



International Seafarers Retirement Savings Plan

Guide
isrsp.com



"The simple way to save"

Introducing your Plan

“Designed to deliver long-term savings benefits for seafarers by providing freedom, security and flexibility, whilst allowing access to your money”



Tailored for seafarers of all nationalities* who want to take control and save for their future, the International Seafarers Retirement Savings Plan (the Plan) can provide an important part of your total pay and benefits package.

The Plan is a ‘defined contribution’ managed savings plan and offers great value for money by providing all of the structural, cost saving and governance advantages of a large international corporate scheme, whilst retaining the freedom, choice and flexibility to meet the needs of individual members and employers.

The Plan is established under an Isle of Man trust arrangement, which means that plan members benefit from high quality governance rules set out under Isle of Man Law. Plan assets are ring-fenced and can only be utilised for paying benefits to plan members.

The Plan is based in the Isle of Man and is managed by Zurich International Life Limited (Zurich). It is covered under the Isle of Man Life Assurance (Compensation of Policyholders) Regulations Act 1991, which is designed to act as a safety net in the event that an insurer was to become insolvent.

*Please note that Isle of Man residents are not eligible to participate in the Plan and other eligibility conditions may apply from time to time.

In this guide you will find more information about how the Plan works and the decisions you will need to make. It covers:

- Joining and contributions to the Plan
- How to access your savings
- Your investment options
- How to manage your account online
- How much the Plan costs
- Contact details

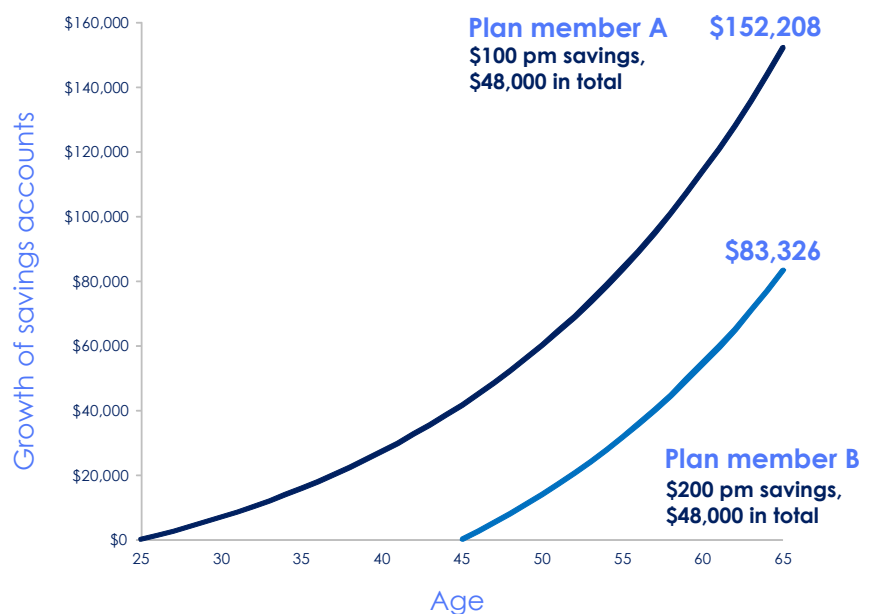
The importance of acting now

“The sooner you start investing the more your money is likely to grow because of the effect of compounding”

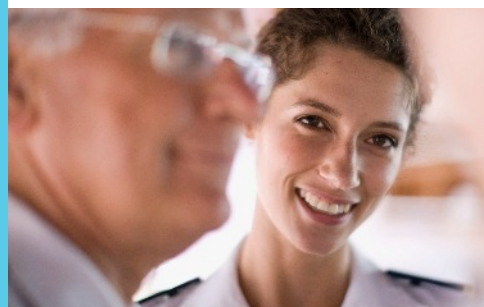
That is because over time the money you save earns interest on previously accumulated interest, which should lead to an ever increasing rate of growth. This effect generally means that starting to save a small amount early may well leave you better off than saving a larger amount later

The graph opposite may help to demonstrate this. Plan members A and B are both aged 25. Plan member A saves \$100 per month for 40 years, whilst plan member B waited 20 years before starting to save, but at \$200 per month. Although both will have saved \$48,000 by the time they reach age 65, plan member A has a much larger pot of money due to this compounding effect.

