




ADDITIONAL SINGLE PREMIUM


GUIDE FOR ADDITIONAL SINGLE PREMIUM FOR INDIVIDUAL APPLICANTS

For further help in completing the application form, please contact our Welcome team.

 +44 (0)1624 653 251

 welcome@utmostwealth.com

 Utmost Limited, Royalty House
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IM1 2SL, British Isles

 www.utmostinternational.com

Please note that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

Telephone calls may be recorded.

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.

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IMPORTANT INFORMATION

- › Failure to disclose any information which might influence our assessment of your additional premium application may invalidate the contract. Any additional supporting information should be supplied on a separate piece of paper and attached to the application form before submission.
- › Not all pages are required to be completed within the additional application form. Pages 1 through to 12 are **mandatory**. Pages 13 to 16 are only required should there be a change to your bond. Therefore, you are only required to complete then return the **mandatory** pages and any applicable **appendices** to Utmost Limited.

BEFORE YOU BEGIN

This guide has been designed to assist you with completing the additional single premium application form. Ensure you have also read the relevant **Product Guide**, your **Personal Illustration**, **Key Features Document** and **Guide to Charges**. In addition, your financial adviser will be able to provide you with any relevant supporting literature in relation to your individual circumstances.

Our Welcome Team can provide, on request, a copy of the Policy Conditions, which will detail the full terms and conditions applicable to you and your bond.

Once the bond has been issued, you will receive a copy of the Policy Conditions and Policy Schedule for your bond.

WHERE TO SIGN

- › The financial adviser will need to sign page 9 '**Financial Adviser Details**' in all cases.
- › Applicant(s) will need to sign page 12, the '**Declaration**' in all cases.

PAYING FOR YOUR ADVICE

Your financial adviser will have explained to you that advice in relation to this additional premium cannot be paid for by commission but only through adviser charging. As explained below, the choices you have for the payment of advice charges will depend on the type of bond you hold. Your existing investments and any existing commission paid to your financial adviser can continue unaffected.

Where, subject to your product type, you are requesting that we facilitate charges for advice to your financial adviser, you will need to complete the Adviser Charges section on page 13 to authorise us to make any adviser charging payments to your financial adviser.

- › **Evolution:** Please refer to our **Guide to Charges** which explains the charging options for advice we can facilitate on your behalf.
- › **Regular Investment Account:** We will only facilitate initial adviser charges, either from the bond once the additional single premium has been invested, or outside the bond by deducting it from the payment you send to us and paying it to your financial adviser, with the balance being invested as the additional single premium into the bond.
- › **Other products:** We will not be able to facilitate any charges for advice. You will have to arrange to pay any adviser charges direct to your adviser.

PRODUCT CHARGES - FLEX-CHARGE

Your additional single premium will be set up on our Flex-Charge basis. Our product charges have changed to take account of the introduction of adviser charging rather than commission and enhanced allocations. The charges for your additional premium may be different to those described in your original policy documentation and will be shown on the Additional Single Premium Statement that we will send to you. This may not be available on some pre RDR policies.

For further details of adviser charging and our Flex-Charge, please speak to your financial adviser or read our **Guide to Charges** available on our website www.utmostinternational.com or from your financial adviser.

WHAT TO DO NEXT

Once completed, return, or arrange for your financial adviser to return, the application form and any supporting documents to us at: **Utmost Limited, Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles.**

A CONTRACT DETAILS

MANDATORY

A2 - PERSONAL ILLUSTRATION REFERENCE

The personal illustration provided to you should match the investment details mentioned in the additional application. If there have been any changes in the investment details between the date of that illustration and the submission of the additional single form, please ask your financial adviser for an updated illustration.

A4 - UTMOST'S PRODUCT MANAGEMENT CHARGE

Your additional single premium will be set up on our Flex-Charge basis. The charges for your additional premium may be different to those described in your original policy documentation and will be shown on the Additional Single Premium Statement that we will send to you.

You will find more information on Flex-Charge in our **Guide to Charges** available from your financial adviser or from our website. Your financial adviser will be able to help you select the option that is best for you.

B PREMIUM DETAILS

MANDATORY

Sterling cheques over £100,000 require three days' clearance. We are unable to accept non-sterling cheques for premium payment. Wherever sending payment in another currency this must be sent via bank transfer.

Once we receive your premium in our bank account, any interest that is earned will be applied as an extra allocation of units to reflect any interest gained. In times of low interest rates there may be no additional units applied.

For more information contact our Welcome team on **+44 (0) 1624 653 251**. If you exercise your right to cancel the bond within the 30 day cooling off period, we will return to you the lower of either your total premiums reduced to take into account any charges including any adviser charges, OR the bond value (including any charges we have deducted).

OUR BANK DETAILS

Address	Royal Bank of Scotland International Limited, Floor 2, 2 Athol Street, Douglas, Isle of Man, IM99 1AN, British Isles.
Swift code	RBOSIMDX
Sort code	16-58-80
Account number	58098652
Account name	Utmost Limited, Premium Collection Account.

