


ADDITIONAL SINGLE PREMIUM


GUIDE FOR ADDITIONAL SINGLE PREMIUM FOR INDIVIDUAL APPLICANTS


This booklet is for your use and is not required to be returned to Utmost Limited.

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
Walpole Avenue, Douglas, Isle of Man,
IM1 2SL, British Isles

 www.utmostwealth.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 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.

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.
- › 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 any additional single premium application, please ask your financial adviser for an updated illustration.
- › Not all pages are required to be completed within the additional application form. Pages 1 through to 12 are **mandatory**. Pages 13 and 14 are only required should there be a change to your policy. 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 please 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.

Your Policy Conditions and Policy Schedule detail the terms and conditions of the additional single premium. Copies of all items are available from us, on request.

The contact details we currently hold for you will be used. If you wish to change the contact details and/or correspondence requirements, please notify us in writing.

Electronic payments must be made from an account in the policyholder's name. If paying by cheque please make it payable to Utmost Limited ensuring that the client's name is referenced.

WHERE TO SIGN

- › The financial adviser will need to sign page 7, the **'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 8 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.utmostwealth.com or from your financial adviser.

WHAT TO DO NEXT

Once completed, please arrange for your financial adviser to return the application form and any supporting documents to Utmost Limited.

Alternatively, you can post this form to: **Utmost Limited, Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles.**

A CONTRACT DETAILS

MANDATORY

ALL applicants must complete this section.

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 - TERRITORY GUIDANCE DECISION REFERENCE NUMBER

For any case where the policyholder(s) (individuals/trustees) are non UK resident at the time of the application, a **Territory Decision Form** must be completed and submitted for approval. Once this form is processed and approved your case will receive a **Territory Guidance decision reference** which you must quote within your application. Please note that in each instance a **Territory Decision Form** must be provided to Utmost before an application can be processed.

Through this process Utmost ensures that it remains compliant with all of its regulatory requirements. Your financial adviser can obtain a **Territory Decision Form** from our website www.utmostwealth.com, alternatively you can call our Welcome team on **+44 (0) 1624 653 251**.

A5 - 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 ADDITIONAL INVESTMENT AMOUNT

MANDATORY

Please speak to your financial adviser for details of the minimum additional single premium amount applicable for your policy.

If the premium is received in a currency that is different to the bond it will be converted to the currency of your contract at the exchange rate applicable at the time. If you are paying by cheque, please make it payable to Utmost Limited. If it is a non-personalised cheque, your name must be written on the front (e.g. Utmost Limited ref: Mr John Smith). **If the payer of the premium is not the policyholder then we will need to know why a third party is making the payment, and will normally require verification of the identity of the payer. Third party premium payments are subject to our approval.**

Non-sterling cheques can take a considerable period of time to clear through the banking system and will result in a delay in investment. Sterling cheques over £100,000 require three days clearance.

If you ask us to pay the initial adviser charge to your financial adviser before the additional premium is invested, the amount you send to us must total at least the minimum additional premium amount as stated in the product literature, plus the agreed initial adviser charge. Please speak to your financial adviser for the current minimum amounts.

Due to current low interest rates Utmost Limited does not pay credit interest on premiums received prior to issue. Where you exercise your right to cancel the additional investment during the 30 day cancellation period the amount you receive back will be less any adviser charges paid. Please speak to your financial adviser for further details.

Important Note: your additional single premium will not be invested until we have received all outstanding requirements, including cleared funds.

If you want to pay by BACS, CHAPS or telegraphic transfer, please contact your bank separately to send the payment to us. Our bank details are below, please ensure that the payment is sent DIRECT to Utmost's bank account.

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.

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 we may request independent evidence of source of wealth.

Using the table below, will help confirm the necessary details within the application form along with details of where the funds have been held since receipt.

SOURCE(S)	INFORMATION TO BE PROVIDED OVERLEAF
Saving from employment income	<ol style="list-style-type: none"> 1 Name of employer 2 Postcode of employer 3 Nature of employer's business 4 Income last year (approximately) 5 Bonus last year (approximately)
Property sale	<ol style="list-style-type: none"> 1 Address of property sold (inc post code) 2 Amount personally received 3 Date of purchase 4 Date of sale
Competition or gambling win	<ol style="list-style-type: none"> 1 Description of win 2 Total amount won 3 Date of win 4 Name of organisation
Gift	<ol style="list-style-type: none"> 1 Who was the gift from 2 Their address (inc post code) 3 Relationship to the person 4 Reason for gift 5 How were the funds originally accumulated 6 Date gift received
Share sale	<ol style="list-style-type: none"> 1 What shares were held 2 Amount of proceeds from sale 3 How were they sold (bank, stockbroker etc) 4 Please provide their address inc postcode (bank, stockbroker etc) 5 Date shares were sold 6 How long were the shares held
Compensation payment	<ol style="list-style-type: none"> 1 Name of payer 2 Amount received 3 Date amount received 4 Reason for payment
Company sale or the sale of your interest in the company	<ol style="list-style-type: none"> 1 Name and address of the company (inc postcode) 2 Company registration 3 Nature of the company's business 4 How much were the sale proceeds 5 How much did you personally receive 6 Date amount received
Inheritance	<ol style="list-style-type: none"> 1 Name of the person who left the inheritance 2 Relationship to this person 3 Amount personally received 4 Date inheritance received
Maturing investments or policy claims	<ol style="list-style-type: none"> 1 Name of company the proceeds came from 2 How long did you hold the investment/policy 3 Amount received 4 Date proceeds were received