There are many ways to save, but for most seafarers starting early and enrolling into a retirement savings plan can be an important step towards achieving your long-term goals.



Source: Throgmorton Private Capital Ltd. This graph is for illustrative purposes only and assumes investment growth of 5% each year. No investment charges have been applied. The value of investments can fall as well as rise so you might not get back the full amount you invested.



Joining & contributions

To join the Plan, please contact ISRSP Processors Ltd.
T: +44 1481 816427
E: processors@ISRSP.com

Please see contact details on page 11.

Contributions

Payments into the Plan are known as contributions.

Within the Plan you have your own 'Retirement Account', which has separate policies for contributions made by members and by employers. The Plan can accept regular and one-off payments from both members and employers, plus it may be possible to transfer in funds from other pensions or savings plans.

The minimum contribution is USD 100, or currency equivalent (GBP, EUR) subject to rounding, for regular monthly payments whether paid by members, employers, or a combination of both. There is no maximum limit to the amount that can be contributed and you may change the amount you contribute once per year at the policy anniversary.

Contributions will vest immediately, which means that you will always retain the full value of your savings.



AVCs

In addition, the Plan permits members or employers to make an additional voluntary contribution (AVC), which is an ad hoc lump sum payment once per annum.

You need to consider how much you can afford to save now, in terms of regular contributions or AVCs. The minimum amount for an AVC contribution is USD 1,000 (or currency equivalent subject to rounding) and you may make one AVC contribution per year.

Contribution flexibility and holidays

Subject to the minimum contribution level (above), you can voluntarily change the amount you contribute or stop making contributions for a while if you need to (known as a 'contribution holiday'). If you cease contributions you are not able to restart your contributions until your next policy anniversary.



Accessing your savings



Currency

Contributions can be paid in USD, EUR or GBP. You can select the currency in which you wish to make your contributions when you elect to join the Plan.

Methods of payment

You may make contributions to the Plan via ISRSP Processors Ltd. using traditional banking facilities or via certain more innovative modes of payment platforms.

Transferring benefits

Subject to Trustee consent, it may be possible to transfer funds from previous pension plans into the Plan if the owner of the transferring plan is prepared to make the transfer and local laws permit.

Before taking or transferring your savings from your Plan, seek professional financial and tax advice. Taking money out of your Plan could result in a tax liability, or have other unanticipated impacts and may not be in your best interests.

Calculating your Plan's value

The value of your Plan is available on the Zurich International Online system (ZIO) and is based on the current value of the investment fund units bought with the contributions made to the Plan, adjusted for any charges.

Lump Sum Access

If in times of financial hardship you need to access your savings, you can apply for a lump sum payment from your Plan. The minimum access amount is USD 5,000 or currency equivalent (GBP, EUR) subject to rounding. Any such payments are subject to the absolute discretion of the Trustee and must not undermine the principal purpose of the Plan as a retirement savings plan. Their intention is to allow you some flexibility under the Plan to meet the costs of key events in your life (such as unexpected medical bills, education costs or property purchases etc.)

Retirement, ill health or disability options

Once you have reached your agreed retirement age, or you become seriously ill or disabled, you have the following options:

1. You can stay in the Plan and continue to benefit from any investment growth, until you decide to withdraw the full value. However, you will no longer be able to contribute to your Plan.
2. You can transfer the value of your Plan to another retirement scheme, or purchase an annuity (an income for life), subject to the new scheme being able to accept the transfer, Trustee consent and local laws permitting.
3. You can take the full value of your Plan as a cash lump sum.

Investing your money

Staying in control of your investment

Depending on your retirement goals and how much risk you want to take, you can choose from a range of investment approaches. The Plan ensures you have the investment choice and flexibility to switch funds as your circumstances and needs change over time. Your first choice is to decide how involved you want to be on a day-to-day basis regarding where your savings are invested.

