

# ADDITIONAL SINGLE PREMIUM

## GUIDE FOR ADDITIONAL SINGLE PREMIUM FOR INDIVIDUAL APPLICANTS

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For further help in completing the application form, please contact our Welcome Team.

 +44 (0)1624 653 251

 [welcome@utmostwealth.com](mailto:welcome@utmostwealth.com)

 Utmost International Isle of Man Limited  
King Edward Bay House, King Edward Road  
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British Isles

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

Please note that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

Telephone calls may be recorded.

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## IMPORTANT INFORMATION

- › Failure to disclose any information which might influence our assessment of your additional premium application may invalidate the contract. Any additional supporting information should be supplied on a separate piece of paper and attached to the application form before submission.
- › All Mandatory sections of the application form must be completed.

### BEFORE YOU BEGIN

This guide has been designed to assist you with completing the additional single premium application form. Ensure you have also read the relevant **Product Guide**, your **Personal Illustration**, **Key Features Document** and **Guide to Charges**. In addition, your financial adviser will be able to provide you with any relevant supporting literature in relation to your individual circumstances.

Our Welcome Team can provide, on request, a copy of the **Policy Conditions**, which will detail the full terms and conditions applicable to you and your Bond.

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### WHERE TO SIGN

- › The financial adviser will need to sign section **H** Financial adviser details in all cases.
- › Applicant(s) will need to sign section **J** Policyholder declarations in all cases.

### PAYING FOR YOUR ADVICE

Your financial adviser will have explained to you that advice in relation to this additional premium cannot be paid for by commission but only through adviser charging. As explained below, the choices you have for the payment of advice charges will depend on the type of Bond you hold. Your existing investments and any existing commission paid to your financial adviser can continue unaffected.

Where, subject to your product type, you are requesting that we facilitate charges for advice to your financial adviser, you will need to complete section E Adviser and/or Investment Adviser Charging to authorise us to make any adviser charging payments to your financial adviser.

- › **Evolution:** Please refer to our **Guide to Charges** which explains the charging options for advice we can facilitate on your behalf.
- › **Regular Investment Account:** We will only facilitate initial Adviser Charges, either from the Bond once the additional single premium has been invested, or outside the Bond by deducting it from the payment you send to us and paying it to your financial adviser, with the balance being invested as the additional single premium into the Bond.
- › **Other products:** We will not be able to facilitate any charges for advice. You will have to arrange to pay any Adviser Charges direct to your adviser.

### PRODUCT CHARGES - FLEX-CHARGE

Your additional single premium will be set up on our Flex-Charge basis. Our product charges have changed to take account of the introduction of adviser charging rather than commission and enhanced allocations. The charges for your additional premium may be different to those described in your original policy documentation and will be shown on the Additional Single Premium Statement that we will send to you. The Flex-Charge basis may not be available on some pre RDR policies.

For further details of adviser charging and our Flex-Charge, please speak to your financial adviser or read our **Guide to Charges** available on our website [www.utmostinternational.com](http://www.utmostinternational.com) or from your financial adviser.

### WHAT TO DO NEXT

Forms and supporting documentation that are digitally signed and/or scanned, can be emailed to us at: [newbusiness@utmostwealth.com](mailto:newbusiness@utmostwealth.com). Alternatively, once completed, return, or arrange for your financial adviser to return, the application form and any supporting documents to us at: **Utmost International Isle of Man Limited, King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles.**

**A CONTRACT AND POLICYHOLDER DETAILS**

**MANDATORY**

**A2 PERSONAL ILLUSTRATION REFERENCE**

The **Personal Illustration** provided to you should match the investment details mentioned in the additional application. If there have been any changes in the investment details between the date of that illustration and the submission of the additional single premium application form, please ask your financial adviser for an updated illustration.

**A4 UTMOST'S PRODUCT MANAGEMENT CHARGE**

Your additional single premium will be set up on our Flex-Charge basis. The charges for your additional premium may be different to those described in your original policy documentation and will be shown on the Additional Single Premium Statement that we will send to you.

You will find more information on Flex-Charge in our **Guide to Charges**. Your financial adviser will be able to help you select the option that is best for you.

**A18 NATURE AND PURPOSE OF INVESTMENT**

Confirm the reason you have chosen this investment e.g. capital growth, generational tax planning.

**A19 ONLINE ACCESS**

Complete this section if you wish to apply for online access to view your policy online at [www.utmostinternational.com](http://www.utmostinternational.com). It is essential that you provide a memorable personal code which can be made up of a mixture of letters, numbers and symbols. Your personal code must have a minimum of 4 characters and a maximum of 13. Personal codes are also case sensitive. Once your Bond is in force and policy documentation sent, you will receive log in details to the email address provided on the application form. Your personal code is an added security measure and will be required when logging into [www.utmostinternational.com](http://www.utmostinternational.com) for the first time.

