

# REQUEST FOR UTMOST TO APPOINT A DISCRETIONARY ASSET MANAGER

utmost™

(ON AN ADVISORY OR DISCRETIONARY  
AUTHORITY)

For Hong Kong use only

Utmost is the brand name used by a number of Utmost companies. This item has been issued by Utmost International Isle of Man Limited.

THIS DOCUMENT WAS LAST UPDATED IN MARCH 2026.

Please confirm with your financial adviser that this is the most up-to-date document for your product or servicing needs.

## BEFORE YOU BEGIN

All references to **Utmost** mean Utmost International Isle of Man Limited.

**This form is for use with Utmost International Isle of Man Limited's Collective Investment Bond, Collective Investment Plan, Executive Investment Bond, Executive Investment Plan and Wealth Management Plan.**

## HOW TO COMPLETE THIS FORM?

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

**Paper completion:** If completing a hard copy, please use **black or blue ink** and **BLOCK CAPITALS**. If you make a mistake, cross it out, put in the correct words and sign your initials next to the correction. **Do not use correction fluid.**

## HOW TO SUBMIT THIS FORM?

Once complete, return this form to us at: Utmost International Isle of Man Limited, King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU.

Policy number (if known)  
(for example EIB 12345678)

Type of investor (✓)

Individual

Trustee

Corporate

## A DETAILS OF TRUSTEE POLICYHOLDER

The trust name is  
(for example 'the John  
Brown Will Trust')

## B DETAILS OF CORPORATE POLICYHOLDER

Corporate name

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**C** DETAILS OF INDIVIDUAL POLICYHOLDER(S)

If there are any further policyholders, please photocopy this policyholder section, attach the details with this form and tick here. (✓)

	Policyholder 1	Policyholder 2 (if any)
Title (✓)	Mr      Mrs      Miss  Other <input style="width: 150px; height: 20px;" type="text"/>	Mr      Mrs      Miss  Other <input style="width: 150px; height: 20px;" type="text"/>
Full forename(s)	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Surname	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

**D** POLICYHOLDER(S) ADDRESS (TRUSTEE, CORPORATE AND INDIVIDUAL)

Residential address (Where you are currently living. We are unable to accept PO Boxes and 'care of' addresses)	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<small>Postcode</small>	<small>Postcode</small>
Registered office address (Corporate and Corporate Trustee Policyholders only. This information must be provided in full. We are unable to accept PO Boxes and 'care of' addresses)	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	<small>Postcode</small>	
Daytime telephone number including dialling code	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
E-mail address	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Fax number	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

**E** DETAILS OF THE DISCRETIONARY ASSET MANAGER

Name of Discretionary Asset Manager	<input style="width: 100%; height: 25px;" type="text"/>
Discretionary Asset Manager's firm name and registered address	<input style="width: 100%; height: 25px;" type="text"/>
	<small>Postcode</small>

Type of Authority (✓)

Advisory authority

Advisory authority means the person or firm that holds regulatory authority to provide investment recommendations to Utmost on its assets that are linked to a Portfolio Fund on a Utmost Policy.

**Please note the policyholder will need to read and sign the declaration on pages four and five and the adviser will need to read and sign the declaration on page six.**

Discretionary authority

Discretionary authority means the person or firm holds regulatory authority to carry out discretionary investment management activities based on an agreed investment mandate and does not need to agree changes to the assets with Utmost before they submit asset dealing instructions.

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Please note the policyholder will need to read and sign the declaration on page seven.

Discretionary Asset Manager  
Regulatory Authority name &  
licence number

If the Discretionary Asset Manager is being appointed to manage the assets held with an authorised custodian please enter the name of the authorised custodian below.

**F** DISCRETIONARY ASSET MANAGER FEES

The fees (inclusive of VAT or other applicable tax, if any) for this service are as follows:

% each year (to be taken quarterly) of the value of the assets held by the authorised custodian shown above, or

where there is no authorised custodian named, in respect of the assets held by Utmost's default custodian;

OR

monetary amount £  each year to be taken quarterly. The maximum percentage fee is 1.5%. This also applies to the monetary amount option. Please review the amount of the charge regularly to ensure it remains below the maximum allowed.

The fees detailed above are paid by Utmost. These fees will be reflected as a portfolio fund charge known as the Discretionary Asset Manager Charge. This charge will be deducted in the bond currency and paid quarterly. Please refer to your Policy Terms (including the Endorsement to amend the terms for Discretionary Asset Manager) for further information on the Discretionary Asset Manager Charge.

**G** INVESTMENT MANDATE

If the investment objectives for the portfolio fund have already been provided on separate documentation then instead of completing 1, 2 and 3 below you can choose to enclose these documents with this request form. If you wish to do this, then please confirm the name of this documentation below.

