

SINGLE AND REGULAR WITHDRAWAL/CASH IN FORM

INTERNATIONAL INVESTMENT SOLUTIONS

BEFORE YOU BEGIN

You should use this form if you would like to take a regular withdrawal, a one-off withdrawal or if you are fully cashing in any of the following products:

- › Wealth Management Portfolio
- › Wealth Planning Account
- › Private Client Portfolio
- › Money Market Portfolio
- › Investment Portfolio
- › Estate Planning Portfolio; or
- › Flexible Investment Plan.

Please complete all relevant sections of this form by typing in the fields. Once complete, print and sign using a pen.

Alternatively, print and complete in **BLOCK CAPITALS** using **blue or black ink**.

If any of the information on this form needs to be changed, it should be initialled by all policyholders.

WHAT TO DO WHEN YOU HAVE COMPLETED THIS FORM

Return the completed form, by post, to Utmost PanEurope dac.

Utmost PanEurope dac, Ashford House, Tara Street, Dublin 2, D02 VX67, Ireland.

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 PanEurope dac.

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.

All promotional material has been approved by Utmost Limited who is authorised in the UK by the Financial Conduct Authority.

IMPORTANT INFORMATION

This form is split into two parts:

- › Part 1 contains the sections to be completed by you
- › Part 2 contains important notes that apply to this instruction. Make sure you read the important notes before you sign the 'Declaration' in section F.

Check details already filled in

If any details are already completed (based on what you have told your financial adviser), you should check these before you sign the 'Declaration' in section F.

HOW WE USE YOUR INFORMATION

Our Privacy Statement explains when and why we collect personal information about our customers, how we use it, the conditions under which we may share it with others and how we keep it secure. It also explains how long we keep customer information for, how a customer can obtain details of the information we keep and the choices customers have about how we use that information. You can find a copy at www.utmostwealth.com/privacy-statement or you can request a copy from our Client Relations Team.

PART 1

A POLICYHOLDER DETAILS

Complete details of all policyholders. If more than four policyholders are involved, please copy all of this section of the form, complete and make sure the additional policyholders sign the declaration.

Policy number		
	Policyholder 1	Policyholder 2
Policyholder name		
Date of birth	d d m m y y y y	d d m m y y y y
Address		
Postcode	- - - - -	- - - - -
Taxpayer identification number(s)*	a.	a.
	b.	b.
Jurisdiction(s) of tax residence**	a.	a.
	b.	b.
	Policyholder 3	Policyholder 4
Policyholder name		
Date of birth	d d m m y y y y	d d m m y y y y
Address		
Postcode	- - - - -	- - - - -
Taxpayer identification number(s)*	a.	a.
	b.	b.
Jurisdiction(s) of tax residence**	a.	a.
	b.	b.

*Taxpayer identification number - this is the number that the tax authority uses to identify you. For example, in the UK it would be your National Insurance number or your company tax number. This is required so we can fulfil our reporting obligations to Irish Revenue.

**Please give details of all of tax jurisdictions you are resident in. This is required so we can fulfil our reporting obligations to the Irish Revenue.

Is this a change of address? No Yes

Correspondence address (if different from the address we currently use)

- - - - -

Postcode

- - - - -

Telephone number

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Email address

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Please enclose a copy of an original certified, signed and dated, proof of address document dated within the last six months.

B WITHDRAWAL DETAILS

There are important notes in Part 2 that you should read before completing this section.

Please choose the type of withdrawal/cash in you would like by completing the relevant subsection.

- › Where you have to sell assets to fund your withdrawal, make sure you attach a fully completed **'Dealing Instruction Form'**. You should allow enough time for your sale instruction to be settled and completed before any payment is made
- › For withdrawals from a Wealth Planning Account, you should speak to your financial adviser first for details of the changes to the taxation of this product from 2012 onwards
- › If you are resident in Italy, you should speak to your financial adviser if you are thinking of cashing in individual policies.

B1 - CASH IN OF ENTIRE BOND

If you want to cash in your entire bond, tick this box.

You should enclose your Policy Schedule with this request. If this has been lost or destroyed, make sure you also complete the **'Lost Policy Declaration'** in section I.

If you cash in your bond all benefits will stop and you will have no further rights to the assets in your bond, including any future distributions that may arise. You should complete section B2 or section B3 if you do not want to cash in your entire bond and terminate all benefits.

