

# International Premier Portfolio from Utmost PanEurope dac

## Single and Regular Withdrawal Form

Utmost PanEurope dac is obliged to ensure that it acts in accordance with the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended. This means that we need proof of identity for our customers on an ongoing basis.

Please complete this form if you wish to take cash from your bond. Please return the completed form to Utmost PanEurope dac, Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Taking cash from your bond could give rise to an income tax liability. We strongly recommend that you seek advice from your financial adviser before proceeding.

### 1 Personal Details

#### International Premier Portfolio

##### Bond number

Name of first bondholder/trustee/  
authorised signatory (delete as appropriate)

Residential address of first bondholder/  
trustee/authorised signatory

Email address for first bondholder

Name of second bondholder/trustee/  
authorised signatory (delete as appropriate)

Residential address of second  
bondholder/trustee/authorised signatory

Email address for second bondholder

Name of third trustee/authorised  
signatory (if any) (delete as appropriate)

Residential address of third bondholder/  
trustee/authorised signatory

Email address for third bondholder

Name of fourth trustee/authorised  
signatory (if any) (delete as appropriate)

Residential address of fourth bondholder/  
trustee/authorised signatory

Email address for fourth bondholder

**Important note:** Please submit proof of your current address or certified\* proof of your current address. This must be dated within the last six months and include your name and current address details.

Once we hold proof of address as above on file, it will remain valid for six months from the date on the document. New proof of address will be required on subsequent transactions after the six month period expires. This will not need to be an original or certified copy at this time unless you have changed address.

\*Details of the proof of address and photo ID requirements are in Section 5.

**2 Details of single withdrawal request** (if you require a regular withdrawal, do not complete this section. Please complete Section 3)

- A. I wish to cash in the whole bond and enclose my original policy documents  (Tick box if appropriate)
- If you do not have your original policy documents this may delay your payment. Please contact us if this is the case.
- B. I want to cash in  individual policies. I want to sell holdings detailed in sub-section E for this transaction.
- C. I want to cash in individual policies sufficient to realise  GBP/EUR/USD after any surrender penalties. I want to sell holdings detailed in sub-section E for this transaction.

If you currently receive regular withdrawal payments, please tick here  to confirm your payment should be reduced in proportion to the number of individual policies you cash in.

Please note, where no surrender penalties are payable, we will always give you at least the amount that you have asked for, but as you are cashing in whole policies you may sometimes get more than this. Where surrender penalties are payable, you will receive your surrender amount after the surrender penalty has been deducted.

- D. I want to make a partial withdrawal of  % of the original investment or  GBP/EUR/USD across all policies in the holdings. Details are included in sub-section E.

Please provide a reason for surrender:

**Important notes - Some holdings have a minimum premium. If you select a withdrawal from a fund that would result in the holding in that fund being less than the minimum allowed, we will contact you. Please remember, the transaction will be delayed until we receive instructions from you.**

**Some holdings have restricted dealing dates. For example, your transaction may be delayed if the fund manager only makes deals on a certain date or time.**

**If we are unable to sell the holdings due to difficult market conditions or where the provider suspends or delays trading in the fund, we may delay payment to you until we are able to sell the holding.**

**Before sending instructions to sell a holding, to include a full, partial or regular withdrawal of cash from your bond, it is your responsibility to ensure that you are aware of any charges which will apply to the holding, including redemption charges (early or otherwise). We will proceed with your withdrawal request even if redemption charges apply.**

**The contact name and number for me/my financial adviser is**

- E. I wish for the following funds to be sold:

Full name of Investment Manager	Full name of Fund or cash deposit account	Unique Fund Identifier (Sedol/ISIN/CUSIP). It is important that the correct fund identifier is inserted as we will act on the fund identifier provided.	Please complete <b>one</b> only	
			Value	Whole % to be sold

If any holdings are sold in a currency other than the bond currency we will convert the proceeds to your bond currency. You will have to pay the expenses involved in converting the currency, which are those charged by our bank.