Please reference your policy number on the bank payment.

C SOURCE OF WEALTH

MANDATORY

Source of Wealth describes the activities that have generated the applicant(s) funds. All investments are assessed on a case-by-case basis; depending on the answers provided in this application we may request independent evidence of source of wealth.

You will find examples of appropriate documentary evidence within the Source of Wealth Categories table of the **Anti-Money Laundering and Source of Wealth Pack** which can be obtained from your financial adviser. The bond will not be issued until the information is received and a satisfactory risk assessment is completed.

The additional premium will not be applied until the information is received and a satisfactory risk assessment is completed.

D INVESTMENT OPTIONS

MANDATORY

PART 1 – NOMINATION OF INVESTMENT ADVISER OR EXTERNAL
MANAGER AND/OR CUSTODIAN (EMC)

EXTERNAL MANAGER AND/OR CUSTODIAN

If you have more than one EMC already linked to your bond and you wish to split this additional investment into more than one EMC, please photocopy page 7 of the application.

NOMINATION OF INVESTMENT ADVISER

If you would like Utmost Limited to facilitate any initial, ongoing or adhoc payments for advice to your Investment Adviser from inside the bond, you must complete the **Nomination of Investment Adviser Form** and the **Adviser Charges Pack**.

PART 2 – FUND SELECTION, CASH DEPOSITS AND DEALING ACCOUNT

D1 - FUND SELECTION

Use this section to specify which funds you would like your bond to be linked to. In order to avoid potential delays in investment, as much detail as possible should be provided.

› Cash deposits from a number of banking institutions are available. For information about available cash deposits please contact our Customer Support team or speak to your financial adviser.

SEDOL/ISIN are the identifying reference codes given to third party funds. Please ensure the SEDOL or ISIN code is quoted in all instances to avoid potential delays in investment.

D2 - CASH DEPOSITS

Cash deposits are available from a number of banking institutions. For the most recently available cash deposit information, please contact our Welcome team or speak to your financial adviser.

D3 - DEALING ACCOUNT

It is important to ensure that necessary arrangements are put in place so that the Dealing Account does not become overdrawn. Where the Dealing Account becomes overdrawn, debit interest may be charged and will be applied to the Dealing Account at the end of each calendar quarter. For more information on charges, the Dealing Account and debit interest refer to our **Guide to Charges**.

To avoid it becoming overdrawn, you should consider whether you wish to leave a cash balance within the Dealing Account to cover the bond charges, regular withdrawals and, where applicable, adviser charges paid to your financial adviser. Once the balance of the Dealing Account reaches a negative value we will automatically sell units from the highest valued fund, or you may wish to nominate one or more funds to cover the overdrawn account. The sale and/or purchase of units will incur a dealing charge per transaction.

For more information on the Dealing Account and negative balances contact our Customer Support team on **+44 (0) 1624 643 345**.

You should consider the amount of premium that you will need to set aside to cover any regular withdrawals that you receive. For further details on setting aside money to cover charges and withdrawals, speak to your financial adviser.

D INVESTMENT OPTIONS Continued

MANDATORY

D4 - NOMINATION OF FUNDS TO COVER OVERDRAWN DEALING ACCOUNT

Where investing in Open Architecture, you may wish to instruct us as to which underlying funds or deposits are to be sold on an ongoing basis to clear any negative cash balance.

If you choose to sell funds on an ongoing basis, the overdraft will be cleared when there is a minimum overdrawn balance of £2,000 for each fund. For example, if you choose 3 funds, the overdraft will be cleared once it reaches £6,000. The more funds you choose to clear an overdraft, the higher the overdraft limit will be and therefore the longer it will take to clear, and the more debit interest will be charged.

There will be a dealing fee for the sale of each fund.

This instruction may need to be revised if the holdings within your contract are changed in future.

Where you chose not to nominate a fund(s) to cover any overdrawn balance, we will automatically sell units from your largest holding at the point your Dealing Account reaches a debit balance of £2,000.

E IDENTIFICATION REQUIREMENTS

MANDATORY

It is possible we do hold the necessary documents and tax information on file. If you are unsure contact the Welcome team on **+44 (0) 1624 653 251**.

SUITABLY CERTIFIED COPY DOCUMENTATION

We can accept certification of copy documents as set out in the **Anti-Money Laundering and Source of Wealth Pack** which can be obtained from your financial adviser or on request from our Welcome team on **+44 (0) 1624 653 251**.

The document must be written and certified in English or accompanied by a translation that is also certified.

In summary the persons who can certify these documents within the UK includes but is **NOT** limited to:

- › a financial adviser
- › a notary public
- › a lawyer or advocate.

For further details on suitable certifiers, refer to the **Anti-Money Laundering and Source of Wealth Pack**.

TAX INFORMATION

Utmost Limited are required by international tax regulations to obtain certain information on all our clients. Therefore, it is important that all policyholders notify us of their tax reference numbers. Should this information be required, please complete the separate **Tax Information Exchange Pack for Individuals** which can be found on our website www.utmostinternational.com or alternatively, available upon request from your Financial Adviser.