Your investment options

There are two approaches for you to consider when deciding how to invest your savings. You can choose to invest into either the default lifestyle investment strategy, The Seafarers Retirement Savings Fund (see right), or to self-select and design your own investment strategy from the wide range of funds available.

“The Seafarers Retirement Savings Fund (SRSF) is designed to provide Plan members with a straightforward, professionally managed ‘lifestyle investment strategy’ for your savings”

The level of risk a Plan member is prepared to take is likely to change throughout the different stages of life, with each stage potentially requiring a different balance of investment.

The SRSF is a ‘lifestyle’ investment strategy that automatically allows younger Plan members to invest in growth assets such as equities. As members grow older and retirement approaches, the investment mix gradually becomes more conservative by moving into less volatile, generally more secure assets, such as fixed interest securities, during the latter years.

What does the SRSF invest in?

The SRSF, designed and managed by Throgmorton Private Capital Ltd., invests in a range of index tracking and actively managed investment funds. Index tracking funds typically seek to deliver low cost exposure to the performance of a chosen investment index (such as the S&P 500). Active funds have the potential to deliver returns in excess of market averages (this cannot be guaranteed) through the skill of the fund manager, but are generally subject to higher management fees.

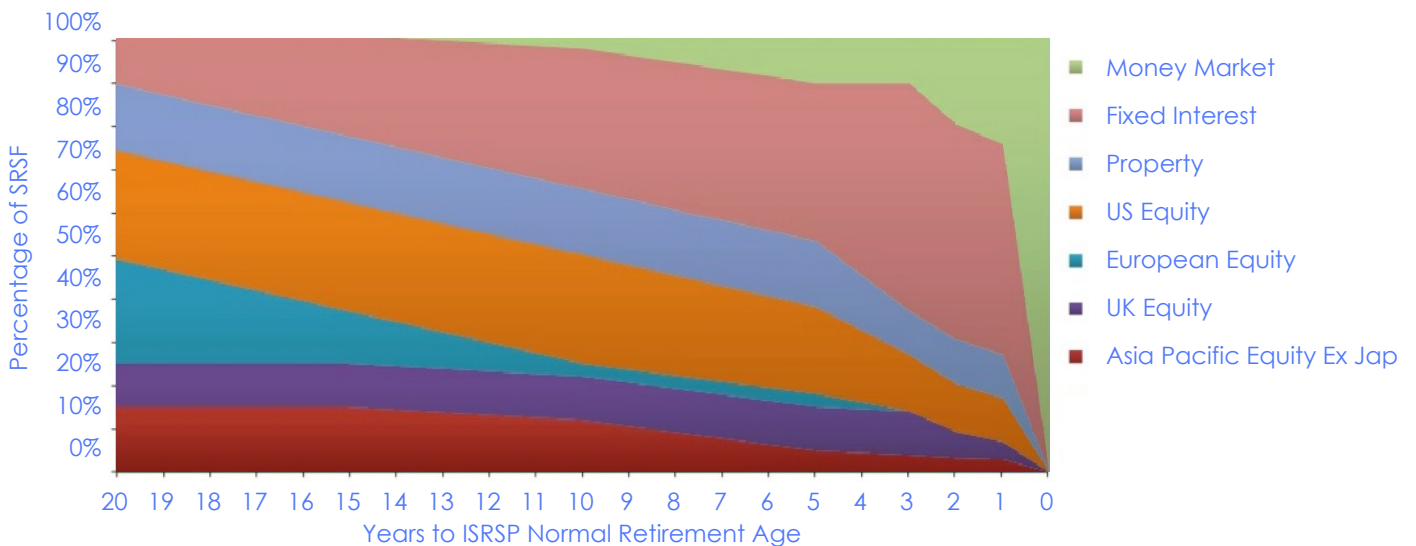
Through both types of fund, the SRSF provides broadly diversified exposure to various asset classes, such as money markets, fixed interest, property, and developed and emerging market equities. The asset allocation and selection of the underlying range of funds is managed on an ongoing basis by Throgmorton Private Capital Ltd. a UK based investment specialist.





