

Utmost PanEurope dac

Single Withdrawal Request Form



Utmost PanEurope dac is obliged to ensure that it acts in accordance with the Criminal Justice (Money Laundering and Terrorist Financing) (Amendment) Act 2018. This means that we need proof of identity for our customers on an ongoing basis.

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

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

This form should not be used for Premier Portfolio single withdrawal requests.

1

Personal details

Bond number

Name of first bondholder

Residential address of first bondholder

Email address of first bondholder

Name of second bondholder

Residential address of second bondholder

Email address of second 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 who can certify proof of address and photo ID are in section 5.

2 Details of single withdrawal request

Note

- You can cash in part of your bond at any time but you must leave the minimum amounts invested as explained in your Policy Conditions.
- Your bond does not have a set term or maturity date and can be cashed in at any time. However, it should be regarded as a long-term investment and if you cash in your bond during the establishment charge term, an early surrender charge will be applied.
- If, under options b, c or e below, you request a partial withdrawal in excess of the accumulated 5% allowance, the excess may be treated as a gain which will be liable to income tax.
- 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.

Please complete one section only

a. I wish to cancel individual policies (Insert number)

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.

OR

b. I wish to make a partial withdrawal of % of the original investment across all policies and funds

OR

c. I wish to make a partial withdrawal across all policies and funds, sufficient to realise

OR

d. I wish to fully cash in whole individual policies, sufficient to realise

Where cashing in whole individual policies leads to a shortfall, the balance will be taken by cancelling units across all remaining individual policies. Where no surrender penalties are payable, we will always give you at least the amount that you have asked for. The combined value of the individual policies that you are cashing in may sometimes exceed this. Where surrender penalties are payable, you will receive the amount you requested after the surrender penalty has been deducted.

OR

e. I wish to make a partial withdrawal across all policies from the funds detailed below.

Please complete one only	
Amount	% of units
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Full name of Fund
<input type="text"/> Fund
<input type="text"/> Fund
<input type="text"/> Fund
<input type="text"/> Fund
<input type="text"/> Fund
<input type="text"/> Fund

OR

f. I wish to cash in the whole bond and enclose my original policy documents ☐ Tick box if appropriate

Please provide a reason for surrender:

If you don't have your original policy documents this may delay your payment. Please contact us if this is the case.

3 Payment details – All payments will be made to the bondholder/trustee/company in the bond currency and sent to the account specified below via bank transfer usually within seven working days. Please complete your bank details below.

Bank/Building Society name	<input type="text"/>
Branch	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Country	Postcode
Bank/Building Society account name	<input type="text"/>
Sort code (For GBP payments through a UK bank)	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Swift code (For all GBP payments through a non-UK bank) (For all EUR and USD payments)	<input type="text"/>
International Bank Account Number (IBAN)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(IBAN's are required for the majority of payments outside the UK. Failure to provide an IBAN may mean your payment cannot be processed.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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:	
<input type="text"/>	

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.

4 Important information for investors in Aviva's With-Profit Fund

Information about With-Profit guarantees

Aviva's With-Profit Fund carries valuable guarantees. Please refer to your Policy Conditions and the Key Features document to ensure you understand the implications of cashing in units from the With-Profit Fund, and the impact of withdrawals on your eligibility to participate in any With-Profit guarantees.

Information about MVRs

In order to ensure fairness of treatment between bondholders, the value of units sold may be reduced by a Market Value Reduction (MVR).

When you request that we sell units in the With-Profit Fund for a surrender, partial withdrawal or switch, Aviva reserve the right to give individual consideration as to whether an MVR should apply and at what level, irrespective of what, if any, MVR applies generally. We will not process a request from you for a transaction that attracts an MVR unless we have explicit confirmation from you that we can proceed.

Please tick one of the boxes below to instruct us on how to proceed if a MVR is to be applied.

a) I instruct you to proceed with the application of the MVR (if any). ☐

OR

b) Please contact me/my financial adviser to confirm the amount of MVR (if any) before processing. ☐

I understand that this may delay the processing of this request.

Full contact telephone number for me/my financial adviser

For up-to-date information on your bond value, bonus rates and the MVR (if any) please contact our Customer Service Team on 00 353 46 909 9700.

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.
- 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 from 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 will require evidence of the certifier's regulated status from the client, IFA or certifier.

6 Declaration and Checklist

In the case of personal investors, where there are two bondholders, both should sign the declaration below unless authorisation was given in the original application to accept the signature of either bondholder.

We may need to ask you to provide new identity documentation before making a payment. We take these precautions in order to protect your investment with us and to meet our regulatory requirements. If you have any questions, please contact our Customer Service Team.

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 as the case may be.

Please complete the table below before signing the form:

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. If you do not have your bond documents, please contact our Customer Service Team on 00 353 46 909 9700.

Any requests received will be actioned as soon as we can, this is usually the next day. Note that we are closed on Irish bank holidays. Payment will normally reach your account within seven working days following the receipt of all required documentation.

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% of the total 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 you surrender your bond or individual policies within your bond, there may be an immediate 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. There is also a 'sweep-up' calculation to work out the income tax charge on total gains under your bond or policies. Any gain will be reduced for the time you are resident outside the UK.

Any gains in respect of bonds held under trust will 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 the tax on any gain. If surviving trustees are not resident in the UK, then the UK beneficiaries will be liable for tax on any gain they receive.

Privacy Statement

Our Privacy Statement 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/ or you can request a copy from our Customer Service Team.

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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.

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