Name of documentation enclosed with this request form

1. Investment strategy

2. Risk criteria

3. Investment restrictions

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**H** ADVISORY AUTHORITY DECLARATION - TO BE SIGNED BY THE POLICYHOLDER(S)

This declaration is made by each policyholder for individual policyholders, the trustees jointly for trustee policyholders, or the authorised signatory on behalf of a corporate or corporate trustee policyholder.

1. I/We hereby request that Utmost appoint a Discretionary Asset Manager on an advisory basis to provide investment recommendations to Utmost on its assets that are linked to the Portfolio Fund for my/our Policy.
2. Assuming Utmost appoint the Discretionary Asset Manager shown above to provide recommendations on investments, I/we hereby understand that the DAM appointed on an advisory basis will require my/our agreement to their recommendation before Utmost make an investment decision and we understand that any agreement to the investment recommendation is not legally binding on Utmost.
3. I/We have agreed with the Discretionary Asset Manager the investment objectives shown or referred to in the Investment Mandate above for the Portfolio Fund for which I/we will be wholly responsible.
4. I/We understand that Utmost does place restrictions on the types of investments that may be selected.
5. I/We acknowledge that where Utmost appoint an advisory DAM, a charge will deducted from the Portfolio Fund. The amount of the charge will be as indicated in this form.
6. I/We confirm that I/we have either received a copy of the Policy Terms (including the Endorsement to amend the terms for Discretionary Asset Manager) or for my/our existing policy, I/we have received a copy of the Endorsement to change your existing Policy Terms for a Discretionary Asset Manager and have read them before completing this request form.
7. I/We understand that investment decisions are made by Utmost.
8. I/We understand that the DAM appointed on an advisory basis will make a charge to Utmost for the investment recommendations and ongoing suitability monitoring and we are aware of this fee and confirm it is acceptable.

**Signatory 1**

**SIGNATURE**  Date

Full name

Capacity (✓)  Individual  Trustee  Third party/pledge interest  
 Director/Authorised Signatory  Other

**Signatory 2**

**SIGNATURE**  Date

Full name

Capacity (✓)  Individual  Trustee  Third party/pledge interest  
 Director/Authorised Signatory  Other

REQUEST FOR UTMOST TO APPOINT A DISCRETIONARY ASSET MANAGER  
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**SIGNATURE** **Signatory 3**

Signature box: [ ] Date: [d][d][m][m][y][y][y][y]

Full name: [ ]

Capacity (✓): Individual, Trustee, Third party/pledge interest, Director/Authorised Signatory, Other [ ]

**SIGNATURE** **Signatory 4**

Signature box: [ ] Date: [d][d][m][m][y][y][y][y]

Full name: [ ]

Capacity (✓): Individual, Trustee, Third party/pledge interest, Director/Authorised Signatory, Other [ ]

**This section should only be completed where a trust is being declared as part of the application process.**

In relation to the trust submitted with this application, we (the trustees to the trust) request appointment of the DAM appointed on an advisory basis and acknowledge and confirm the contents of this document. In particular the policyholder investment mandate and declarations above.

**SIGNATURE**

Signature boxes: [ ] [ ]

Full name: [ ] [ ]

Date: [d][d][m][m][y][y][y][y] [d][d][m][m][y][y][y][y]

**SIGNATURE**

Signature boxes: [ ] [ ]

Full name: [ ] [ ]

Date: [d][d][m][m][y][y][y][y] [d][d][m][m][y][y][y][y]

REQUEST FOR UTMOST TO APPOINT A DISCRETIONARY ASSET MANAGER  
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**I ADVISORY AUTHORITY DECLARATION - TO BE SIGNED BY THE ADVISER**

I/We accept the appointment by Utmost to provide investment recommendations in respect of Utmost's assets and to submit asset dealing instructions to the relevant Dealing Desk upon the following terms:

1. I/We confirm to Utmost that I/we have the necessary authority and qualifications to make investment recommendations and I/we have completed these details in the 'Details of the Discretionary Asset Manager' section on page two.
2. I/We understand that I/we am/are required to obtain policyholder agreement to our investment recommendations before submitting the recommendations to Utmost for them to make the investment decision. By submitting an investment recommendation either online or in written form, I/we confirm the policyholder has agreed to the recommendation.
3. I/We confirm that we will not recommend investments that would:
  - make the policy a 'personalised portfolio bond' in accordance with sections 515 to 526 of the Income Tax (Trading and Other Income) Act 2005 and any successor legislation
  - be registered in a jurisdiction which is on an OECD, FATF or similar 'black list'.
  - be realisable less frequently than quarterly
  - fall within the meaning of section 517 (Policies and Contracts) in the Income Tax (Trading and Other Income) Act 2005 and any successor legislation
4. I/We understand that I/we should obtain written confirmation of the policyholder's agreement to the investment recommendation and this must be retained by me/us. I/We understand that Utmost may request copies of the records at any time.
5. I/We understand that Utmost may terminate this appointment at any time by giving notice to me/the Firm as Discretionary Asset Manager.
6. I/We understand that Utmost have the right to instruct the sale of assets where there is a debit balance on the Transaction Account for the Policy shown on page one as detailed in the Policy Terms.
7. I/We acknowledge that Utmost will pay us the amount of fee shown in the Discretionary Asset Manager's fees section in this form.
8. I/We agree to indemnify Utmost and its directors, officers and employees against any and all losses paid, suffered or incurred by Utmost or its directors, officers or employees, directly or indirectly arising as a result of the breach of contract, negligence, wilful default or fraud by us or any of our directors, officers or employees in providing the services under this agreement.

