaims@cornmarket.ie**
- Post: **SPS Claims Department, Cornmarket Group Financial Service Ltd, Christchurch Sq., Dublin 8.**

Our offices are open Monday – Friday 9:00 – 17:30.

### The Insurer's role

The Insurer's role is to medically assess claims and decide whether or not claims should be paid. If they decide that a claim is payable, they will calculate and pay the benefit.



# Death Benefit Claims

## How to make a Death Benefit claim?

To ensure we are notified in the unfortunate event of your death, it's best that you instruct your estate/Next of Kin/Solicitor to contact us.

After initial contact is made, if appropriate, we will advise of the documentation required to process the claim.

## How long will it take to process a Death Benefit claim?

If your estate is being processed through the Probate Office, this may result in delays in the processing of the claim. These delays could take over 12 months.

Once the Insurer receives all documentation and information required, and the Insurer decides to admit the claim, Benefit is usually paid to the Plan's trustees within 10 working days, who will in turn pay the estate.



# 5. Frequently Asked Questions

## How can I apply to join the Plan?

You must complete an application form either:

- With your Cornmarket Consultant **or**
- Over the Phone – Call **(01) 470 8054**

Applications may require underwriting (medical assessment) which may include providing medical information by telephone to a nurse or attending a medical examination at the Insurer's expense. Following the underwriting period, the Insurer may accept, postpone or decline your application.

During the application process it is important that you tell the Insurer all relevant medical information. This means information that the Insurer would regard as likely to influence the assessment and acceptance of your application. If you do not:

- your membership of the Plan could be void; you will not be covered under the Plan,
- a claim will not be paid and the Insurer will not refund any premiums you have paid,
- you may find it difficult to purchase another Life Insurance product.

## What happens if my application is accepted?

Your cover begins from the date the Insurer accepts your application.

- You will be sent a formal acceptance letter.
- You will have 30 days after the date the acceptance letter is sent to you to cancel your membership of the Plan and receive a full refund of any premiums paid.
- Premiums should start as soon as possible after you are accepted as a member.

## What happens if my application is not accepted?

If your application is postponed or declined you may request details for the reasons for the decision to be sent from the Insurer to your own doctor and you may appeal the decision.

## What if I plan to take a career break or unpaid leave?

If you plan to take a career break or unpaid leave please contact us to discuss the options that may be available to you by calling (01) 408 4195 or emailing [spsadmin@cornmarket.ie](mailto:spsadmin@cornmarket.ie).

If you wish to avail of the career break options, you must apply for these within 4 months of taking a career break.

Otherwise your membership of the Plan will cease.

If you wish to avail of the unpaid leave options you must notify us at least 4 weeks in advance of the commencement of unpaid leave.

In order to ensure your membership of the Plan does not lapse, and so that we can offer you any cost and/or benefit options which may be applicable, please contact us in advance if you plan to do any of the following:

- Acquire a second job
- Go on secondment
- Change role/job
- Change terms of employment
- Start job sharing/work sharing (this means working 50% or less of the normal working week).

### What if I am placed on administrative/special/gardening leave?

Please contact us on **(01) 408 4195** as soon as possible.

### When does my cover under the Plan cease?

- Your 65th birthday **or**
  - If you retire (other than on grounds of ill health) **or**
  - If you resign **or**
  - If you no longer fulfil the eligibility requirements **or**
  - If you cease to be employed by a government department in the Civil Service **or**
  - If your premiums cease **or**
  - If you become unemployed **or**
  - If you die,
- whichever is first.

We will not be automatically informed if some of the above events occur so please ensure we are advised at the earliest opportunity.

### Can I cancel my membership of the Plan?

Yes. You may cancel your membership of the Plan at any time by clearly instructing us to do so in writing. Please ensure your name, address and date of birth is included on the cancellation instruction. If you cancel within 30 days of the acceptance letter being sent to you, we will cancel your membership of the Plan and refund you any premiums you have paid.

