

# 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.

This form is for use with the **International Investment Bond** from **Utmost PanEurope dac** and the **International Portfolio Bond** from **Utmost PanEurope dac**. It should be completed if you wish to receive regular withdrawals from your existing bond. On completion please return to **Utmost PanEurope dac, Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland**. Please read the important notes overleaf.

## 1 Personal details

Name of bond: (tick as appropriate) International Investment Bond ☐ International Portfolio Bond ☐

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 the proof of address and photo ID requirements are on Section 3.**

## 2 Details of withdrawals required

The withdrawal each bond year must not exceed 10% of the latest value of your bond at the time this request is received. The minimum withdrawal from the International Investment Bond is GBP 50, EUR 75 or USD 75. The minimum withdrawal from the International Portfolio Bond is GBP 200, EUR 300 or USD 300. All payments will be made in your chosen bond currency.

**a. Payable** ☐ Monthly ☐ Half yearly  
☐ Quarterly ☐ Yearly

Starting on the 15th of

Please allow up to seven working days for payment to reach your account.

**b. Amount**  % the % withdrawal should be based on the original amount invested,  
or as the 5% tax allowance is based on the original amount invested.

Fixed payments of  GBP/EUR/USD each payment

### c. Fund specific withdrawals

Regular withdrawals will be taken by cancellation of units from all funds held in the bond unless requested otherwise by completion of the boxes below. The amount to be cancelled must be shown in the same format as previously chosen. i.e. monetary or percentage.

continued

## 2 Details of regular withdrawals - continued

Total amount to be cancelled

Fund code	Fund name	% or GBP/EUR/USD
Please continue on a separate sheet if necessary.		Total to equal the amount previously chosen

### d. 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 following the receipt of all required documentation. Please complete your bank details below.

Name and address of bank/building society	
	Country
	Postcode
Name of account to be credited	
Sort code (for GBP payment 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.

## 3 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.

continued

### 3 Photo ID and proof of address - continued

**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 EEA member states or from the designated territories of Hong Kong or Japan (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 will require evidence of the certifier's regulated status from the client, IFA or certifier.

### 4 Declaration

**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 for us to accept the signature of either bondholder.**

**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 regular withdrawals by selling units to provide 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
- I confirm the transfer of payments into the notified account will be full discharge of all liability of Utmost PanEurope dac for the withdrawals under the above-mentioned bond.

**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 3		
Current photo ID		
Original/certified current bank statement		

First bondholder/trustee/  
authorised signatory's signature  
(delete as appropriate)

Date

Second bondholder/trustee/  
authorised signatory's signature  
(delete as appropriate)

Date

Signature of first trustee/  
authorised signatory  
(delete as appropriate)

Date

Name

Signature of second trustee/  
authorised signatory  
(delete as appropriate)

Date

Name

## Important notes

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.

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. Note that our offices are closed on Irish bank holidays. Payment will normally reach your account within seven working days following receipt of all required documentation.

In the case of fund specific regular withdrawals, you will be advised if, at some future point, the amount remaining in a fund is likely to be insufficient to meet the next payment in full. You will be required to submit new instructions. Full details can be found in the relevant Key Features document. In the absence of new instructions, all withdrawals will cease when a fund is depleted.

We reserve the right to refuse to sell units if, when you take a regular withdrawal, there will be less than GBP 1,000/EUR 1,500/USD 1,500 in your fund.

At any time, you may request a partial withdrawal across all identical policies in the bond without penalty, provided that, where there are outstanding establishment charges, the value of units remaining in the bond is not less than 20% of all remaining investments. We'll only proceed when you tell us, otherwise the transaction will be delayed. If you make a partial withdrawal in excess of the cumulative allowance (see below) a chargeable gain will arise which may result in an income tax liability.

All references to personal taxation below are based on our 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 our interpretation. Please contact your financial adviser or applicable tax authority for advice on the taxation implications of owning the bond.

If you are a UK resident, there is no immediate liability to income tax if the amount withdrawn from any of the individual policies within your bond does not exceed the '5% allowance'. This allowance is calculated as 5% of the 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 gain is treated as additional income of the policyholder(s) in the tax year in which the chargeable event occurs to determine the amount of any income tax payable. Top slice relief may be available to reduce or eliminate your liability to higher rate income tax if your income, without the gain, is below the higher rate income tax threshold. When completing your tax returns, any gain can be reduced proportionately based on the time you were resident outside the UK whilst the investment was in force.

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 they receive. If the trustees are non-UK resident, beneficiaries will be liable to the extent they benefit from the trust.

If you are a non-UK resident, please contact your financial adviser or applicable tax authority for advice on the taxation implications of owning the bond.

## 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.

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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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