B2 - CASH IN OF ONE OR MORE COMPLETE INDIVIDUAL POLICIES

Confirm the amount you wish to cash in or the number of segments you would like to surrender.

Amount (in your bond denomination currency)

OR

Number of complete individual policies to be surrendered

You should enclose your Policy Schedule with this request. If this has been lost or destroyed, make sure you also complete the **'Lost Policy Declaration'** in section I.

If you currently receive regular withdrawal payments, please mark here to confirm they should reduce in proportion to the number of individual policies you cash in.

If you are currently paying your financial adviser an ongoing adviser charge from your bond, mark here to confirm that it should be reduced in proportion to the number of individual policies you cash in.

B3 - SINGLE WITHDRAWAL ACROSS ALL POLICIES

You should refer to your policy conditions for confirmation of the minimum amount you can withdraw from your bond.

Amount of withdrawal you require (in your bond denomination currency)

B4 - REGULAR WITHDRAWAL DETAILS

There are important notes in Part 2 that you should read before completing this section.

Amount to be withdrawn:

% per year of the original premium

If you select this option, the amount you withdraw will increase proportionately in line with any future additional investments you make. It will not reduce proportionately if you cash in any individual policies, unless you ask us to.

OR

% per year of the remaining premium

If you select this option, the amount you withdraw will increase in line with any future additional investments you make. It will also reduce proportionately if you cash in any individual policies.

OR

fixed amount, in the bond denomination currency, for each regular withdrawal

If you select this option, the amount you withdraw is not affected by additional investments or cash in of individual policies, unless you ask us to amend it.

Frequency of payment Monthly Quarterly Half-yearly Yearly

Regular withdrawal start date

Payments may take up to six business days from each withdrawal date to reach your account.

If you are resident in France, or intending on taking up residency there in the near future, you may want regular withdrawals to be paid on days 1-15 of the month. This is because withdrawals are reported separately, and tight time limits may apply where gains are being reported to the French authorities.

If your selected withdrawal date has passed, we will start the withdrawal on the next available date instead.

If you would prefer it to start on that specific date in the following month, tick this box.

C BANK DETAILS

Final payment will not be processed until all the necessary documentation has been returned.

Give details of the bank/building society to which you want us to pay your withdrawal/cash-in proceeds.

- › We make all payments in the bond denomination currency and only into the bank account of the policyholder(s).
We cannot make payments to third parties
- › We can only make payments to bank accounts held in the European Union (EU)
- › Any foreign exchange required will be completed by your bank
- › Payment cannot be made by cheque.

BANK/BUILDING SOCIETY DETAILS

Bank/Building society name	<input style="width: 100%; height: 20px;" type="text"/>
Branch address - must be within the EU	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Postcode	<input style="width: 100%; height: 20px;" type="text"/>
Name(s) of account holder(s) - at least one must be a policyholder	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Account number	<input style="width: 100%; height: 20px;" type="text"/>
Sort code	<input style="width: 100%; height: 20px;" type="text"/>
Building society roll number/ reference	<input style="width: 100%; height: 20px;" type="text"/>
IBAN	<input style="width: 100%; height: 20px;" type="text"/>
Swift code	<input style="width: 100%; height: 20px;" type="text"/>

Complete for non UK or non sterling bank/building society accounts, or where the bond denomination is in US Dollars or Euros (account must be held within the EU).

If you wish for payment to the bank account detailed above to be made via an intermediary bank, please provide the intermediary bank details below.

Account number	<input type="text"/>
Bank/Building society name	<input type="text"/>
Branch address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Reference	<input type="text"/>
IBAN	<input type="text"/>
Swift code	<input type="text"/>

Full anti-money laundering checks are required for all bank account holders. If a joint bank account holder has not been identified by us yet, we will carry out anti-money laundering checks as detailed in section E.

In addition to the above, we require a certified and dated copy of a bank account statement confirming the details provided across.

It must be dated within the last six months and include the account name, account number and sort code. This copy can be certified by an authorised financial adviser.

D PAYMENT TYPE

All regular payments to the UK will be made by BACS.

All other payments to the UK will be made by BACS unless otherwise stated. Payments sent by BACS take 3 working days to clear in your account after the payment has been sent. There is currently no charge for this payment method.