**B POLITICALLY EXPOSED PERSONS DETAILS**

**MANDATORY**

A Politically Exposed Person (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.

'IMMEDIATE FAMILY MEMBERS' INCLUDE:	'CLOSE ASSOCIATES' INCLUDE:
<ul style="list-style-type: none"> <li>› a spouse</li> <li>› a partner considered by law as equivalent to a spouse, such as registered civil partner</li> <li>› a child and their spouse or partner</li> <li>› a sibling</li> <li>› a sibling-in-law</li> <li>› a parent</li> <li>› a parent-in-law</li> <li>› a grandparent</li> <li>› a grandchild.</li> </ul>	<p>Those who are closely connected to a PEP either socially or professionally, for example:</p> <ul style="list-style-type: none"> <li>› boyfriend / girlfriend</li> <li>› prominent members of the same political party or organisation of the PEP</li> <li>› business partners with joint beneficial ownership of a legal entity or arrangement with the PEP</li> <li>› an individual with a close business relationship to the PEP</li> <li>› someone with sole beneficial ownership of a legal entity or arrangement set up for the benefit of the PEP.</li> </ul>

C PREMIUM DETAILS

MANDATORY

Sterling cheques over £100,000 require three days' clearance. We are unable to accept non-sterling cheques for premium payment. When sending payment in another currency this must be sent via bank transfer.

For more information contact our Welcome Team on **+44 (0) 1624 653 251**.

If you exercise your right to cancel the application of the additional premium within the 30 day cooling off period, we will return to you the additional premium received reduced to take into account any charges deducted including any Adviser Charges.

D REGULAR WITHDRAWALS

OPTIONAL

Complete this section if you want to set up or amend regular withdrawals. It is important to consider how you will choose to pay Adviser Charges to your financial adviser when setting up any regular withdrawals. This is because any Adviser Charges agreed to be paid to your financial adviser, from the Bond, will be treated as a withdrawal and will form part of your 5% annual tax-deferred entitlement.

This means any Adviser Charges taken in any policy year will be added to withdrawals requested in order to calculate whether the 5% entitlement has been exceeded. Regular withdrawals are taken equally across all policy Segments.

The payment method used will be BACS transfer for sterling payments to UK clearing banks only. Payments made by BACS take 3 to 5 working days to clear through the banking system. We will use a Telegraphic Transfer for currencies other than sterling or banks outside of the UK. A charge will be levied by our bankers for Telegraphic Transfer payments which will be deducted from the value of the Bond.

A minimum of £200 per payment (or currency equivalent). Payments will only be made in the currency of the Bond. It is important to notify Utmost International Isle of Man Limited of any changes to your bank details.

E ADVISER CHARGING

OPTIONAL

Adviser Charges are agreed between you and your adviser to pay for the advice and related services you receive. These charges should match the information shown in the **Personal Illustration** provided to you, by your adviser.

You can pay your adviser through the following charges:

- › Initial Adviser Charge - Outside the Bond only. Initial Adviser Charges are paid as a monetary amount through Utmost International Isle of Man Limited before the premium is invested into the Bond. The net premium received, after payment of the charge, must meet the minimum investment requirement.
- › Ongoing Adviser Charge - Taken from the value of the Bond.



Any ongoing Adviser Charges agreed to be paid from the Bond will be treated as a withdrawal and form part of your 5% annual tax-deferred entitlement. Please refer to our **Guide to Charges** for more information.

Adviser Charges which you agreed to pay from your Bond can only be made through a partial surrender (withdrawal across all Segments).

Any Investment Adviser Charges or EMC Investment Adviser Charges can only be for investment advice given in relation to the Bond.

For detailed information about Adviser Charges and Investment Adviser Charges and how these may be applicable to you please see the **Guide to Charges** available on our website [www.utmostinternational.com](http://www.utmostinternational.com) or from your financial adviser on request. Your financial adviser will also be able to answer any questions you may have.

Also, you should consider the amount of premium that you will need to set aside to cover any Adviser Charges you have agreed. For further details on setting aside money to cover charges and withdrawals please speak to your financial adviser.

F SOURCE OF FUNDS

MANDATORY

Source of funds describes the activities that have generated the Applicant's funds. All investments are assessed on a case-by-case basis; depending on the answers provided in this application we may request independent evidence of source of funds.

