

INVESTMENT SWITCH REQUEST FORM

This form should be used for policies that are invested within Guided Architecture only.

HOW TO COMPLETE THIS FORM

Complete this form using **black or blue 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. **Do not use correction fluid.**

In this form words in the singular shall include the plural and vice versa.

If there is anything you do not understand, 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**.

Details about how we use your information, your rights over this information and how you can exercise your rights can be found in the applicable Privacy Notice. We publish our Privacy Notices on our website at www.utmostinternational.com or you can call our Customer Support team and request a copy.

SUBMITTING THIS FORM

Once completed, return this form together with any additional documents to: **Utmost Limited, Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles.**

IMPORTANT INFORMATION

- › Currency exchange rates may affect the value of your investment, where the fund is different currency from the bond, or when moving between funds in different currencies.
- › If you wish to instead invest within Open Architecture, and your Policy Conditions allow, all existing fund holdings must be sold.
- › When fund switching is applied, any Drip-feeding or Portfolio Rebalancing instructions will be stopped. To re-apply Drip-feeding or Portfolio Rebalancing the **Drip-feeding and Portfolio Rebalancing Investment Alteration Form** must be completed. This option is not available for all bonds, please check the relevant **Product Guide** or **Policy Conditions**.
- › If the bond has a Notice of Interest (e.g. bank assignment) then all parties must sign this form.
- › If Utmost Limited has approved the appointment of an investment adviser, the investment adviser is able to make switch instructions on your behalf.
- › If you wish to nominate or change an investment adviser, enclose with this form a completed **Nomination of Investment Adviser Form**.

A WEALTH *of* DIFFERENCE

Utmost Wealth Solutions is a 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 licensed by the Isle of Man Financial Services Authority. Utmost Services Limited (No 059248C) is an appointed representative of Utmost Limited. Each has its registered office at: Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles. Utmost Limited is authorised in the UK by the Financial Conduct Authority (160418).

Utmost PanEurope dac (No 311420), trading as Utmost Wealth Solutions, is regulated by the Central Bank of Ireland. Its registered office is Navan Business Park, Athlumney, Navan, Co. Meath C15 CCW8, Ireland.

Where required, all promotional material has been approved by Utmost Limited which is authorised in the UK by the Financial Conduct Authority.

A POLICY DETAILS

1 Policy number

2 Policyholder(s)

3 Address

Postcode

4 Telephone number (Including international dialing codes)

B INVESTMENT SWITCH DETAILS

B1 SWITCHING TO OPEN ARCHITECTURE ONLY

Complete only when transferring investment from Guided to Open Architecture.


Depending on your policy conditions, and if your policy value exceeds £50,000 (or currency equivalent), you may be able to change your investment from Guided to Open Architecture, meaning that you could invest in a wide range of external funds offered by many of the world’s major investment management groups.

In order to invest in Open Architecture, all existing fund holdings would be sold and a dealing account created to manage trades and debit charges.

When considering transferring your investment to Open Architecture it is important you are aware that additional charges for administration, dealing and payment charges will be applied.

Before submitting an instruction to transfer your investment to Open Architecture, please contact our Customer Support team on +44 (0) 1624 643345. They will be able to confirm whether your policy conditions allow investment on this basis and can provide further information on the increased charges that would apply to your policy.

I/we confirm that this policy should be transferred to invest entirely in Open Architecture and am/are aware of the increased charges which will apply

 › Where this form requests investment into Open Architecture funds and the above has not been completed, it will result in a delay to fund sale and purchase.

› As the creation of a dealing account will take time, this instruction will take longer than usual to process.

› When investing in Open Architecture, all charges and any withdrawals will be taken from your dealing account. It is important you consider how you would like to manage this in order to avoid an overdrawn balance and incurring debit interest. Please refer to our **Guide to Investment Options** or contact us on +44 (0) 1624 643345 for more information.

B2 REGULAR PREMIUM ACCOUNT ONLY

Complete only where your policy is a Regular Premium Account.

Where your policy continues to pay a regular premium, it is possible to amend your current holdings as well as update where you would like future premiums to be invested.

It is important you confirm below what this instruction is for. Where this is not confirmed it will result in a delay to changes to your investment.

The following instruction is for (please tick one):

- Existing holdings only
- Exiting holdings and future premiums
- Future premiums only

B3 REQUEST TO CARRY OUT A SWITCH

I/we request Utmost Limited to carry out the investment switch detailed below:

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

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

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%.

Total 100%

C SIGNATURES

The switch will be dealt with in accordance with the **Policy Conditions**. It will normally take place on the next dealing day after receipt of this fully completed request form.

	Policyholder/Authorised signatory/ Trustee 1	Policyholder/Authorised signatory/ Trustee 2	
SIGNATURE	<input type="text"/>	<input type="text"/>	SIGNATURE
Print full name	<input type="text"/>	<input type="text"/>	
Date	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	
	Policyholder/Authorised signatory/ Trustee 3	Policyholder/Authorised signatory/ Trustee 4	
SIGNATURE	<input type="text"/>	<input type="text"/>	SIGNATURE
Print full name	<input type="text"/>	<input type="text"/>	
Date	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	
	Investment adviser		
SIGNATURE	<input type="text"/>	Only applicable if Utmost Limited holds a completed Nomination of Investment Adviser Form . 	SIGNATURE
Print full name	<input type="text"/>		
Date	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>		