**3. Details of regular withdrawals required**

The maximum regular withdrawal each year is 10% of the last valuation of the bond and the minimum payment must be at least GBP200, EUR300 or USD300 per withdrawal. All payments will be made in the bond currency.

- A. Payable**
- Monthly  Half yearly
- Quarterly  Yearly

Starting on the 20th of

Please allow up to seven working days for payment to reach your account. Withdrawals cannot start until at least one month after the bond's start date.

#### B. Amount

% each year of the original investment of the bond or fixed payments of  GBP/EUR/USD each payment

#### 4. Payment details

All payments will be made to the bondholder(s)/trustee(s)/company in the bond currency and sent to the account specified below via bank transfer, usually within seven working days following the receipt of all required documentation. Please complete your bank details below.

Bank/ Building Society name

Branch

Address

Country	Postcode
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Bank/Building Society account name

Sort code

(For GBP payments through a UK bank)

 -  - 

Account number

Swift code

(For all GBP payments through a non-UK bank)  
(For all EUR and USD payments)

International Bank Account Number (IBAN)

(IBAN's are required for the majority of payments outside the UK. Failure to provide an IBAN may mean your payment cannot be processed.)

If the country in which this bank account is located is not in the same country that the bondholder is tax resident, please provide a reason:

**If we do not hold the above details on your file, we will require an original/certified bank statement to ensure we are paying your money to you.**

#### 5 Photo ID and proof of address

**If you ask us to take money from your bond we will require photo ID and proof of your current address.**

**For current evidence of your address:** Please provide one original/certified\* document from the list below. This must be dated within the last six months and clearly include your name and current address details.

If you have already provided proof of address which is dated within the last six months and your address has not changed, you will not need to send in further proof of your address.

If you have already provided proof of address and this is now older than six months, we can accept a copy of your address identification document provided your address has not changed. It is not necessary to send in an original or certified copy.

##### Examples of acceptable evidence of address documents

- Official documentation/cards issued by the tax authority or council tax document and addressed to the relevant individual.
- Instrument of a court appointment (such as liquidator or grant of probate).
- Current local authority document e.g. refuse collection bill, water charge bill (including those printed from the internet).
- Current statement of account from a credit or financial institution, or credit/debit card statements.
- Current utility bills (including those printed from the internet) but not for a mobile phone.
- Current household/motor insurance certificate and renewal notice.

See the 'Who can certify documents?' sub-section on the following page.

- Solicitor’s letter on headed paper confirming completion of house purchase or land registration.
- Electoral roll check (you must submit a certified copy of the search if you are relying on this as evidence).
- Local Authority rent card or tenancy agreement. Please note if document is not in English, translation to English is required by a sworn translator.
- Written confirmation of visit to home address by independent financial adviser on headed paper. Must include date of visit and details of premises entered.

**For photo ID:** Please provide one piece of current photo ID, in the form of a certified copy\* from the list of documents below.

If you have already provided certified photo ID and this is currently in date, nothing further will be required. If this is not in date we will require current certified photo ID.

**Examples of acceptable photo ID**

- Current passport including cover, photo and signature page.
- Government issued national identity card from an EEA member state or from the designated territories of Hong Kong or Japan. (Please note, government ID cards for British citizens are no longer valid from the 21 January 2011.)
- Current full photo driving licence from an EEA member state, Australia, Canada, New Zealand or Hong Kong.

**\*Who can certify documents?**

- Independent Financial Adviser
- Practising Accountant
- Police Officer in an EEA member state, Australia, Canada, New Zealand or Hong Kong
- Notary Public
- Practising Solicitor
- Embassy/Consular Staff member
- Bank Official of a regulated financial or credit institution from an EEA member state, Australia, Canada, New Zealand or Hong Kong.

