

ADVISER CHARGE INSTRUCTION

ABOUT THIS INSTRUCTION

You should use this instruction if you have a Wealth Management Portfolio bond and you would like to do any of the following:

- › Start paying an ongoing adviser charge
- › Change an existing ongoing adviser charge
- › Pay an ad hoc adviser charge.

Please note that we cannot deduct adviser charges from your bond if you have policy conditions booklet WMP 1.0, WMP 2.0 or WMP 3.0. You can find the version of your policy conditions on the Policy Schedule for your bond.

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 this form in **BLOCK CAPITALS** using **blue or black ink**.

If any of the information on this instruction needs to be changed, all policyholders must initial and date the changes.

When completed, post this instruction to:

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

This instruction 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 D.

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 D.

ADDITIONAL INFORMATION

All references to taxation are based on our understanding of current taxation law and practice in the United Kingdom and Ireland, which may change.

Our Privacy Notice 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.utmostinternational.com/privacy-statements or you can request a copy from our Client Relations Team.

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www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Utmost PanEurope dac is regulated by the Central Bank of Ireland (No 311420). Its registered office is Navan Business Park, Athlumney, Navan, Co. Meath C15 CCW8, Ireland. Utmost PanEurope dac is a Category A Insurance Permit holder with the Jersey Financial Services Commission.

Utmost Wealth Solutions is registered in Ireland as a business name of Utmost PanEurope dac.

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PART 1

A

POLICYHOLDER DETAILS

1

Name(s) of policyholder(s)

2

Bond number

3

Telephone number

4

Email address

We will only use the details you provide in this section to contact you about your bond.

B

FINANCIAL ADVISER DETAILS

1

Financial adviser firm name

2

Email address

3

Telephone number

We will pay any charges you detail on this form to the current financial adviser linked to your bond.

C ADVISER CHARGE INSTRUCTION

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

TAXATION

The rules governing taxation for taking adviser charges from your bond are complex. Before completing this instruction 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 of this request.

Once you complete and send us this instruction, we will proceed with deducting the adviser charge as per your instruction, even if it will result in a taxable gain.

C1 - ONGOING ADVISER CHARGE

You should only complete this section if you have agreed to pay your financial adviser this regular charge for their ongoing services.

This new instruction will replace any existing ongoing adviser charge you may currently have.

You can select one option or a combination of options.

A) PERCENTAGE OF BOND VALUE PER YEAR

1 Frequency of payments: ☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

2 Adviser charge to be taken from the bond value %

3 Ongoing percentage of bond value start date

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

This charge will vary depending on your bond value.

OR

B) FIXED MONETARY AMOUNT PER YEAR

1 Frequency of payments: ☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

2 Adviser charge to be taken as a fixed monetary amount £/US\$/€*

3 Ongoing monetary amount start date

*You must enter your chosen monetary amount in the currency of your bond. Please delete as applicable.

C2 - AD HOC ADVISER CHARGE

You should only complete this section if you have agreed to pay an ad hoc adviser charge to your financial adviser.

TRANSACTION TYPE	ONE-OFF AMOUNT
1 Fixed amount in the bond currency	<div><div>£/US\$/€*</div><div><div></div><div></div></div></div>

This adhoc adviser charge will be deducted across all policies.

You should make sure there is enough cash in your cash account (if your bond has one) to fund this charge.

Where you have to sell assets, make sure you attach a fully completed **Open Architecture Dealing Instruction Form**.

If you want us to facilitate any further ad-hoc adviser charges from your bond, you will need to complete a new **Adviser Charge Instruction**.

D DECLARATION

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

Consent to adviser charges

D.1 I/We authorise you to deduct the adviser charge(s) agreed with my/our financial adviser as set out in section C and facilitate the onward payment of the amount deducted to my/our financial adviser. I/We acknowledge that you, in performing this role, will be acting as the agent for my/our financial adviser for the sole purpose of transferring to my/our financial adviser the amount equal to the adviser charge that has been deducted.

D.2 I/We undertake to inform you in writing if I/we terminate my/our relationship with the financial adviser named in this instruction and appoint a new financial adviser.

D.3 I/We have read the important notes in Part 2 and acknowledge that they form part of this instruction.