If you cancel your membership of the Plan, and then wish to become a member again, you will have to apply for membership again and provide information about the state of your health. If your health deteriorated between the time you cancelled your membership of the Plan and re-applied, you may not be accepted as a member again.

### Is there a surrender or cash-in value associated with the Plan?

No. There is no surrender or cash-in value associated with this Plan; it is not a savings plan.

## What commission does Cornmarket receive from the Insurer?

Initial charge .....	€50
Renewal charge paid by the Insurer to Cornmarket .....	6%

## What if I travel abroad?

In order to remain on cover under this Plan you must remain a resident within Ireland or the United Kingdom.

Your cover under the Plan will not be affected if you travel briefly for normal holiday purposes. However, if you decide to reside or work abroad you must contact us immediately. In such circumstances, the Insurer may decide to vary your premium and benefits accordingly or cease your membership of the Plan.

## Are all claims paid?

The great majority of claims are paid.

When claims are not paid it is usually due to one or both of the following reasons:

- When applying to join the Plan, the member did not give all relevant, requested medical information (information that the Insurer would regard as likely to influence the assessment and acceptance of your application). This is called non-disclosure. In addition to being the reason for a claim not being paid, non-disclosure may also result in membership of the Plan being cancelled. If this occurs, premiums will not be refunded.

- Death is as a result of one of the general exclusions that exist on the Plan.

## What if I wish to make a complaint about the service I have received from Cornmarket?

Please write to: **Compliance Department, Cornmarket Group Financial Services Ltd, Christchurch Square, Dublin 8.**

If you are dissatisfied with the outcome of your complaint through Cornmarket, you may submit your complaint to the Financial Services and Pensions Ombudsman's Bureau, 3rd Floor, Lincoln House, Lincoln Place, Dublin 2, or log onto [www.fspo.ie](http://www.fspo.ie).

# 6. General Plan Information

This is a group protection Plan. This means that the costs and benefits cannot be changed by any individual member. Instead, the Plan owner reviews the Plan periodically with a Broker and Insurers and then decides the best combination of benefits, cost, restrictions, limitations and features for all the members of the Plan. At a review it may be decided that the Plan should move Brokers and/or Insurers. In the event that this occurs, all Plan membership data will be transferred to the new Broker and/or Insurer. Additionally, at a review, it may be decided to terminate the Plan altogether.

Decisions taken by the Plan owner will be binding on all members. The Plan owner is Merlow Trust Ltd. The next Plan review is due on or after 1st August 2021.

The current Plan broker is Cornmarket Group Financial Service Ltd. The current Plan Insurer is Aviva Life & Pensions Designated Activity Company. The current Plan policy number is 712540.

The current Plan Trustees are Merlow Trust.

The Death Benefit is provided for members under Group Life Plan No. 712540. This is: a) a Defined Contribution Scheme for the purposes of the Pensions Act 1990 b) designed to qualify as an exempt approved Scheme under Chapter 1 of Part 30 of the Taxes Consolidation Act 1997 c) established under Trust with formal Rules.

The Revenue Approval number is SF18094. The Pensions Authority register number is 28214. You should bear in mind that the Group Life Plan cannot overrule the Trust Deed and Rules which govern the Plan. These may be inspected by arrangement with your employer.





Apply to join the Plan:

Call us on **(01) 470 8054**

or email **clientservices@cornmarket.ie**

For general Plan queries:

Call us on **(01) 408 4195**

or email **spsadmin@cornmarket.ie**

To make a claim:

Call us on **(01) 408 4018**

or email **spsclaims@cornmarket.ie**

Cornmarket Group Financial Services Ltd. is regulated by the Central Bank of Ireland.  
A member of the Irish Life group Ltd. which is part of the Great-West Lifeco Group of companies.

Telephone calls may be recorded for quality control and training purposes.

The Plan is underwritten by Aviva.

Aviva Life & Pensions Ireland Designated Activity Company, trading as Aviva Life & Pensions Ireland and Friends First, is regulated by the Central Bank of Ireland.