How does the SRSF work?

The SRSF automatically reduces investment risk by allocating its assets according to the length of time remaining to the Member's retirement. The SRSF is linked to your selected retirement age (NRA) and the process of gradually reducing risk starts twenty years before this date, with the asset allocation changing on a monthly basis over this period of time.



Fund self selection

For those Plan members who want choice and control regarding where their savings are invested, you can create your own investment strategy from the extensive range of actively managed or passive investment funds, selected by Throgmorton Private Capital Ltd., that cater for most investment styles, global regions, asset classes and attitudes to risk. The Fund Centre on ZIO provides a full list and details of the available funds.

Please note, you cannot invest in the SRSF fund and self-select funds within the same policy at the same time. However,

you can invest in the SRSF fund for one policy (e.g., your employer's policy) and self-select funds for another policy (e.g., your employee policy). Other conditions may apply.

Switching your investments

You can switch the way your current and/or future contributions are invested at any time using ZIO. There are no **charges for making these changes**.

Default investment strategy

The default investment option into which contributions will be invested is the SRSF.

Keeping up to date

“Use Zurich’s online portal ZIO to keep track of your Plan whenever you like, from anywhere in the world”



Through ZIO you can:



View your personal details and amend specific information including address, telephone numbers and email addresses



Nominate or change details of beneficiaries



Use the 'Rate of Return Calculator' to see how your contributions and investments are performing



View the current and historic values of the individual policies within your Plan as well as its overall value



View details of your Plan, including contributions paid, current investment strategy and changes of investment strategy



Change how your existing funds are invested and/or change how future contributions will be invested



View and download documents including the Plan Guides and servicing forms



Access your Plan Fund Centre, which has details of the funds available for your Plan



Produce reports and statements

You can access ZIO by logging onto:
<https://online.zurichinternationalsolutions.com>,
or for more information watch our Member Video at
<http://www.zioinfosite.com/infosite/ziodemovideo>

Benefits on death

In the event of your death before taking benefits from your Plan, it allows you to pass the full value onto your dependants or beneficiaries. The Trustee has discretion as to who shall receive the value of your Plan, but they will always give consideration to the person(s) that you nominate as your primary Beneficiary(ies). It is therefore very important for you to complete the online nomination form on ZIO.

You should update your Beneficiary(ies) if your personal circumstances change. In the event that your Beneficiary(ies) is deceased, then the Trustee will consider distributing the value of your Plan to any other beneficiaries you nominate.

Following the completion of the necessary forms, distribution will be made as soon as is practical, but no later than two years following your death. Any portion of the death benefit remaining unpaid after expiry of the two year period, will be held in trust for your estate.



Plan fees & taxation

There is one simple Plan Fee* of 1.85% p.a. of the value of your Plan and no fees for joining or leaving

The fee will be taken by unit deduction from your Plan and will be reflected in the value of your investment fund units.

In addition to the Plan Fee, each fund has an annual management charge paid to the underlying fund manager. This is included in the fund price. Further information about fund charges can be found in the Fund Centre on ZIO.

If you invest in a fund denominated in a currency different to your Plan Currency the transaction will be carried out using the applicable currency exchange rate applied by Zurich for that date. Fees may be increased from time to time in line with Zurich's Terms of Business. Any changes will be notified to you in advance.

Zurich also charges for telegraphic transfer payments. These fees depend on the currency, amount and destination of the transfer payments and correspond to fees charged by Zurich's bankers. A foreign exchange transaction charge may also apply, and is based on a Bloomberg mid-rate, adjusted by 0.175%.

*Further detail on the Plan Fee can be found in the Glossary Section of this Brochure.



Taxation

Incorporated in the Isle of Man, Zurich does not pay tax in the Isle of Man on capital gains and income attributable to planholder investments. This means that your investment can grow virtually tax free. However, there may be an element of withholding tax deducted from some income and dividends within certain funds that cannot be reclaimed.

