

PROFESSIONAL PORTFOLIO

PREFERRED TRUSTEE PARTNER (PTP) NEW BUSINESS CHECKLIST

The below is a checklist of the details required for PTP Trustee New Business Portfolio Bond Applications.

This checklist is designed to assist you when submitting New Business Applications. We may require further information before we process the Application depending on the information received.

New Business (please use the tick boxes to mark the documents enclosed):

- Original Professional Portfolio Pension Trustee Application Booklet/ Standard Application book (non-QROPS schemes), paying particular attention to the following sections:
 - Life Assured Details completed including Dual Nationality
 - Life Assurance Cover Type
 - Plan Currency
 - Investment amount
 - Dividends Designation – Cash/ Reinvest
 - Investment Disclaimer in Trustee Name, signed & dated
 - Declaration signed by two Trustees, country of signing, signed & dated
 - Financial Adviser section completed
- Introducer Certificate – Scheme member name, Nationality, Date & Place of Birth, Address and PEP status
- Signed Illustration which includes details of the charging structure signed by the authorised Trustees
- For non-QROPS Schemes – Certified copy of the source of wealth section from the members pension application form*.

We will begin the process on receipt of scanned copies. However, we will require the original documents and premium before issuing the plan. Please courier the original documents to the regional office once they have been scanned to us at pbireland@utmostworldwide.com.

***Please ensure to use the following Utmost Worldwide's recommended certification wording and where multiple pages are provided, first & last page are certified and initialled in-between:**

"I hereby certify this is a true first copy of the original document, which I have seen, and where this relates to identity documentation, I confirm that I have met the individual and that the photograph is a true likeness".

A WEALTH *of* DIFFERENCE

www.utmostinternational.com

Utmost Worldwide Limited (No. 27151) also trading as Utmost Wealth Solutions, is incorporated in Guernsey. It is authorised and regulated by the Guernsey Financial Services Commission to conduct long term business and general business. Registered Office: Utmost House, Le Truchot, St. Peter Port, Guernsey, GY1 1GR.

Utmost Worldwide Limited also holds a permit issued by the Jersey Financial Services Commission to conduct long term business in Jersey.

UWWS PR 00062 | 04/25

T +44 (0) 1481 714 108
F +44 (0) 1481 712 424
E enquiries@utmostworldwide.com
W www.utmostinternational.com