You will find examples of appropriate documentary evidence within the Source of Wealth Categories table of the **Anti-Money Laundering and Source of Wealth Requirements** which can be obtained from your financial adviser.

The additional premium will not be applied until the information is received and a satisfactory risk assessment is completed.

**G IDENTIFICATION REQUIREMENTS**

**MANDATORY**

Please see our **Anti-Money Laundering and Source of Wealth Requirements** for an extended list of acceptable identity documents as well as suitable certifiers and how to certify documents.

**SUITABLY CERTIFIED COPY DOCUMENTATION**

All copies of documents such as those submitted as evidence of identity, address, source of funds, or source of wealth must be certified by a suitable certifier. Any certified copy must be of the original document; previously certified copies cannot be copied again.

 The documents provided must be written and certified in English or accompanied by a translation into English that is also certified.

**H FINANCIAL ADVISER DETAILS**

**MANDATORY**

To be completed by the financial adviser in all cases.

If your financial adviser has changed and you have not yet formally notified Utmost International Isle of Man Limited via an **Appointment of Financial Adviser Form**, please ensure one accompanies this application with your new financial adviser details.

Alternatively, if you are applying on an execution only basis, please leave this section blank and complete an **Execution Only** form, available from our Welcome Team on **+44 (0) 1624 653 251**.

**I INVESTMENT OPTIONS**

**MANDATORY**

<b>SELF-DIRECT</b>	The self-direct option allows you to submit trading instructions to our in-house Dealing team.
<b>EXTERNAL MANAGER</b>	External Manager is our coverall phrase for a suitably qualified investment firm, such as a discretionary fund manager, which you may nominate to manage an external portfolio of assets linked to the value of your Bond. The External Manager will arrange custody of the assets that it manages, for example, with a third party custodian.
<b>PLATFORM/PLATFORM ADVISER</b>	The term Platform Adviser refers to a firm that you nominate to manage an external portfolio of assets linked to the value of your Bond, using the services of a Platform. A Platform is an online service provider that typically provides custody and dealing administration services for a range of financial products. After a portfolio has been opened with the Platform, the Platform Adviser will be appointed by us to manage the investments and place trading orders.
<b>INVESTMENT ADVISER</b>	The term Investment Adviser refers to a firm that you nominate to provide advice in relation to the assets linked to the value of your Bond, and which is authorised to submit trading instructions on your behalf. An appointed Investment Adviser will submit buy and sell instructions to our in-house Dealing team.

For more information regarding the available investment options please speak to your financial adviser.

Utmost International Isle of Man Limited, at all times, has discretion over the firms which can be nominated and appointed within a Bond. Prior to trading with external entities, Utmost International Isle of Man Limited requires robust External Management and Custody contracts to be placed with the nominated firm to ensure accounts linked to a Bond are being maintained in a sufficiently controlled environment.

Where the term 'EMC' (External Manager and/or Custodian) is used, this is with reference to any firm nominated within sections I7 and I8 of the application form.

Because Utmost International Isle of Man Limited must at all times retain beneficial ownership of the External Account and all assets within the Account, the Policyholder has only a limited authority in connection with the linked investments within the External Account. The Policyholder will have the authority to:

- › Agree or reject the trading recommendations given by the EMC, or provide specific trading instructions to the EMC (applicable to advisory service only)

- › Change the Adviser Charge facilitated from the Bond. Please note, changing any existing instructions may require a new Adviser Charges agreement to be completed.
- › Where applicable, confirm to the EMC the investment strategy including the level of risk applied to manage the assets held within the Account
- › Receive direct reporting from the EMC including but not limited to details of cash balances and safe custody holdings and value within the Account
- › Receive full disclosure of investment charges and terms

Where you are nominating an EMC, we ask in this section of the application form, we ask you to choose the basis on which you would like us to appoint the firm you have nominated to manage the portfolio. Below is a brief explanation of each service basis.

A DISCRETIONARY BASIS	The External Manager or Platform Adviser will make investment decisions without any specific consultation with your trustees. The nominated firm has the necessary regulatory authorisation to perform this discretionary service.
AN ADVISORY BASIS	The External Manager or Platform Adviser confirms that each investment decision implemented by them will be the result of prior discussions with your trustees. The nominated firm must retain evidence of this agreement or such instruction.

## I2 FUND SELECTION



Where you choose to nominate an external firm, section **I2** can be left blank.

In order to avoid potential delays in investment, as much detail as possible should be provided.

**SEDOL/ISIN** are the identifying reference codes given to third party funds. Please ensure the SEDOL or ISIN code is quoted in all instances to avoid potential delays in investment.