For any payments sent by CHAPS or telegraphic transfer we will take a payment charge (in addition to any charges that may accrue with your correspondent bank). Please contact our Client Relations team on 0845 6029281 for the current charge amount.

Payment should be made direct to my bank or financial institution account by

- BACS (£ UK only)
- CHAPS (£ UK only)
- Telegraphic transfer (non-sterling and overseas payments)

E ANTI-MONEY LAUNDERING INFORMATION

- › We may verify account holders’ identities (or identities of other interested parties) by carrying out a database search with a commercial agency. The search is carried out against public and other types of records. It will also check whether they have bank or credit facilities for identity verification purposes only. It will not disclose any information about their financial status in relation to these accounts. A record of the search will be retained but it will not affect their credit rating
- › Please let us know if any party named in this form is classed as a Politically Exposed Person, or if any party to this application form is classed as a close relative or business associate of a Politically Exposed Person. If the answer is yes, we reserve the right to request further information or documentation. We may need to do this to meet our obligations under the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended, which implements the Third Anti-Money Laundering Directive in Ireland
- › We also reserve the right to request further documentation at any time in order to comply with anti-money laundering requirements. If we hold proof of identity on file for an individual that is out of date, we may need up to date verification.

E1 - DETAILS OF OTHER INTERESTED PARTIES

Please provide details for:

- › Any joint bank account holder who is not an existing policyholder; and/or
- › Anyone who is acting as power of attorney on behalf of a policyholder.

	Interested party 1	Interested party 2
Title (Mr, Mrs, Miss or Other)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Forename(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Postcode	<input style="width: 100%; text-align: center;" type="text"/>	<input style="width: 100%; text-align: center;" type="text"/>
Date of birth	<input style="width: 100%; text-align: center;" type="text"/>	<input style="width: 100%; text-align: center;" type="text"/>
Relationship to policyholder (e.g. spouse, child, grandchild etc.)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

E2 - ANTI-MONEY LAUNDERING DOCUMENTATION

Individuals:

If, for any reason we are unable to perform verification checks with a commercial agency, we will ask for the following documentation to be provided instead.

For payments to individuals, we will need to see an original certified and dated* copy of one document from section A and one from section B below.

*These can be certified by an authorised financial adviser.

Section A - Evidence of identity (photographic evidence - currently valid)

- › Full signed passport
- › Full photographic driving licence

Section B - Evidence of address

- › Utility bill**
- › Mortgage statement**
- › Bank/building society statement**
- › Full current driving licence

**Dated within the past six months.

A driving licence can only be used for either Part A or Part B. We cannot accept it for both.

Examples of reasons where we might be unable to perform verification checks and where we might require documentary evidence to be provided, may include, but are not limited to, the following:

- › The person to be identified has recently moved to the UK
- › The person to be identified resides in a care home or similar facility.

Companies:

In the event of payment being made to a company, we will be unable to perform verification checks on the company itself, so we will always need to see original certified and dated* copies of all of the following:

*These can be certified by an authorised financial adviser.

- | | |
|--|--------------------------|
| Certificate of incorporation | <input type="checkbox"/> |
| Evidence of registered address and principal business address | <input type="checkbox"/> |
| A list of directors' names. This must be provided on company headed paper | <input type="checkbox"/> |
| List of authorised company signatories with specimen signatures | <input type="checkbox"/> |
| Details (name, address, date of birth) of those who have signed the declaration and details (where it is a private company) of all shareholders with a shareholding of 25% or more or who otherwise exercises ultimate effective control over the management of the company. | <input type="checkbox"/> |

To verify identification for any individuals named above, refer to the 'Individuals' section for details.

F DECLARATION

In this declaration, 'I/We' means the policyholder(s) and 'you' means Utmost PanEurope dac.

I/We declare that:

I/We have read the explanation of the terms detailed in section H, 'Irish Residence Definitions'.

I am/We are/The company is the policyholder in respect of whom this declaration is being made.

I am/We are/The company is not resident or ordinarily resident in Ireland.

I/We/The company hereby undertake to inform you of any change in my/our/the company's country of residence and/or jurisdiction of tax residence during the life of the policies.

I/We have read the important notes in Part 2 and acknowledge that they form part of this instruction.