F POLITICALLY EXPOSED PERSONS

MANDATORY

A Politically Exposed Person (PEP) is a term used to describe someone who is currently, or has previously been, entrusted with prominent public functions or responsibilities, for example: a Head of State, a holder of a senior political or government post, a senior member of the Judiciary or the Military, a senior employee of a State Owned Corporation, or a board member of a Central Bank. Immediate family members or close associates of a PEP should be considered a PEP in their own right.

'IMMEDIATE FAMILY MEMBERS' INCLUDE:	'CLOSE ASSOCIATE' INCLUDES:
<ul style="list-style-type: none"> › a spouse › a partner considered by law as equivalent to a spouse, such as registered civil partner › a child and their spouse or partner › a sibling › a sibling-in-law › a parent › a parent-in-law › a grandparent › a grandchild. 	<ul style="list-style-type: none"> › a business partner or joint beneficial owner of a business › someone who is acting as Attorney or is a nominee for the PEP.

G FINANCIAL ADVISER DETAILS

MANDATORY

To be completed by the financial adviser in all cases.

If your financial adviser has changed and you have not yet formally notified Utmost Limited via an **Appointment of Financial Adviser Form**, please ensure one accompanies this application with your new financial adviser details.

Alternatively, if you are applying on an execution only basis, please leave this section blank and complete an **Execution Only** form, available from our Welcome team on **+44 (0) 1624 653 251**.

H DECLARATION

MANDATORY

This section must be read carefully by all policyholders and signed. Should there be more than two policyholders, please photocopy the signature page.

If you would like further details about how we use your information, your rights over this information and how you can exercise your rights, please read the applicable Privacy Notice. We publish our Privacy Notice on our website at www.utmostinternational.com or you can contact us on **+44 (0)1624 643 345** and request a copy.

IMPORTANT INFORMATION

Completion of appendices I - K are only required should anything differ to your original application or last additional premium. Only print and complete the pages required. If there is no change, ensure the tick boxes on the bottom of page 1 of the **Additional Single Premium Application form** for Individual Policyholders is ticked "no".

APPENDIX I - ADVISER CHARGING

Adviser charges are agreed between you and your adviser to pay for the advice and related services you receive. These charges should match the information shown in the **Personal Illustration** provided to you, by your adviser. If the bond you are invested in allows, you can choose to pay your adviser charges in one of the following ways facilitated by us:

- › Outside of the bond - The initial adviser charge is paid as an amount through Utmost Limited before the additional premium is invested into the bond. The net premium received, after payment of the charge, must meet the minimum additional investment requirements.
- › Inside the bond - The adviser charges are paid to your adviser through Utmost Limited either on an initial, ongoing or ad hoc basis from the bond, after the full premium has been invested.



Any adviser charges agreed to be paid from the bond will be treated as a withdrawal and form part of your 5% annual tax-deferred entitlement. Please refer to our **Guide to Charges** for more information.

Adviser charges which you have agreed to pay from your bond can only be made through a partial surrender (withdrawal across all segments).

For detailed information about adviser charges and how these may be applicable to you please see the **Guide to Charges** available on our website www.utmostinternational.com or from your financial adviser on request. Your financial adviser will also be able to answer any questions you may have.

You should consider the amount that you will need to set aside to cover any adviser charges you have agreed. For further details on setting aside money to cover charges and withdrawals please speak to your financial adviser.

Adviser fees are not available on all pre RDR policies.

Should you already have an Investment Adviser Charge set up on your bond, please be aware that this fee will apply to the whole bond, including an additional investment.

APPENDIX J - REGULAR WITHDRAWALS

Complete this section if you want to set up or amend regular withdrawals. It is important to consider how you will choose to pay adviser charges to your financial adviser when setting up any regular withdrawals.

This is because any advice charges agreed to be paid to your financial adviser, from the bond, will be treated as a withdrawal and will form part of your 5% annual tax-deferred entitlement. This means any adviser charges taken in any policy year will be added to withdrawals requested in order to calculate whether the 5% entitlement has been exceeded.

Regular withdrawals are taken equally across all policy segments. The payment method used will be BACS transfer for sterling payments to UK clearing banks only. Payments made by BACS take 3 to 5 working days to clear through the banking system. We will use a telegraphic transfer for currencies other than sterling or banks outside of the UK. A charge will be levied by our bankers for telegraphic transfer payments which will be deducted from the value of the bond.

A minimum of £200 per payment (or currency equivalent) - payments will only be made in the currency of the bond.

It is important to notify Utmost Limited of any changes to your bank details.

APPENDIX K - POLICYHOLDER DETAILS

If there are more than two applicants, please photocopy this page of the application form prior to completion. After completing the additional details, attach securely to the Additional Single Premium Application Form. Any change in detail to your title, name and/or address means Utmost Limited will require new anti-money laundering documentation. For further details on our requirements, refer to our **Anti-Money Laundering and Source of Wealth Pack**, available from your financial adviser.