The tax treatment of contributions to, and benefits taken from, this plan will depend on the payer of the contributions and your tax residence and personal circumstances. It is advisable to consult your relevant financial professional regarding the extent to which you may be liable to pay tax under this plan.

The tax and legislative information contained in this document is based on your employer's, Zurich's and the Trustee's understanding of Isle of Man legislation as at the date this booklet is issued, but which may be subject to change in the future without notice. Your employer, Zurich and the Trustee are unable to provide individual tax guidance and it is recommended that you always seek professional tax advice.

Important information

The Plan

The Plan is a defined contribution savings arrangement established under a Trust Deed and Rules in the Isle of Man. The Plan is registered with the Isle of Man Financial Services Authority (the IOMFSA) as an Authorised Scheme under the Isle of Man Retirement Benefits Schemes Act 2000 (the Act) and Retirement Benefits Schemes (International Schemes) Regulations 2001 (the Regulations). The Plan is approved as tax exempt by the Isle of Man Assessor of Income Tax for the purposes of the Income Tax Act 1970.

Policyholder protection

The Plan is covered under the Isle of Man Life Assurance (Compensation of Policyholders) Regulations, which ensure that in the event of a life assurance company being unable to meet its liabilities to its policyholders and subject to the Regulations, the Policyholders Compensation Fund will pay to the Plan Member a sum equal to 90% of the amount of any liability of the insurer under the Plan.

The Isle of Man Scheme operates globally, which means it provides protection to Plan members no matter where they reside.

The role of the IOMFSA

The primary role of the IOMFSA is to ensure that the Trustee and your employer manage the Plan in accordance with the Act and the Regulations in addition to the Trust Deed and Plan Rules. Additionally, the IOMFSA is able to intervene in the running of the Plan in the event that the Trustee, employer or any professional advisors fail in their duties.

The IOMFSA can be contacted at: Insurance, Pensions & Fiduciary Services Division, Isle of Man Financial Services Authority, PO Box 58, Finch Hill House, Douglas, Isle of Man, British Isles, IM99 1DT.

Filing a claim or dispute

If you have a complaint you should refer the matter to ISRSP Processors Ltd in the first instance. However, if you are not satisfied with the handling of your complaint, believe you are being denied any rights or benefits under the Plan, or wish to refer the complaint for further consideration, you may file a complaint or claim in writing with the Trustee.

If the claim is denied, in whole or in part, the Trustee will notify you in writing, giving the specific reasons for the decision, including specific reference to the pertinent Plan provisions and a description of any additional material or information necessary to affect the claim and an explanation of why that material or information is necessary. The written notice will also advise you of your right to request a review of the claim and the steps that need to be taken if you wish to submit the claim for review. To file a complaint, claim or dispute, please contact the Trustee.

Investment risk

The Plan is a long-term investment. All investment involves risk and it is important that you understand the value of investments and any income derived from them may go down as well as up as a result of market and currency fluctuations. The value of your Plan is not guaranteed and past performance is not a guide to future performance.

The value of your Plan could fall below the value of the amount of contributions paid in and you might not get back the full amount you invested. The benefits you receive from your Plan will depend upon a number of factors including the value of your Plan when you decide to take your benefits, your individual circumstances and any tax rules that may be applied. Tax rules may change in the future.

Contact details

ISRSP Processors Ltd.

ISRSP Processors Ltd. are a part of an organisation which has been at the heart of the employment and payment of seafarers since 2007. The Company is based in Guernsey and is compliant with International Standard ISO9001:2015, which ensures that its processes are robust. Utilising the most advanced banking, payroll and payments systems, it is involved in the processing of thousands of payments, to over 80 jurisdictions, in multiple currencies, on a monthly basis.