	Policyholder 1	Policyholder 2
SIGNATURE		
Print full name		
Date	<div style="display: flex; justify-content: space-around;"> ddmmyyyy </div>	<div style="display: flex; justify-content: space-around;"> ddmmyyyy </div>

	Policyholder 3	Policyholder 4
SIGNATURE		
Print full name		
Date	<div style="display: flex; justify-content: space-around;"> ddmmyyyy </div>	<div style="display: flex; justify-content: space-around;"> ddmmyyyy </div>

PART 2

IMPORTANT NOTES

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

1. ADVISER CHARGE INSTRUCTION

- 1.1 Where you have agreed to pay a fee(s) to your financial adviser for their advice and/or services and you want us to facilitate the payment, then you should complete this instruction.
- 1.2 It is your responsibility to make sure that the adviser charge instruction in section C sets out the correct adviser charges and is fully complete. Incomplete or unclear instructions may result in a delay in the payment of the adviser charges to your financial adviser. Once the adviser charge has been deducted from the bond, we will hold it as an agent for onward payment to your financial adviser. This means that, once it has been deducted, it will be paid to your financial adviser and we cannot change or return it.
- 1.3 Where your bond does not have a portfolio cash account and your invested entirely in Utmost international funds (also known as our Portfolio funds), adviser charges will be deducted by cancelling units proportionately from the investment funds in which you hold units. In all other cases, we will deduct adviser charges from the portfolio cash account. You should make sure you keep a sufficient balance in your portfolio cash account at all times to cover adviser charges. Please note that ad-hoc adviser charges can be taken by the cash-in of individual policies.
- 1.4 We will always need a new **Adviser Charge Instruction** if the adviser charges change. If you want us to stop deducting adviser charges, you must give us written instructions. If you ask us to stop the adviser charge or cash in your bond, there will be no further payments made to your adviser.
- 1.5 The adviser charge you have agreed to pay your financial adviser is a matter between you and your financial adviser. Where we pass on an adviser charge to your financial adviser, this is a payment we are making on your instructions. It is not a payment for any services provided by your financial adviser to us.
- 1.6 You may remain liable to pay your financial adviser the adviser charges if the value of your bond is not enough to allow us to deduct the adviser charges from it, or if the adviser charge is stopped. You should check the terms of the agreement with your financial adviser for details about your adviser charges.
- 1.7 Please contact your financial adviser if you consider the amount we have deducted is incorrect. If there is a dispute between you and your financial adviser about the amount of adviser charges, you should contact your financial adviser.
- 1.8 All adviser charges are deducted in the bond currency and paid in UK sterling.
- 1.9 The ongoing adviser charge option you select here will also apply to all additional investments into your bond.

- 1.10 Where the ongoing adviser charge is equal to a percentage of the bond value, it will vary depending on the bond value at the time of taking the charge.
- 1.11 Where the ongoing adviser charge is equal to a percentage of the remaining premium, it will increase proportionately in line with any future additional investments. This does not apply to an ongoing adviser charge that is equal to a fixed monetary amount.
- 1.12 Where the ongoing adviser charge is equal to a percentage of the remaining premium, it will reduce proportionately in line with any individual policies you cash in. This does not apply to the ongoing adviser charge that is equal to a fixed monetary amount.
- 1.13 The ongoing and/or adhoc charge will be deducted equally across all related policies in your bond and it will count towards your yearly tax-deferred withdrawal allowance if you are a UK resident for tax purposes. If you have any questions, please speak to your financial adviser.
- 1.14 Where you have appointed your custodian bank for some or all of the assets of the portfolio and the ongoing adviser charge is equal to a percentage of the bond value, the value of the bond on the date we deduct this charge will be based on the latest valuation we have received from your custodian bank for a quarterly valuation date. This means that any additional investments or withdrawals made after that valuation date will not be taken into account when calculating this charge. If we have an additional agreement in place with your custodian bank for more frequent valuations, we will use these.

2. CONTACT DETAILS

- 2.1 If you have any additional queries, you can contact our Client Relations team on +44 (0) 203 038 3941 if you are calling from the UK, or 00 203 038 3941 if you are calling from outside the UK.