I am/We are/the company is the legal owner(s) of the policies and I am/we are fully entitled to give the above instructions and to receive the relevant payment. No other person has any legal rights to the policies or to any proceeds from them.

I/We acknowledge that no further benefits under my/our policies will be payable after they are fully cashed in and that I/we shall be deemed to have received their full value, as calculated in accordance with the terms of my/our policies.

I am/We are not resident in the United States of America (US) for tax purposes, or a US citizen and I am/we are not required to file any US tax returns.

I/We shall cooperate with you and provide such assistance as you may require from time to time to ensure compliance with any legal and regulatory obligations, for example Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

FOR TRUSTS ONLY

I/We declare that the settlor, beneficiaries, protectors and trustees of the trust named in this form are not resident in the US for tax purposes, are not US citizens and are not required to file US tax returns.

I/We declare that a court within the US would not have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust.

I/We declare that I am/we are not acting on behalf of an estate of a decedent that is a citizen or resident of the US.

FOR COMPANIES ONLY

I/We declare that the company named in this form is not a partnership or corporation organised in the US or under the laws of the US or any State thereof.

I/We declare that the beneficial owners of the company are not resident in the US for tax purposes, are not US citizens and are not required to file US tax returns.

	Policyholder 1	Policyholder 2																	
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Print full name																			
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	Policyholder 3	Policyholder 4																	
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This form may be inspected by the Irish Revenue Commissioners. Under Irish law, it is an offence to make a false declaration.

This declaration must be signed by individuals who are neither resident nor ordinarily resident in Ireland. Where the policyholder is a company, the declaration must be signed by the company secretary or other such authorised officer.

It may also be signed by a person who holds power of attorney from the policyholder. Their identity must be verified as per our anti-money laundering requirements (see section E). A certified copy of the power of attorney should be furnished with this declaration, if we have not been previously advised of the appointment.

G CHECKLIST

Before you submit this request, please ensure you have included the following.

- › Fully completed Single and Regular Withdrawal/Cash In Form
- › Proof of change of address (if applicable) (see section A)
- › Original/certified copy of a bank account statement, dated within the last six months (see section C)
- › Anti-money laundering documentation (if applicable) (see section E)

Where you are cashing in the entire bond, or one or more complete individual policies:

- › Original Policy Schedule or fully completed 'Lost Policy Declaration' (see section I)

H IRISH RESIDENCE DEFINITIONS

RESIDENCE

An individual will be regarded as being resident in Ireland (the State) for a tax year if he/she:

- › Spends 183 days or more in the State in that tax year; or
- › Has a combined presence of 280 days in the State, taking into account the number of days spent in the State in that tax year together with the number of days spent in the State in the preceding year.

Presence in a tax year by an individual of not more than 30 days in the State will not be reckoned for the purpose of applying the two-year test. Presence in the State for a day means the personal presence of an individual at any time during that day.

ORDINARY RESIDENCE - INDIVIDUAL

The term 'ordinary residence', as distinct from 'residence', relates to a person's normal pattern of life and denotes residence in a place with some degree of continuity.

An individual who has been resident in the State for three consecutive tax years becomes ordinarily resident with effect from the commencement of the fourth tax year.

An individual who has been ordinarily resident in the State ceases to be ordinarily resident at the end of the third consecutive tax year in which he/she is not resident. Thus, an individual who is resident and ordinarily resident in the State in 2004 and departs from the State in that year will remain ordinarily resident up to the end of the tax year in 2007.

RESIDENCE - COMPANY

A company which has its central management and control in Ireland (the State) is resident in the State irrespective of where it is incorporated. A company which does not have its central management and control in Ireland but which is incorporated in the State is resident in the State except where:

- › The company or a related company carries on a trade in the State, and either the company is ultimately controlled by persons resident in EU member states or countries with which the Republic of Ireland has a double taxation treaty, or the company or a related company are quoted companies on a recognised stock exchange in the EU or in a tax treaty country; or
- › The company is regarded as not resident in the State under a double taxation treaty between the Republic of Ireland and another country.

It should be noted that the determination of a company's residence for tax purposes can be complex in certain cases and declarants are referred to the specific legislative provisions which are contained in section 23A of the Taxes Consolidation Act, 1997.

I LOST POLICY DECLARATION

You only need to complete this section if your Policy Schedules have been lost or destroyed.