C SOURCE OF WEALTH Continued **MANDATORY**

SOURCE(S)	INFORMATION TO BE PROVIDED OVERLEAF
Pension income	<ol style="list-style-type: none"> 1 Name of pension organisation 2 Amount of lump sum 3 Date lump sum was received 4 Pension income received last year
Other sources	<ol style="list-style-type: none"> 1 What type of income was this 2 How much was it 3 When did you receive it 4 Details of where the income came from 5 Frequency of income

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)**

A – NOMINATION OF INVESTMENT ADVISER

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

Should you already have an existing Investment Adviser linked to your bond, and you do not wish to change this, please tick no and proceed to B.

B – EXTERNAL MANAGER AND/OR CUSTODIAN

If you have more than one EMC already linked to your policy and you wish to split this additional investment into more than one EMC, please photocopy page 4 of the application.

PART 2 – GUIDED ARCHITECTURE OR OPEN ARCHITECTURE

A – GUIDED ARCHITECTURE WITH DRIP-FEEDING OR PORTFOLIO REBALANCING

Guided Architecture is only available to bonds currently invested within this range. This option is not available to policies issued after 1 January 2018 but policies issued before 1 January 2018 can still top up into the guided architecture range where the fund is still available.

Drip-feeding and Portfolio Rebalancing are not available for all products, for further information please refer to your **Product guide**.

Any Drip-feeding or Portfolio Rebalancing currently in place on your bond will stop when the additional contribution is applied to the bond.

Please use the **Drip-feeding and Portfolio Rebalancing Investment Alteration** form if you would like to apply/re-apply Drip-feeding or Portfolio Rebalancing to your bond. You can only choose from funds that are in the Guided Architecture range we make available. Drip-feeding and Portfolio Rebalancing can be stopped or changed at any time if you send us instructions in writing.

B – GUIDED ARCHITECTURE WITHOUT DRIP-FEEDING OR PORTFOLIO REBALANCING

Guided Architecture is only available to bonds currently invested within this range. This option is not available to policies issued after 1 January 2018 but policies issued before 1 January 2018 can still top up into the guided architecture range where the fund is still available.

It is important to write the percentage of the net additional premium to be invested in each chosen fund rather than a monetary amount. The net additional premium is calculated as the premium available for investment after any initial adviser charges have been deducted if applicable. Please complete the table with the selected funds and the percentage to be invested per fund. You can only choose from funds that are in the Tailored Selection or Utmost Fund Collection ranges.

C – OPEN ARCHITECTURE

Open Architecture is not available with the Regular Investment Account.

This section is to be completed with details of external funds and cash deposits in addition to a limited amount of funds within our Utmost Fund Collection. Please refer to our website www.utmostwealth.com for details of the funds available.

Please note that funds within the Tailored Selection range are not available via Open Architecture. Please see our **Guide to Charges** for further details of charges for buying and selling external funds and cash deposits. We do not currently apply a charge for buying and selling funds from the Utmost Fund Collection.

For external funds and cash deposits, the minimum investment varies according to the fund manager. Your investment will be governed by the rules of the underlying investment as applied by the fund or deposit provider.

Where relevant, we will purchase accumulation units unless otherwise instructed. If income units are selected, the fund manager will be requested to pay all income as cash which will be credited to the Dealing Account. Investments into rebate paying funds are not permitted and if such an investment request is received then it will instead be placed into an alternative clean share class of the fund if available, otherwise further investment instruction will be requested.

It is important to write the percentage of the net premium to be invested in each chosen fund, after any initial charges for advice have been deducted if applicable, rather than a monetary amount.

E IDENTIFICATION REQUIREMENTS

MANDATORY

It is possible we do hold the necessary documents and tax information on file. If you are unsure, please 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 please 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 Individual Policyholders** which can be found on our website www.utmostwealth.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 political or government post (including the diplomatic service), a member of the Judiciary or the Military, an employee of a State Owned Corporation, or a board member of a Central Bank.

'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 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 ADVISER CHARGING

MANDATORY

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 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 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.utmostwealth.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 policy, please be aware that this fee will apply to the whole bond, including an additional investment.

I 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 Notices on our website at www.utmostwealth.com or you can ring us on +44 (0)1624 643 345 and request a copy.

IMPORTANT INFORMATION

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

APPENDIX J - POLICYHOLDER DETAILS

If there are more than 2 applicants, please photocopy this page 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 will require new anti-money laundering documentation. For further details on our requirements, please refer to our **Anti-money Laundering and Source of Wealth pack**, available from your financial adviser.

APPENDIX K - REGULAR WITHDRAWALS

Please 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.