

# Key Function Holders and External Auditor

## Trustee declaration and authorisation

**TIORPII 1022**

**Who this form is for**

As part of IORP II regulations trustees of all pension schemes must appoint Key Function Holders for the roles of internal audit and risk management. An external auditor also needs to be appointed to sign off on the scheme’s prepared accounts. Please ensure you make these appointments directly with them, and provide us with their details. As registered administrator of this scheme, Standard Life are required to update the Pensions Authority with the scheme Key Function Holders details.

Scheme Name:

Scheme Number:

**Part 1 Data Protection Notice – Important, please read**

**Data Protection Notice – Using your Personal Information**

We’re committed to maintaining the trust and confidence of our customers. Our Privacy Policy explains how we use our customer’s personal information. It explains when and why we collect personal information about our customers, how we use it, the conditions under which we may share it with others and how we keep it secure. It also explains how you can obtain details of the information we hold about you, and the choices you have about how we use that information. You can get a copy of our Privacy Policy on our website: [www.standardlife.ie/privacy](http://www.standardlife.ie/privacy).

If you’re providing information about another person, please inform the individual and recommend they read our Privacy Policy to understand how we manage and use their data.

**Part 2 Key Function Holder for Internal Audit**

Company Name

Contact Name

Address

Town City

County

Eircode  Phone Number

Email Address  @

Effective date of appointment (DD/MM/YYYY)

### Part 3 Key Function Holder for Risk Management

Company Name	<input type="text"/>																			
Contact Name	<input type="text"/>																			
Address	<input type="text"/>																			
Town City	<input type="text"/>																			
County	<input type="text"/>																			
Eircode	<input type="text"/>	Phone Number	<input type="text"/>																	
Email Address	<input type="text"/>																			
Effective date of appointment (DD/MM/YYYY)	<input type="text"/>																			

Named person can only carry out one Key Function.

### Part 4 External Auditor

Company Name	<input type="text"/>																			
Contact Name	<input type="text"/>																			
Address	<input type="text"/>																			
Town City	<input type="text"/>																			
County	<input type="text"/>																			
Eircode	<input type="text"/>	Phone Number	<input type="text"/>																	
Email Address	<input type="text"/>																			
Effective date of appointment (DD/MM/YYYY)	<input type="text"/>																			

Trustees must appoint an external auditor to produce and sign off on annual reports and audited accounts. This function is not the same as the internal audit function.

### Declaration and authorisation

I confirm the trustees have appointed the above named companies and persons to carry out the relevant functions. I/We authorise Standard Life to give the information as requested, to the key function holders and external auditor set out in Parts 2, 3 and 4 to enable them to carry out their key functions, and to correspond with them using the email addresses and contact information provided.

This authorisation will apply until Standard Life receives a written instruction from me(us) changing or withdrawing our authorisation.

<b>Trustee signature(s)</b>	<input type="text"/>
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<b>Date</b> (DD/MM/YYYY)	<input type="text"/>
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**Signatures**

(01) 639 7000 [www.standardlife.ie](http://www.standardlife.ie) [customerservice@standardlife.ie](mailto:customerservice@standardlife.ie)

Standard Life International dac is regulated by the Central Bank of Ireland. Standard Life International dac is a designated activity company limited by shares and registered in Dublin, Ireland (408507) at 90 St Stephen's Green, Dublin D02 F653.

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