To join the Plan or for payment enquiries please contact:

ISRSP Processors Limited
Phone: +44 (0)1481 816427
Fax: +44 (0)1481 728366
E-mail: processors@ISRSP.com

Zurich

Zurich International Life Limited is the provider of the Plan and is part of one of the world's largest insurers, the Zurich Insurance Group, which was founded over 140 years ago and according to Forbes, is ranked in the top 100 largest public companies globally. Employing around 60,000 staff, the Company enjoys a wealth of experience; helping customers in more than 170 countries plan their financial futures.

For technical enquiries please contact:

Zurich Corporate HelpPoint Team
Phone: +44 (0)1624 691013 or
(00 971 436 34400 if dialling from the Middle East)
Fax: +44 (0)1624 691596
E-mail: corporate.pensions@zurich.com

The Trustee

The Plan has an independent Trustee who safeguards the interests of plan members and ensures high standards of governance. Boal & Co. (Pensions) Ltd, an Isle of Man company registered with the IOMFSA, have been appointed as the Trustee and have a legal responsibility to ensure that the Plan is administered in accordance with the governing regulations and the Trust Deed and Rules.

The Plan is required to have a 'Recognised Scheme Administrator' and Boal & Co. also fulfills this role.

For complaints, copies of the Trust Deed, Rules, or Annual Report please contact:

Boal & Co. (Pensions) Limited
Marquis House
Isle of Man Business Park
Douglas
Isle of Man
IM2 2QZ
Phone: +44 (0)1624 606606
Fax: +44 (0)1624 606607
E-mail: ipp@boal.co.uk

Throgmorton Private Capital Ltd.

Established in 2002 and regulated by the UK Financial Conduct Authority, the Company specialises in providing independent financial solutions to individuals and companies, regarding all aspects of personal and corporate financial planning. Throgmorton has a great deal of experience in the maritime industry, working with several of the largest international marine employers to help them provide pension and benefit solutions for their seafaring employees.

For SRSF enquiries please contact:

Throgmorton Private Capital Ltd.
Phone: +44 (0)1304 371753
E-mail: ISRSP@throgmortonltd.co.uk

Glossary of terms

Additional Voluntary Contributions: Also referred to as AVCs. These are any contributions which you or your Employer chooses to pay, in addition to any regular contributions.

Beneficiary: A person or persons, nominated by you, to benefit in the event of your death.

Contribution: Any monies received from you or your Employer to be allocated to the Plan.

Lifestyle Investment Strategy: The 'Lifestyle Investment Strategy' describes the process by which a member's investment fund automatically moves into more secure investments as they get closer to their normal retirement age (NRA). When joining the Plan, members with more than 20 years before their NRA are invested in an equity based fund with the aim of maximising potential investment return for an appropriate level of risk. From 20 years onward towards retirement, assets are gradually switched over time into a series of fund portfolios that have ever decreasing generic volatility, until at NRA, they are 100% invested into money market funds. It is important to note that the 'Lifestyling' process only applies to the SRSF.

Normal Retirement Age (NRA): The age at which the individual Plan member expects to take benefits from the Plan, which must be no earlier than age 50 and no later than age 75. Subject to Trustee consent, members can alter their NRA from time to time (e.g. to allow an earlier or later retirement date than originally selected) as long as their NRA remains no earlier than age 50 and no later than age 75.

Plan: The International Seafarers Retirement Savings Plan.

Plan Fee: The one simple Plan Fee of 1.85% p.a. is made up as follows: A plan administration fee of 0.55% p.a. of the value of your Plan paid to Zurich International Life Limited. A trustee administration fee of 0.30% p.a. of the value of your Plan paid to Boral & Co. A plan processing fee of 0.25% p.a. of the value of your Plan paid to ISRSP Processors and a plan investment adviser fee of 0.75% p.a. of the value of your Plan paid to Throgmorton Private Capital Ltd.

Switch: The process of selling units from one investment fund and buying units in another investment fund.

Unit: The portions into which an investment fund is divided.

Vesting: Vesting gives a Plan member an immediately non-forfeitable secured right to an asset that cannot be taken away by a third party. Contributions vest immediately, which means you always retain the right to the full value of your savings.