Cash deposits are available from a number of banking institutions. For the most recently available cash deposit information please contact our Welcome Team or speak to your financial adviser.

## I4 DEALING ACCOUNT (OPEN ARCHITECTURE POLICIES ONLY)

It is important to ensure that necessary arrangements are put in place so that the Dealing Account does not become overdrawn. Where the Dealing Account becomes overdrawn, debit interest may be charged and will be applied to the Dealing Account at the end of each calendar quarter. For more information on charges, Dealing Accounts and debit interest please see our [Guide to Charges](#).

To avoid an overdrawn position, you should consider whether you wish to leave a cash balance within the Dealing Account to cover the Bond charges, regular withdrawals and, where applicable, Adviser Charges paid to your financial adviser. Once the balance of the Dealing Account reaches a negative value we will automatically sell units from the highest valued fund, at the point your Dealing Account reaches a debit balance of £2,000.

Where investing in Open Architecture, you may wish to use this section to instruct us as to which underlying funds or deposits are to be sold on an ongoing basis to clear any negative cash balance. The overdraft will be cleared when there is a minimum overdrawn balance of £2,000 for each fund. For example, if you choose three funds, the overdraft will be cleared once it reaches £6,000. The more funds you choose to clear an overdraft, the higher the overdraft limit will be and therefore the longer it will take to clear, and the more debit interest will be charged. This instruction may need to be revised if the holdings within your contract are changed in future.

The sale of units from each fund will incur a dealing charge per transaction.

Where your investment is managed by an External Manager and/or Custodian ('EMC'), alternative arrangements may be available to maintain the Dealing Account's cash balance. For example, rather than selling from a nominated fund, we may establish a regular withdrawal instruction from the external account to cover regular Bond charges and withdrawals. The EMC will determine which assets are to be sold from the external account to fund these withdrawals.

For more information on the Dealing Account and negative balances please contact our Customer Support team on **+44 (0) 1624 643 345**.

## I6 NOMINATION OF AN INVESTMENT ADVISER

The Applicant nominates an external person to advise them in relation to the choice of assets linked to the Bond.

The Investment Adviser needs to sign the declaration agreeing to the terms of the appointment.

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## 18 EXTERNAL MANAGER DETAILS

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- › This section must be completed if nominating an External Manager. Any missing information might result in a delay in account opening and investment

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## 19 PLATFORM AND PLATFORM ADVISER DETAILS

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- › This section must be completed if nominating a Platform and Platform Adviser. Any missing information might result in a delay in account opening and investment
- › The Platform Adviser firm you have nominated in this section must complete and sign the declaration at the end of the section.

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## PLATFORM ADVISER DECLARATION

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- › This section must be completed and signed by your nominated firm. Any missing information may cause delays in account opening and investment
- › The terms within this declaration apply to your nominated Platform Adviser and relate to a number of important requirements to be placed upon them by accepting the nomination.

## J POLICYHOLDER DECLARATIONS

MANDATORY

This section must be read carefully by all Policyholder(s) and signed. Should there be more than two Policyholders, please photocopy the signature page.

If you would like further details about how we use your information, your rights over this information and how you can exercise your rights, please read the applicable Privacy Notice. We publish our Privacy Notice on our website at [www.utmostinternational.com/privacy-statements/](http://www.utmostinternational.com/privacy-statements/) or you can contact us on **+44 (0)1624 643 345** and request a copy.

## K BANK DETAILS AND PAYMENT METHODS

INFORMATION

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## CHEQUE PAYMENT

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Sterling cheques over £100,000 require three days' clearance.

We are unable to accept non-sterling cheques for premium payment. Wherever sending payment in another currency this must be sent via bank transfer. Payment should only be transferred once the application has been received and we have confirmed that all requirements have been met. No interest will be paid on monies held prior to the additional single premium being applied. Cheques must be made payable to Utmost International Isle of Man Limited (the Applicant's name should be referenced on all payments and the account name is required to be printed on the cheque).

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## TELEGRAPHIC TRANSFER DETAILS

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Account name:	Utmost International Isle of Man Limited, Premium Collection Account
Bank:	Royal Bank of Scotland
Bank address:	Royal Bank of Scotland International Limited, Floor 2, 2 Athol Street, Douglas, Isle of Man, IM99 1AN, British Isles
Account number:	58098652
Sort code:	16-58-80
IBAN:	GB58 RBOS 1658 8058 0986 52
BIC/Swift code:	RBOSIMDXXXX
Payment reference:	[Client name / proposal number]

## 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 International Isle of Man Limited is registered in the Isle of Man under number 024916C.

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.

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