



Society of Actuaries in Ireland

RULES RELATING TO CERTIFICATES TO ACT AS A PRSA ACTUARY

The Council, in accordance with the Regulations relating to Practising Certificates pursuant to Article 46 (formerly Article 39) of the Articles of Association, requires all members who hold the position of PRSA Actuary pursuant to Part X of the Pensions Act 1990 to possess a certificate issued by the Society of Actuaries in Ireland (“Society”).

The requirements for obtaining or renewing a certificate are that the applicant must:

- (a) be a Fellow of the Society;
- (b) have had either:
 - (i) a minimum period of three years holding the qualification on the basis of which Fellowship of the Society is held; or
 - (ii) a minimum period of six years’ practical actuarial experience;
- (c) have demonstrated compliance with Actuarial Standard of Practice PA-1 Continuing Professional Development during the twelve month period ending on the previous 30 June;
- (d) have recent appropriate practical experience (guidance relating to the appropriate practical experience that would normally be considered acceptable is set out overleaf);
- (e) certify that he or she has the appropriate knowledge and practical experience for the role of PRSA Actuary;
- (f) have completed such professionalism training as the Society has from time to time required;
- (g) for the purposes of an initial application, obtain references from two actuaries; one of the referees should be external to the applicant’s practice or firm, but in exceptional circumstances the Practising Certificate Committee may waive this requirement; and
- (h) in the opinion of the Practising Certificate Committee be an appropriate person.

In deciding whether an applicant is an "appropriate person", the Practising Certificate Committee will have regard to such matters as:

- (i) convictions (other than under the Road Traffic Acts) by any Court in the Republic of Ireland or elsewhere;

- (ii) censuring, discipline or public criticism by any professional body, dismissal from any office of employment or refusal of entry to any profession or occupation in the Republic of Ireland or elsewhere or refusal of any practising certificate application;
- (iii) being adjudged bankrupt by a Court in the last 10 years in the Republic of Ireland or elsewhere;
- (iv) failure at any time to satisfy any debt adjudged to be due and payable under an order of a Court in the Republic of Ireland or elsewhere;
- (v) in connection with the formation or management of any body corporate, insurance company or pension fund being adjudged by a Court in the Republic of Ireland or elsewhere to be civilly liable for any fraud or other misconduct towards such a body, company or pension fund or towards any member thereof;
- (vi) being associated as a director or a controller in the Republic of Ireland or elsewhere with any body corporate or insurance company which has been compulsorily wound up or made any compromise or arrangement with its creditors or ceased trading in circumstances where its creditors did not receive or have not received full settlement of their claims, either while the applicant was associated with it or within one year after the applicant ceased to be associated with it; and
- (vii) being associated as actuary with an insurance company, pension fund or PRSA provider which, in the last five years, was subject to judicial proceedings, quasi-judicial proceedings or litigation where actuarial involvement has been questioned.

Details of relevant experience must be provided when making an initial application for a certificate and every three years thereafter when renewing the certificate. If a renewal application is not received at least fourteen days before the expiry date of a certificate, the applicant will be required to complete an initial, rather than a renewal, application form.

An initial certificate granted within six months of the last annual renewal date for PRSA Actuary certificates will be granted for the period until the next annual renewal date (i.e. for a period between six and twelve months) while an initial certificate granted within six months of the next annual renewal date will be granted for the period until the following annual renewal date (i.e. for a period between twelve and eighteen months); an appropriate proportionate fee will be charged for an initial certificate. Thereafter, certificates will be valid for one year.

Applications will normally be processed within one calendar month of receipt of all of the necessary information, including references.

Enquiries regarding certificates, including requests for application forms, should be addressed to the Secretary, Practising Certificate Committee, Society of Actuaries in Ireland, Clanwilliam House, Clanwilliam Place, Dublin 2, Ireland.

GUIDANCE RELATING TO APPROPRIATE PRACTICAL EXPERIENCE FOR PRSA ACTUARIES

Any actuary, before accepting an appointment as a PRSA Actuary, must consider most carefully, in light of his or her knowledge and experience, whether acceptance would be in line with proper professional behaviour and standards. No actuary should act as a PRSA Actuary without appropriate knowledge and practical experience relevant to the PRSA provider concerned.

An actuary can consider two approaches to demonstrating appropriate knowledge and practical experience for the PRSA Actuary role (or a combination of the two):

1. Direct experience; and/or
2. Other relevant experience.

Direct experience means working closely with an existing PRSA Actuary dealing with the statutory requirements for PRSA provision. To meet the direct experience requirements, an applicant must have provided material support to a PRSA Actuary over a sufficient time-frame. Material support would typically mean being closely involved in advice, decisions or judgements in relation to the PRSA Actuary role. A sufficient time-frame would typically mean at least two years as a Fellow of the Society, with involvement in at least two annual PRSA Actuary determinations.

Relevant experience means experience that contributes to all of the following:

- A familiarity with PRSAs or similar products;
- An understanding of investments and investment risk;
- A familiarity with product disclosure requirements and the issues around the preparation of meaningful as well as compliant projections;
- A knowledge of investment and product charges, including how they are applied;
- An ability to interpret and apply legislation, regulations and guidance in relation to financial matters.

Relevant experience may therefore include:

- (a) Working on PRSAs;
- (b) Pricing or provision of marketing or technical support for life assurance or pensions business;
- (c) Advising on investment strategies relating to pension provision or life assurance business;
- (d) Statutory disclosure of information to policyholders or pensions scheme members;
- (e) Identifying investment charges for fund management, marketing or statutory disclosure purposes;

- (f) Advising on the calculation of unit prices, including determining bases for calculating unit prices;
- (g) Audit work;
- (h) Other work which demonstrably contributes to relevant experience as described above.

Relevant experience would typically need to cover a period of at least two years after attaining Fellowship of the Society, and some or all of the work involved would need to be at a sufficiently senior level to enable the actuary to demonstrate a close involvement in the provision of advice, decisions or judgements.

Additionally, if the applicant has not previously worked closely with a PRSA Actuary, he or she will need to demonstrate that he or she has the requisite knowledge of the relevant legislation and professional requirements.

In addition to the requirement to have two years' direct or relevant experience after attaining Fellowship of the Society, a PRSA Actuary would typically need to have total experience after attaining Fellowship of the Society of at least three years, though in exceptional circumstances this requirement may be waived by the Practising Certificate Committee.

Code of Professional Conduct

Actuaries are reminded of the requirements of the [Code of Professional Conduct](#), and, in particular, amplification 2.3a) thereto.