

# APEX (PORTUGAL) WITHDRAWAL OR SURRENDER FORM



Complete using **blue or black 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.**

Words in the singular shall include the plural and vice versa.

Payments won't be released until all necessary original documentation and settlement of funds have been received.

Details about how we use your information, your rights over this information and how you can exercise your rights can be found in our Privacy Notice which is published on our website [www.utmost.ie](http://www.utmost.ie) or you can contact our customer support team and request a copy. All persons whose details are collected in this form should read the Privacy Notice to understand how the data provided about them will be used.

## CHECKLIST

We want to process your payment as quickly as possible. To help us do this, remember that on completion of this form we will need the following:

- › If you are sending any additional information or documentation, attach it securely to the back of the form. If you have changed address, we will require updated address identification before we can pay out.
- › Ensure that the form has been signed by all Policyholders or irrevocable Beneficiaries as applicable.
- › If you are fully surrendering the policy, you must return the policy schedule and any endorsements with this form. If you have lost the original policy documents, also complete and return the **Apex (Portugal) Lost Policy Declaration form**.

Once completed return this form, together with any support documents by email to [wm@utmost.ie](mailto:wm@utmost.ie) or by post to **Utmost PanEurope dac, Navan Business Park, Athlumney, Navan Co. Meath C15 CCW8, Ireland.**

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## IMPORTANT INFORMATION

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### Identity and address verification

Receiving a request for payment requires us to ensure that the evidence of verification of identity and address we hold is up to current standards. To help avoid any delays we ask that you send an original or true certified copy of an accepted and valid identification document and proof of address dated within the last 6 months. If we are unable to suitably verify your details via this information we may be required to ask for additional information/documentation before the payment is processed.

### Tax information

In order to comply with our international tax information exchange obligations, we will require you to complete the relevant self-assessment tax section within this form.

### Taxation notes

We strongly recommend that you consult your Insurance Intermediary for information on the tax implications of taking payments from your life insurance policy.

The taxation consequences of each of the payment options may be different and will also depend on your country of residence and individual circumstances.

### Minimum withdrawal (partial surrender) amounts

- › The current minimum amount for regular partial surrenders is €300/£200/US \$400/CHF400
- › The current minimum amount for ad-hoc single partial surrender is €500/£450/US \$550/CHF550

These minimum amounts may be subject to change in the future. Contact your insurance intermediary for confirmation of the current amount.

### Third party payments

Payments to third parties are not normally allowed. If, in exceptional circumstances, we agree to make a third party payment, you will need to tell us why the payment is being requested, including details of the relationship between the policyholder and the recipient e.g. trust beneficiary. We will also need evidence of the identity of the person receiving the payment. If you are considering a third party payment you can call our customer support team in the first instance who will be pleased to discuss individual requirements in more detail before you submit your request, in order to reduce delays.

### Sale of funds

A sale of funds associated with a requested withdrawal or surrender will normally be placed within two working days after receipt of this form being fully completed and accepted by us. Our ability to place the deal will depend on the nature of the assets held - some assets trade infrequently.

**A POLICY DETAILS**

1 Policy number

2 Full names of policyholders

REASON FOR REQUEST

1 Reason for withdrawal or surrender

Need access to Funds       Alternative Investment  
 Poor Service/Value       Investment Performance  
 Trustee Payments for a Beneficiary  
 Other, please specify

**Where Other is selected failure to specify reason will delay processing payment.**

2 Nature and purpose of original investment

Succession Planning       Retirement Planning  
 Other

CORPORATE POLICYHOLDERS

**Only to be completed if there is a Corporate Policyholder, including Corporate Trustee.**

Entity type  Private company  Public Company  
 Other

1 Corporate name

2 Contact person

3 Company registration number

4 Registered office address (PO Box or 'care of' addresses are not acceptable)

Postcode	Country

5 Correspondence address

Postcode	Country

6 If the correspondence address is different from the registered address, give a reason

7 Telephone number (international format)

8 Corporate email address

9 Corporate website address

**Question 6**, We accept no responsibility for the consequences of sending documentation to this correspondence address, or to an address notified subsequently.

We reserve the right to send correspondence to the registered office address where regulations prevent it being sent to any other address.