Before completing this section please check that the Policy Schedules are not held by your bank or building society as security, or by your solicitor or financial adviser.

In this declaration 'I/we' means the policyholder(s) and 'you' means Utmost PanEurope dac.

I/We declare that I am/we are legally entitled to the proceeds of the policies, for which the Policy Schedules have been lost, mislaid or destroyed.

I/We guarantee and undertake to indemnify you against all loss and expense incurred by you in consequence of payment under the policies being made to me/us without delivery of the Policy Schedules. If the lost Policy Schedules subsequently come into my/our possession I/we will deliver them to you.

I/We confirm that the statements made in this declaration are true to the best of my/our knowledge and belief.

	Policyholder 1	Policyholder 2																
SIGNATURE	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>																
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If this bond is assigned or held under trust, all assignees and/or trustees must sign this declaration.

	Policyholder 3	Policyholder 4																
SIGNATURE	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>																
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SIGNATURE

	Witness									
SIGNATURE	<div style="border: 1px solid black; height: 40px;"></div>									
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This declaration must be witnessed. The witness should be over 18 years of age and cannot be the wife, husband or civil partner of the policyholder.

PART 2

IMPORTANT NOTES

Please take some time to read Part 2 as it forms part of this instruction.

1 FOR ONE-OFF WITHDRAWAL/CASH-IN

- 1.1 We require this original instruction to be sent to us by post.
- 1.2 Withdrawal instructions cannot be accepted from your financial adviser.
- 1.3 Cash-in charges may apply – see your charges schedule for details.
- 1.4 If you are cashing in one or more complete individual policies, we will automatically reduce any regular withdrawals that are being taken from your bond as a percentage of the remaining premium. All other types of regular withdrawals will only be reduced if requested in this form.
- 1.5 Minimum and maximum withdrawal limits may apply. These differ depending on product type, and also on when your bond started. Your policy conditions booklet will confirm the limits that apply.
- 1.6 You should make sure there is enough cash in your cash account (if your bond has one) to fund the payment of this withdrawal/cash in.
- 1.7 Exit charges may be applied by certain external assets including funds, fixed term deposits and structured products. We recommend that you check with your financial adviser in each case to understand the implications.

2. FOR REGULAR WITHDRAWALS

- 2.1. Minimum and maximum withdrawal limits may apply. These differ depending on product type, and also on when your bond started. Your policy conditions booklet will confirm the limits that apply (if any).
- 2.2. We may apply charges if you exceed the maximum withdrawal limits. Your policy conditions booklet, that you would have received when you took out your bond, will give you details.
- 2.3. Original premium is the value of the initial premium invested plus the value of any additional investments made.
- 2.4. Remaining premium is the total of the premiums paid into your bond less any premium amounts attributed to any individual policies you have subsequently cashed in. When you invest in your bond we divide your premium equally among all related policies. If you cash in any individual policies you are cashing in that part of your original premium.
- 2.5. If you are invested entirely in our Portfolio fund range and you do not have a portfolio cash account, regular withdrawals will be made by cancelling units proportionately from the investment funds in which you hold units. In all other cases, we will take regular withdrawals from the portfolio cash account. You should make sure you keep a sufficient balance in your portfolio cash account at all times to cover regular withdrawals.

- 2.6. If your portfolio assets are held on an investment platform, or managed through an external custodian, there may be a restriction on the date you can take regular withdrawal payments. Where this is the case and you select a different date, our confirmation letter to you will show the correct payment date for your withdrawals. You should refer to your investment platform provider, or external custodian, to check if there are any restrictions.

3 TAXATION

- 3.1 The rules governing taxation for taking proceeds from your bond are complex, and the tax outcome will be different depending on whether you cash in one or more complete policies or take a withdrawal across all policies or take a regular withdrawal. Before completing this form you should consult your financial adviser, who will be able to explain this in detail and provide you with scenarios to help you understand the tax consequences of your request.
- 3.2. Once you have completed and sent us this form we will proceed with the withdrawal/cash in as instructed, even if it will result in a taxable chargeable event gain.
- 3.3 Please note that we are not authorised to give tax, legal or financial advice regarding your bond.

4 CONTACT DETAILS

- 4.1 If you have any additional queries, you can contact our Client Relations team on 0845 602 9281 if you are calling from the UK, or 00 44 845 602 9281 if you are calling from outside the UK.