

# APPLICATION FOR AN ONLINE SERVICE ACCOUNT AND APPOINTMENT OF A LEAD POLICYHOLDER

For use with Utmost International - Portfolio Bonds

This form allows individual Policyholders to request online access via Wealth Interactive.

## USING THE EDITABLE FIELDS?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

THIS DOCUMENT WAS LAST UPDATED IN MARCH 2020.

Please confirm with your Financial Adviser that this is the most up-to-date document for your product or servicing needs

Please use only blue or black ink and CAPITAL LETTERS.

If there is more than one Policyholder, every Policyholder needs to apply for the online service account.

Please fill in a separate form accordingly and submit together. We will process your request and you will receive an email from us which will guide you through setting up your online service account.

All references to Utmost International means either Utmost International Isle of Man Limited, Utmost International Isle of Man Limited Singapore Branch, Utmost International Hong Kong, Old Mutual International (Guernsey) Limited or Utmost PanEurope dac, depending upon which company your Portfolio Bond is held with.

If you have an Executive Investment Portfolio or Flexible Investment Portfolio, references to Policyholder should be replaced with Accountholder, Policy should be replaced with Account, and Portfolio Bonds should be replaced with Executive Investment Portfolio or Flexible Investment Portfolio.

Please return completed form by secure email to: [IOMservicing@utmostinternational.com](mailto:IOMservicing@utmostinternational.com)

## A DETAILS OF A POLICY HELD WITH UTMOST INTERNATIONAL

Policy number

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## B DETAILS OF INDIVIDUAL POLICYHOLDER OR INDIVIDUAL ACTING AS A TRUSTEE

Title (please tick as appropriate)

Mr

Mrs

Miss

Other

Full forename(s)

Surname

Date of birth

d	d	m	m	y	y	y	y
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Residential address

Postcode

Country

Contact telephone number

Email address  
(Where registration email will be sent)

**For Singapore clients only:**  
Mobile telephone number

National Registration Identity Card (NRIC)

**C CORPORATE ENTITIES**

Name of company

Registered address of company

Postcode	Country
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Name of individual who will act as Lead Policyholder  
(This individual must be an authorised signatory of the company).

Email address of proposed Lead Policyholder

**D APPOINTMENT OF THE LEAD POLICYHOLDER**

I/We, the Policyholder(s) appoint (insert full name in the box)

to act as the Lead Policyholder for the Policy detailed in section A in accordance with the Policy Terms.

Email address of Lead Policyholder

(the registration email for Wealth Interactive will be sent to this email address)

Please note once appointed the Lead Policyholder will be able to request Policy transactions on behalf of all Policyholders including the ability to:

- › View Policy data and transaction history on screen
- › Obtain valuations
- › Retrieve Policy and client documents
- › Submit dealing instructions directly on behalf of the corporate entity. An individual or an individual acting as a Trustee would not require approval of other Policyholders\*
- › Instruct withdrawal and surrender requests on behalf of the corporate entity. An individual or an individual acting as a Trustee would require approval from other Policyholders
- › Change correspondence and residential address
- › Add and change bank details\*\*

\* except where a fund adviser/discretionary asset manager has been appointed.

\*\* changing bank account details goes through a referral process before being accepted and this may include carrying out security calls

**E DATA PRIVACY STATEMENT**

I understand that Utmost Services Limited, Utmost International Business Services Limited, Utmost Services Ireland Limited, Utmost Administration Limited, Utmost International Isle of Man Limited, Utmost International Trustee Solutions Limited and / or Utmost PanEurope dac (Utmost International) will process personal information about me and any other party whose personal information I have provided.

The type of personal information processed about me will depend on the purpose for which it has been collected and will include:

- › my contact details
- › information to verify my identity
- › information about my family, lifestyle, health and finances
- › my payment details.