**B PERSONAL DETAILS / INTERNATIONAL TAX COMPLIANCE SELF-CERTIFICATION**

Utmost PanEurope dac (Utmost PanEurope) is required by Irish law to ask the policyholder for tax related information. Utmost PanEurope may be required to pass this information to the Office of Revenue Commissioners in Ireland. This section incorporates the requirements of:

- i. The US Foreign Account Tax Compliance Act (FATCA) based on the Intergovernmental Agreement signed on 21 December 2012 between the US Government and the Irish Government.
- ii. The standard for Automatic Exchange of Financial Account Information in Tax Matters, commonly known as the Common Reporting Standard (CRS), as implemented in Irish Law.

**If you have any questions on how to complete this section, we recommend you speak to your tax or legal adviser.**

**B1 INDIVIDUALS TO COMPLETE THIS SECTION ONLY**

	Policyholder 1	Policyholder 2 (if any)
<b>1</b> Policy number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>2</b> Surname	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>3</b> Forenames (in full)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>4</b> Do you have a former name of alias?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" please provide the other name(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>5</b> Date of birth	<input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y	<input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y
<b>6</b> Place of birth	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>7</b> List all nationalities/citizenships which apply	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<b>8</b> Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Homemaker	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Homemaker
<b>9</b> Date of retirement, unemployment or becoming a homemaker	<input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y	<input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> d <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> m <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y <input style="width: 25px;" type="text"/> y
<b>10</b> Occupation (previous if retired, unemployed or homemaker)	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
<b>11</b> Last year's annual income/salary	Currency <input style="width: 100%;" type="text"/> Amount <input style="width: 100%;" type="text"/>	Currency <input style="width: 100%;" type="text"/> Amount <input style="width: 100%;" type="text"/>
<b>12</b> Employer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>13</b> Employer's address	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 45%; border: none;" type="text"/> Postcode <input style="width: 45%; border: none;" type="text"/> Country	<input style="width: 45%; border: none;" type="text"/> Postcode <input style="width: 45%; border: none;" type="text"/> Country

<b>14</b> Permanent residential address (PO Box and 'care of' addresses are not acceptable)		
	Postcode	Country
<b>15</b> Full correspondence address (If this address is the same as your residential address tick here) <input type="checkbox"/>		
	Postcode	Country

**C TAX CLASSIFICATION OF POLICYHOLDER**

In order to comply with our international tax information exchange obligations, **in the event that your circumstances have changed or a tax declaration was not previously provided**, we will need you to complete a Tax Declaration and Self Certification before we can release any payment. The relevant declarations are:

- Tax Declaration and Self Certification for Individuals;**
- Tax Declaration and Self Certification for Entities;** and

**Tax Declaration and Self Certification for Individual Trustees.** (Not applicable to PWP Portugal)  
If you completed a tax declaration and self certification form, attach it securely to this form and tick here

**D POLITICALLY EXPOSED PERSONS DETAILS**

We are required to identify persons associated with this Policy who could be classed as a Politically Exposed Person ("PEP"). PEP is a term used to describe someone who is currently or has previously been, entrusted with prominent public functions or responsibilities. For example: a Head of State, a holder of a senior political or government post, a senior member of the Judiciary or the Military, a senior employee of a state-owned corporation, or a board member of a Central Bank. Immediate family members or close associates of a PEP should be considered a PEP in their own right.

Is there anyone associated with this Policy who could be considered a PEP?  Yes  No

If "Yes", provide details:

**E PAYMENT OPTIONS**

Indicate the type of payment you require by ticking one of the options from A to C.

- A** Full surrender of the life insurance policy
- B** Regular withdrawals
- C** Single partial surrender

Amount of Payment

Payment will be made in policy currency only.  
Please note if your bank account detailed in Section D is not in the policy currency you will be exposed to FX charges.



**F PAYMENT DETAILS**

**PAYMENT TYPE**

For payments to Euro bank accounts in an EU member state, these will all be made via SEPA. For payments to GBP / USD / CHF bank accounts or EUR accounts that are not based in an EU member state, the payment will be made via Telegraphic Transfer.

Currently Utmost PanEurope do not apply a charge for payments made to the Policyholder from the Policy, but reserves the right to increase the charge in the future by giving 3 months written notice.

