

# INVESTMENT SWITCH REQUEST FORM

This form should be used for policies that are held on a Guided Architecture basis.

## NOTES ON COMPLETING THIS FORM

Please ensure that all sections are fully completed. Please note that in this form words in the singular shall include the plural and vice versa.

**SIGNATURE** This symbol shows where the policyholder or investment adviser must sign.

### Please remember:

- › Refer to your **Policy terms and conditions** or **Policy provisions and fund rules** booklet for more information on switches.
- › If there is anything that you don't understand please ask your financial adviser to explain it to you before signing this form or call our Customer Support team on **+44(0)1624 643 345**.
- › Complete the form in **blue or black ink** and **BLOCK CAPITALS**. If you make a mistake, cross it out, put in the correct words and sign your initials next to the correction. **Please do not use correction fluid.**
- › Enclose a **Nomination of investment adviser** form, if you wish to appoint an investment adviser.
- › Make sure that you have completed all sections. Attach any additional instructions or documentation securely to the back of this form.

Once completed, return the form, together with any additional documents, to **Utmost Limited, Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles**. You may also fax this form back to us on **+44 (0)1624 643 444**.

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## IMPORTANT INFORMATION

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- › If you want to switch into a fund which is in a different currency from your bond, or move between funds in different currencies, the value may be affected by currency exchange rates.
- › If you switch from internal funds to external funds, you can no longer invest in funds within the Tailored Selection ranges and some Utmost Fund Collection funds. Upon switching, any holdings in these funds will have to be sold.
- › Any Drip-feeding or Portfolio Rebalancing instructions will be stopped when fund switching is applied. To re-apply Dripfeeding or Portfolio Rebalancing, you will need to complete the **Drip-feeding and Portfolio Rebalancing investment alteration form**. This option is not available for all bonds, please check the relevant **Product guide** or **Policy provisions**.
- › If the bond has a **Notice of interest** (e.g. bank assignment) then all parties must sign this form.
- › If we have approved an investment adviser, we will accept switch instructions from them.

Utmost uses the information you give it to provide its products and services. It will be kept securely. How your information is used, your rights, and how you can exercise them, is detailed in Utmost's Privacy Notice(s).

## A WEALTH *of* DIFFERENCE

Utmost Wealth Solutions is the trading name used by a number of Utmost companies. Utmost Trustee Solutions is the trading name used by Utmost Trustee Solutions Limited. This item has been issued by: Utmost Limited.

The following companies are registered in the Isle of Man: Utmost Limited (No 056473C), Utmost Administration Limited (No 109218C) and Utmost Trustee Solutions Limited (No 106739C), which are regulated or licenced by the Isle of Man Financial Services Authority. Utmost Services Limited (No 059248C) is not regulated. Each of the above companies has its registered office at: Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL British Isles.

The following companies are registered in Ireland: Utmost Ireland dac, trading as Utmost Wealth Solutions, is regulated by the Central Bank of Ireland. Its registered number is 303257 and it has its registered office at: Ashford House, Tara Street, Dublin 2, D02 VX67, Ireland. Utmost PanEurope dac, trading as Utmost Wealth Solutions, is regulated by the Central Bank of Ireland. Its registration number is 311420 and it has its registered office at: Navan Business Park, Athlumney, Navan, Co. Meath C15 CCW8, Ireland. Its FCA number is 426350. Both companies are authorised by the Financial Conduct Authority in the UK for Conduct of Business Rules.

**A POLICY DETAILS**

1	Policy number	
2	Policyholder(s)	
3	Address	
	Postcode	
4	Telephone number (Including international dialing codes)	

**B INVESTMENT DETAILS**

Depending on your policy conditions, you may be able to change from being invested in internal funds to external funds or cash deposits. If you are only invested in internal funds and you choose any external funds or cash deposits, your bond value must be at least £50,000. To do this we will need to create a Dealing Account and this means it will take longer to process your instructions than a standard switch and will usually result in higher charges on your investment.

Some products cannot hold external funds or cash deposits, please check your **Product guide** for investment details or contact our Customer Support team on **+ 44 (0)1624 643 345**.

**1 EXTERNAL FUNDS ONLY**

Where applicable, please include confirmation of SEDOL codes, share class e.g. 'A', 'B', or 'C', and unit class e.g. 'Accumulation' or 'Income'. Unless otherwise instructed, where relevant we will purchase 'A' class shares and 'accumulation' units. If 'Income' units are selected, the fund manager will be requested to pay all income as cash, which will be credited to your Dealing Account.

Utmost Limited cannot permit fund-based commission to be paid to investment advisers, and any commission that would otherwise be available will be reinvested for the benefit of the policyholder.

There are higher administration charges for bonds with a Dealing Account. If you have chosen any external funds or cash deposits we may contact you to confirm that you are aware of the increase in policy charges. This may result in a delay in processing your instructions.

2 I/WE\* REQUEST THAT UTMOST LIMITED CARRY OUT A SWITCH AS DETAILED BELOW:

Full name of existing fund to be sold	Fund reference or SEDOL number	% to be sold		

Full name of fund to be purchased	Fund reference or SEDOL number	% to be purchased		

This figure must be a % and not a cash value.

Percentage of purchased fund must equal 100%.

\*Delete as applicable

**Total 100%**

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3 REGULAR PREMIUM ACCOUNT ONLY

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**Which option is required?**

- Switch existing holdings only
- Switch existing holdings and also change for future premiums due after the date of this switch
- Change investment direction for future premiums only

**C SIGNATURES**

The switch will be dealt with in accordance with the **Policy terms and conditions** or the **Policy provisions and fund rules** relevant to your bond. It will normally take place on the next dealing day after receipt of this fully completed request form.

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