The certifier must provide their name, position/role, company name, address, company stamp, signature, date and certifier’s membership number (if applicable).

We are required to verify the regulated status of the certifier (e.g. by reference to the FCA register). Where that is not possible we’ll require evidence of the certifier’s regulated status from the client, IFA or certifier.

**6 Declaration**

**For personal investors (where there are two bondholders), both should sign the declaration below unless authorisation was given in the original application for Utmost PanEurope dac to accept the signature of either bondholder.**

**Where the whole bond is being cashed in, BOTH bondholders MUST sign the declaration below and submit the bond document with this request.**

**For trustee applicants, all trustees must sign the declaration. For corporate investors, the declaration must be signed by all the authorised signatories required to contract on behalf of the company.**

- I wish to receive payment of the amount detailed in this form. I confirm that the bond has not been assigned or otherwise dealt with and I have no knowledge of a third party whose interest would be affected by this request.
- The transfer of payment into the notified account will be in full discharge of all liability of Utmost PanEurope dac under the above-mentioned bond or the portions of the bond being cashed in.

Have you included the following information:

Checklist of documents to be included	Enclosed	Not Applicable
Proof of address as explained in Section 5		
Current photo ID		
Original/certified current bank statement		
Original bond documents - if you wish to fully surrender your bond		

First bondholder/trustee/ authorised signatory (delete as appropriate)		Date	
Second bondholder/trustee/ authorised signatory (delete as appropriate)		Date	
Third trustee/authorised signatory (if any) (delete as appropriate)		Date	
Fourth trustee/authorised signatory (if any) (delete as appropriate)		Date	

## 7 Important notes

Please submit your bond document with this request only if you are cashing in your whole bond.

To allow us to comply with our legal obligations and to protect you, we may need original/certified proof of address and photo ID before we can make a payment to you. The photo ID must be in-date and proof of address dated within the last six months. Any transaction requests received will be actioned as soon as we can, this is usually the next working day. Note that our offices are closed on Irish bank holidays.

Units will be cashed in at the unit price applicable at the next available pricing date for the funds you have chosen to cancel units from. Payment will normally reach your account within seven working days following the receipt of all required documentation and the receipt of the final proceeds.

Where applicable, we will use the latest available value of your bond to calculate any monetary dealing amounts required for your surrender. The final payment amount may differ from this due to market fluctuations. Any surplus or deficit will be taken from / added to your bond cash account. Please note that this may result in your bond cash account becoming overdrawn.

All references to personal taxation below are based on Utmost PanEurope dac's understanding of UK law and HM Revenue & Customs practice as at March 2021. The future basis and rates of tax may vary. Although every effort has been made to ensure its accuracy, no responsibility can be taken for Utmost PanEurope dac's interpretation. If you are a non-UK resident, please contact your financial adviser or applicable tax authority for advice on the taxation implications of owning your bond.

If you are a UK resident, there is no immediate liability to income tax if the amount withdrawn from your bond across all individual policies does not exceed the 5% allowance. This allowance is calculated as 5% on the cumulative investment in the year it is made and 5% each year for the following 19 years. The 5% allowance is cumulative. If it is not used in one year, it can be transferred to the next, and so on.

When your bond or any of your individual policies come to an end, there may be a liability to income tax. This is calculated where the value of the amount withdrawn exceeds the investment made into your individual policies/bond and also allows for any previous encashments and declared gains. This is also a 'sweep up' calculation to work out the income tax charge on total gains under your bond or policies.

Any gains in respect of bonds held under trust will normally be assessed against the creator of that trust (the settlor). If the settlor is not a resident in the UK or has died, the trustees will be liable for tax on any gain they receive. If the trustees are non-UK resident, beneficiaries will be liable to the extent they benefit from the trust.

## Privacy Notice

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/](http://www.utmostinternational.com/privacy-statements/) or you can request a copy from our Customer Service Team.

## 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 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.

UIC PR 0006 | 08/22