**BANK/BUILDING SOCIETY DETAILS**

<b>1</b>	Name of account holder	<input style="width: 100%;" type="text"/>
<b>2</b>	Account number <small>(for payments this must be 8 digits)</small>	<input style="width: 100%; height: 20px;" type="text"/>
<b>3</b>	Bank sort code	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <small>(must be 6 digits)</small>
<b>4</b>	Building Society roll number <small>(if applicable)</small>	<input style="width: 100%; height: 20px;" type="text"/>
<b>5</b>	Bank BIC/Swift code <small>(required for all banks outside the UK)</small>	<input style="width: 100%; height: 20px;" type="text"/>
<b>6</b>	IBAN <small>(required for all bank accounts in the EU)</small>	<input style="width: 100%;" type="text"/>
<b>7</b>	Bank/Building Society name	<input style="width: 100%;" type="text"/>
<b>8</b>	Address	<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: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<b>9</b>	Length of time account held	<input style="width: 100%;" type="text"/>

**G** DECLARATION OF RESIDENCE OUTSIDE OF IRELAND

**This must be completed by policyholders resident outside of Ireland who own an Utmost PanEurope dac life insurance policy.**

Each applicant must read the definitions below and complete the declaration.

**RESIDENCE - INDIVIDUAL**

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

- 1) spends 183 days or more in the State in that tax year; or
- 2) 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. Up to 31 December 2008, presence in the State for a day means the personal presence of an individual at the end of the day (midnight). **From 1 January 2009, presence in the State for a day means the personal presence of an individual at any time during the 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 of three consecutive tax years become 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**

Prior to Finance Act 2014, company residence was determined with regard to the long established common law rules based on central management and control. These rules were significantly revised in Finance Act 2014 to provide that a company incorporated in the State will be regarded as resident for tax purposes in the State, unless it is treated as resident in a treaty partner country by virtue of a double taxation treaty. While the common law rule based on central management and control remains in place, it is subject to the statutory rule for determining company residence based on incorporation in the State set out in the revised section 23A TCA 1997.

The new incorporation rule for determining the tax residence of a company incorporated in the state will apply to companies incorporated on or after 1 January 2015. For companies incorporated in the State before this date, a transition period will apply until 31 December 2020.

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Policyholders resident outside of Ireland are required by the Irish Revenue Commissioners to make the following declaration for the purpose of Section 730 D(2) Taxes Consolidation Act 1997, which is in a format authorised by them, in order to receive payments without deduction of Irish tax.

The Policyholders declare that they;

- › have read the explanation of the terms detailed in the 'Residence Definitions' above;
- › are the Policyholders in respect of which this declaration is being made;
- › are not resident or ordinarily resident in Ireland.

If the Policyholders are making this declaration whilst in the process of setting up the policy, setting up a series of regular partial surrenders or making a first single partial surrender:

- › The Policyholders hereby undertake to inform Utmost PanEurope of any changes in the Policyholders' country of residence during the life of the life insurance policy.

**H DECLARATION**

**By signing this section below it is confirmation that the Policyholders:**

- › **Understand** that the withdrawal and/or surrender will be made in accordance with this form, the 'Policy Provisions and Fund Rules' and Utmost PanEurope's current limits, at the Policyholders' risk and in full and final settlement of Utmost PanEurope's liability for any units surrendered.
- › **Understand** that the life insurance policy is NOT currently held as security against a loan, mortgage or assigned to an individual or organisation.
- › **Understand** that the Policyholders may incur charges in respect of this payment and that the Insurance Intermediary can provide details of such charges.
- › **Acknowledge** that Utmost PanEurope may disclose any of the information provided in this form to the relevant tax, government, regulatory and police authorities where it is under a legal obligation to do so.

	Policyholder 1	Policyholder 2																	
<b>SIGNATURE</b>			<b>SIGNATURE</b>																
Print full name																			
Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	
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In certain circumstances the following signatures are required:

- › If an irrevocable Beneficiary has been appointed.
- › If the life insurance policy has been pledged or transferred in another similar manner that another party's consent is required.

Name																			
<b>SIGNATURE</b>			<b>SIGNATURE</b>																
Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	
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Signature of the Policyholder's spouse is required below, if the Policyholder and the spouse are subject to the joint marital regime and the spouse is not the Policyholder.

Name									
<b>SIGNATURE</b>									
Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">d</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">m</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> <td style="width: 12.5%; text-align: center;">y</td> </tr> </table>	d	d	m	m	y	y	y	y
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## A WEALTH *of* DIFFERENCE

Utmost PanEurope dac is registered in Ireland, registered number 311420. Registered Office address: Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Utmost PanEurope dac is regulated by the Central Bank of Ireland as a Life Insurance Undertaking.

Utmost PanEurope dac is authorised to conduct life insurance business in Portugal on a freedom to provide services basis and is duly registered for this purpose with Autoridade de Supervisão de Seguros e Fundos de Pensões ("ASF") under number 4693.

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

UPE WS PR 00009 | 10/25