The processing of my personal information may take place in a number of jurisdictions and may be shared with other parties within or outside the Utmost group of companies for the general purpose of establishing, maintaining and servicing an insurance policy. The sharing of my personal data may be used for any or all of the following purposes, to:

- › check against credit reference or other databases to verify information provided for regulatory due diligence purposes and to prevent or detect financial crime including money laundering, terrorist financing, bribery and corruption, sanctions listing or fraud;
- › allow for the provision of services relating to enhanced due diligence, underwriting, reinsurance, data hosting, online services, payment or reporting of any tax or levy, or any other services provided from time to time;
- › enable an appointed financial adviser or fund adviser to assist in the provision of services to the policyholder;
- › compile statistical analysis or market research, where information is not specific to the individual;
- › comply with any legal obligation which includes the releasing of personal information to regulators, law enforcement authorities or other bodies where there is a legal requirement to do so, including the sharing of information under regulations relating to the U.S Foreign Account Tax Compliance Act and The Organisation for Economic Co-operation and Development Common Reporting Standards;
- › enable an appointed discretionary asset manager or custodian to meet their legal or regulatory requirements, where that discretionary asset manager or custodian providing services in relation to a policy requests the personal data of an individual linked to an application, and where we are satisfied that such a discretionary asset manager or custodian has a legal or regulatory requirement to make such a request.

Where my personal information is shared with a third party for the provision of services relating to my policy, my personal information will only be used for the purposes for which it was collected. In some circumstances this may involve a transfer of my personal information to a third party outside the European Economic Area (EEA). Whenever my personal information is shared it will be subject to the same levels of security and protection that Utmost International would apply.

I may ask Utmost International to:

- › provide a copy of personal information held about me and an explanation of how this data is processed;
- › update or correct my personal information;
- › delete information about me (where it is no longer necessary in relation to the purpose for which it was originally collected);
- › restrict processing of my personal information where appropriate. I may also object to Utmost International processing my data but understand that this may have consequences in Utmost International being able to continue servicing my policy.

I have been made aware that a full explanation of how Utmost International collects, uses and shares my personal information can be found at [www.utmostinternational.com/privacy-statements/](http://www.utmostinternational.com/privacy-statements/)

If I have any questions about data privacy I can address these to:

**For Utmost PanEurope dac:** The Data Protection Officer, Utmost PanEurope dac, Navan Business Park, Athlumney, Co Meath, C15 CCW8, Ireland.

Or email: [dataprotection@utmost.ie](mailto:dataprotection@utmost.ie)

**For Utmost International Isle of Man Limited or Utmost International Trustee Solutions Limited:** The Data Protection Officer, Utmost International Isle of Man Limited, King Edward Bay House, King Edward Road, Onchan, Isle of Man, British Isles, IM99 1NU.

Or email: [IOM.DPO@Utmostinternational.com](mailto:IOM.DPO@Utmostinternational.com)

If I have a complaint about the processing of my personal information and Utmost International is unable to provide a satisfactory response I may contact the appropriate regulator:

**For Utmost PanEurope dac:** The Ireland Data Protection Commissioner, Canal House, Station Road, Portarlington, R32 AP23 Co. Laois, Ireland.

**For Utmost International Isle of Man Limited or Utmost International Trustee Solutions Limited:** The Isle of Man Information Commissioner, First Floor, Prospect Hill, Douglas, Isle of Man, British Isles, IM1 1ET.

As the Isle of Man is not part of the United Kingdom, our Appointed Representative in the United Kingdom is an establishment of Utmost Services Limited based at Saddlers House, 5th Floor, 44 Gutter Lane, London, EC2V 6BR.

**For Old Mutual International (Guernsey) Limited:** The Guernsey Data Protection Commissioner, Office of the Data Protection Authority, St Martin’s House, Le Bordage, St. Peter Port, Guernsey, GY1 1BR.

I have read and understood the Data Privacy Statement set out above and will make it available to other individuals whose personal information has been provided by me to Utmost International either in this application or within accompanying documentation.