<b>SIGNATURE</b>	<b>Authorised signatory 1</b>	<b>Authorised signatory 2</b>																
	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>																
Full name	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>																
Date	<table border="1" style="border-collapse: collapse; text-align: center;"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>	d	d	m	m	y	y	y	y	<table border="1" style="border-collapse: collapse; text-align: center;"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y											
d	d	m	m	y	y	y	y											
For and on behalf of																		
Discretionary Asset Manager Firm (if applicable)	<div style="border: 1px solid black; height: 20px;"></div>																	

**J DISCRETIONARY AUTHORITY DECLARATION - TO BE SIGNED BY THE POLICYHOLDER(S)**

This declaration is made by each policyholder for individual policyholders, the trustees jointly for trustee policyholders, or the authorised signatory on behalf of a corporate or corporate trustee policyholder.

1. I/We hereby request that the Discretionary Asset Manager be appointed by Utmost as Discretionary Asset Manager to manage the assets linked to the relevant Portfolio Fund for my/our Policy.
2. I/We understand that the management of the relevant Portfolio Fund shall be at the discretion of the Discretionary Asset Manager.
3. I/We acknowledge that I/we shall be responsible for any costs arising associated with the appointment of the Discretionary Asset Manager and understand that the Discretionary Asset Manager Charge resulting from Utmost paying the fees shown above to the Discretionary Asset Manager will be a charge against the Portfolio Fund as described in the Policy Terms.
4. I/We have agreed with the Discretionary Asset Manager the investment objectives shown or referred to in the Investment Mandate on page three for the Portfolio Fund for which I/we will be wholly responsible. Utmost will not be responsible for any investment strategy or objectives pursued by the Discretionary Asset Manager or myself/ourselves but I/we understand that Utmost does place restrictions on the types of investments that may be selected in accordance with the Policy Terms.
5. I/We understand that I/we will be responsible for monitoring the assets held to ensure they align with my/our investment strategy, risk criteria and investment restrictions and I/we will inform Utmost if these change. I/We understand that Utmost can accept no responsibility for the effects of any delay or failure to inform them of any such change.
6. I/We confirm that I/we have received a copy of the Policy Terms and have read them before completing this request form.

**SIGNATURE** **Signatory 1**

Date 

d	d	m	m	y	y	y	y
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Full name

Capacity (✓) Individual Trustee Third party/pledge interest  
Director/Authorised Signatory Other

**SIGNATURE** **Signatory 2**

Date 

d	d	m	m	y	y	y	y
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Full name

Capacity (✓) Individual Trustee Third party/pledge interest  
Director/Authorised Signatory Other

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**SIGNATURE** **Signatory 3**

Signature box:

Date:

Full name:

Capacity (✓):  Individual  Trustee  Third party/pledge interest  
 Director/Authorised Signatory  Other:

**SIGNATURE** **Signatory 4**

Signature box:

Date:

Full name:

Capacity (✓):  Individual  Trustee  Third party/pledge interest  
 Director/Authorised Signatory  Other:

**This section should only be completed where a trust is being declared as part of the application process.**

In relation to the trust submitted with this application, we (the trustees to the trust) request appointment of the DAM appointed on an discretionary basis and acknowledge and confirm the contents of this document. In particular the policyholder investment mandate and declarations above.

<b>SIGNATURE</b>	<b>Authorised signatory 1</b>	<b>Authorised signatory 2</b>
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Full name	<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 300px; height: 30px;" type="text"/>
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<b>SIGNATURE</b>	<b>Authorised signatory 3</b>	<b>Authorised signatory 4</b>
	<input style="width: 300px; height: 50px;" type="text"/>	<input style="width: 300px; height: 50px;" type="text"/>
Full name	<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 300px; height: 30px;" type="text"/>
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Utmost does not offer legal, tax or financial advice and we can accept no responsibility for any action taken or refrained from on the basis of information provided by us. Any information provided is based on our understanding of the current law and practice and is subject to change in the future.

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A WEALTH *of* DIFFERENCE

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

Utmost International Isle of Man Limited is registered in Hong Kong as a non-Hong Kong company (BRN 14185977). Registered Office address: Unit 2402C, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong.

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, registered number 024916C. Registered Office address: King Edward Bay House, King Edward Road, Onchan, IM99 1NU, Isle of Man.

Utmost International Isle of Man Limited is licensed by the Isle of Man Financial Services Authority as an Authorised Insurer.

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

ULQ PR 12218 | 03/26