**F AUTHORITY OF ALL POLICYHOLDERS**

**SIGNATORIES - Please note that all Policyholders, including all Trustees, must sign below.**

1. I agree to the appointment of the Lead Policyholder who is named in section D, for the Policy listed in section A, in accordance with the Policy Terms.
2. I understand that this appointment is revocable and can be changed at any time as explained in the Policy Terms.
3. I understand that by agreeing to the appointment of the Lead Policyholder, I authorise the Lead Policyholder to provide Old Mutual International with instructions to carry out and request certain Policy Transactions on behalf of all Policyholders.  
The instruction or request shall be deemed to have been addressed, sent and authorised on behalf of all Policyholders.
4. Where the application is made on behalf of a trust, I confirm the provisions of the trust allow delegation of authority to the Lead Policyholder named in section D of this form to act on behalf of all Trustees.
5. Where the application is made on behalf of a corporate entity, I confirm the Lead Policyholder named in section D of this form has the appropriate authority to act on behalf of the corporate entity.
6. I understand that these instructions will be legally binding and that Utmost International can act on any instruction received from the Lead Policyholder.
7. I confirm that this appointment revokes all previous appointments.

	<b>Signatory 1</b>	<b>Signatory 2</b>
<b>SIGNATURE</b>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Full name	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Capacity (✓)	<input type="checkbox"/> Individual <input type="checkbox"/> Trustee Authorised signatory	<input type="checkbox"/> Individual <input type="checkbox"/> Trustee Authorised signatory
Date	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>

<b>SIGNATURE</b>	<b>Signatory 3</b>	<b>Signatory 4</b>																
	Full name																	
	Capacity (✓)	Individual      Trustee	Individual      Trustee															
		Authorised signatory	Authorised signatory															
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y
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**Important note: The product(s) named in this document and to which this document relates is accurate as at December 2021 and is subject to change. To ensure applicability with respect to a product and, if applicable, a related policy, before taking any action, please liaise with your adviser and/or contact us directly.**

## A WEALTH *of* DIFFERENCE

[www.utmostinternational.com](http://www.utmostinternational.com)

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

Utmost Wealth Solutions is the registered business name of Utmost International Isle of Man Limited Singapore Branch. Utmost International Isle of Man Limited Singapore Branch, CapitaGreen #06-02, 138 Market Street, Singapore 048946. Tel: +65 6216 7990 Fax: +65 6216 7999.

Registered in Singapore Number T08FC7158E. Authorised by the Monetary Authority of Singapore to conduct life assurance business in Singapore. Member of the Life Insurance Association of Singapore. Member of the Singapore Finance Dispute Resolution Scheme.

Utmost International Hong Kong Office: Unit 2402C, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong. Tel: +852 3552 5888 Fax: +852 3552 5889. Authorised by the Insurance Authority of Hong Kong to carry on long-term business.

Utmost International Isle of Man Limited is registered in the Isle of Man under number 24916C. Registered Office: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715. Licensed by the Isle of Man Financial Services Authority.

Utmost Wealth Solutions is registered in the Isle of Man as a business name of Utmost International Isle of Man Limited.

The Offshore Collective Investment Bond is issued by Old Mutual International (Guernsey) Limited. The Company is regulated by The Guernsey Financial Services Commission and is licensed to write long term business under the Insurance Business (Bailiwick of Guernsey) Law 2002.

Registered office: Albert House, South Esplanade, St Peter Port, Guernsey, GY1 1AW, Channel Islands. Registered No. 2424.

The Offshore Collective Investment Bond is administered by Utmost Administration Limited, registered in the Isle of Man under number 109218C and licensed by the Isle of Man Financial Services Authority. Utmost Administration Limited is part of the Utmost Group.

Administration Centre for correspondence: Utmost Wealth Solutions, King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Phone: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715.

Old Mutual International (Guernsey) Limited is not part of the Utmost Group.

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