

NOVATION AGREEMENT

Utmost Wealth Solutions is the brand name used by a number of Utmost companies. This agreement can be used by advisers with a terms of business agreement with Utmost International Isle of Man Limited or Utmost PanEurope for former Quilter products, or Alpha International for products administered by Utmost Wealth Solutions.

BEFORE YOU BEGIN

This form is to be completed by financial advisers only.

It is to be used where the servicing rights for a number of Utmost International Isle of Man Limited policies are being transferred from one financial adviser firm to another following a novation.

To ensure that the transfer is reflected on our systems as quickly as possible, you must ensure:

- › The firm receiving the transferred business is authorised by the relevant regulatory body
- › The firm receiving the business, if directly authorised, must hold a Terms of Business with the Company. If a Terms of Business is not in place, a separate **Terms of Business form** must be completed
- › The firm receiving the business, if an appointed representative, must ensure that the authorising network holds a Terms of Business with Utmost International Isle of Man Limited. If a Terms of Business is not in place, a separate **Terms of Business form** must be completed.

We will not be able to transfer the policies on our systems until all necessary documentation has been received by email to agency@utmostwealth.com for Utmost International Isle of Man or Alpha International policies or iomadvisertermsofbusinessuk@utmostgroup.com for former Quilter policies.

Note that where a Terms of Business form is required to be completed, this must be submitted by post or email to the details below. Please contact us on the details below for the relevant form.

HOW TO COMPLETE THIS FORM

This form must be completed 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. **Please do not use correction fluid.**

Throughout this form 'the Company' refers to Utmost International Isle of Man Limited, or Utmost PanEurope for former Quilter policies or Alpha International Life Assurance Company (Guernsey) Limited for the Offshore Collective Investment Bond. Where the context permits, words in the singular shall include the plural and vice versa.

This document contains links to relevant documents, websites and email addresses. Click on the **bold gold** words to access these links.

IMPORTANT NOTES

Prior to completing this form, ensure that you have read and understood the following:

- › That all clients affected by the transfer have been informed of the changes
- › Both the Releasing and Receiving Firms must have obtained any necessary approval from their regulatory body prior to submitting this form

Where applicable, any adviser remuneration payments will only be redirected to the Receiving Firm from the date on which the transfer is processed following receipt of the form. The Company will not be responsible for returning any payments to the client, made to the Releasing Firm, after the confirmed date of transfer.

PRIVACY STATEMENT

The Company's Data Privacy Notice for Intermediaries sets out in full how the Company will use, store and process the information that you provide as Intermediary. The Privacy Notice is published on our website www.utmostinternational.com/privacy-statements/ or you can request a copy by calling our Customer Support team on **+44 (0)1624 643 345**.

WHAT TO DO WHEN YOU HAVE COMPLETED THIS FORM

Once complete, return the form by email to agency@utmostwealth.com for Utmost International Isle of Man or Alpha International policies or to iomadvisertermsofbusinessuk@utmostgroup.com for former Quilter policies or by post to:

Agency Team, Utmost International Isle of Man Limited, King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. If you require any further information or assistance completing this form, please contact our Customer Support team on **+44 (0)1624 643 345**.

A FIRM DETAILS

	Releasing Firm	Receiving Firm
1 Name of firm/intermediary (in full)	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
2 Terms of Business number (if known)	<div></div>	<div></div>
3 Name of regulatory body	<div></div>	<div></div>
4 Regulatory body reference number	<div></div>	<div></div>
5 Name of Network (if applicable)	<div></div>	<div></div>
6 Registered address	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
7 Address for communications (if different from above)	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
8 Telephone number (including national dialling code)	<div></div>	<div></div>
9 Contact name	<div></div>	<div></div>
10 Contact email address	<div></div>	<div></div>

B TRANSFER DETAILS

1 Date of transfer	<div>d</div> <div>d</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>y</div> <div>y</div>
2 Reason for transfer	<div></div> <div></div>

DEFINITIONS

'Releasing Firm' - the ceding firm transferring the book of business to another firm

'Receiving Firm' - the firm accepting the book of business from the Releasing Firm

'Appointed Representative' - a firm that is a member of a Network

'Network' - the head office for the Network that the Appointed Representative is a part of

'Directly Authorised' - a firm that is authorised directly with the regulatory body and is not part of a Network.

C POLICIES TO BE TRANSFERRED

Confirm below whether the transfer is required for all policies held under the Releasing Firm or if only a subset of policies are to be transferred.

- ☐ **Move all** policies associated with the Releasing Firm
- ☐ **Move all policies associated with a sub-agency** of the Releasing Firm

Confirm the Terms of Business number of the affected sub-agency.

Terms of Business number
(if known)

Regulatory Body reference
(if different)

Name of sub office

- ☐ **Only transfer specific policies** (names and policy numbers as noted below)

Policy number	Policyholder's name

If you need more space, confirm the additional policyholder's names and policy numbers on a separate piece of paper and enclose it with this agreement.

D TRANSFERRING POLICIES TO A SUB AGENCY (OPTIONAL)

If these policies are to be managed separately to the Receiving Firm’s existing policies, a sub agency may be set up. Where this is the case, provide details below, alternatively, if this is not applicable proceed to section E.

Name of new sub agency

Any adviser remuneration due should be paid to:

Head office ☐

The bank account details below ☐

BANK ACCOUNT DETAILS

Account name

Account number

Bank sort code

Building Society roll number (if applicable)

Bank BIC/Swift code (required for all banks outside the UK)

IBAN (required for all bank accounts in the EU)

Bank/Building society name

Address

Postcode

Telephone number (including international dialling code)

How long has the account been held? Years

E EXISTING ADVISER REMUNERATION

ADVISER CHARGING/FEEES

If the policies being transferred have an ongoing adviser/investment adviser charge/fee agreement in place for us to facilitate the payment of advice charges to the Releasing Firm, this arrangement can be transferred to the Receiving Firm. The Receiving Firm must provide at least an equivalent level of ongoing service for the existing arrangements to continue and have obtained confirmation from the client that they agree to the transfer of any existing arrangements.

Use the tick boxes below to confirm how any existing adviser charge agreements should be treated on transfer.

- › **Transfer all** - All existing agreements to facilitate the payment of ongoing adviser/investment adviser charges/fees should be transferred from the Releasing Firm to the Receiving Firm on the same basis. ☐
- › **Transfer for specific policies only** - The existing ongoing adviser/investment adviser charge/fee agreement should be transferred from the Releasing Firm to the Receiving Firm on the same basis for policies confirmed in the separate list provided. ☐
- › **Terminate all** - All existing agreements to facilitate ongoing adviser/investment adviser charge/fee payments on policies being transferred will cease. ☐

If you wish to transfer any ongoing remuneration agreements on selected policies only, ensure that a separate list of the affected policy numbers is enclosed with this form.

TRAIL COMMISSION

Where a policy, normally set up before 31 December 2012, is paying ongoing or trail commission, this can be re-registered to the Receiving Firm providing this meets the Financial Conduct Authority's requirements for the continued payment of commission. These requirements include the provision of an ongoing service. The policyholder must be informed of and agree to the re-registration of any existing commission payments.

Using the tick boxes below, confirm how any existing commission arrangements should be treated on transfer.

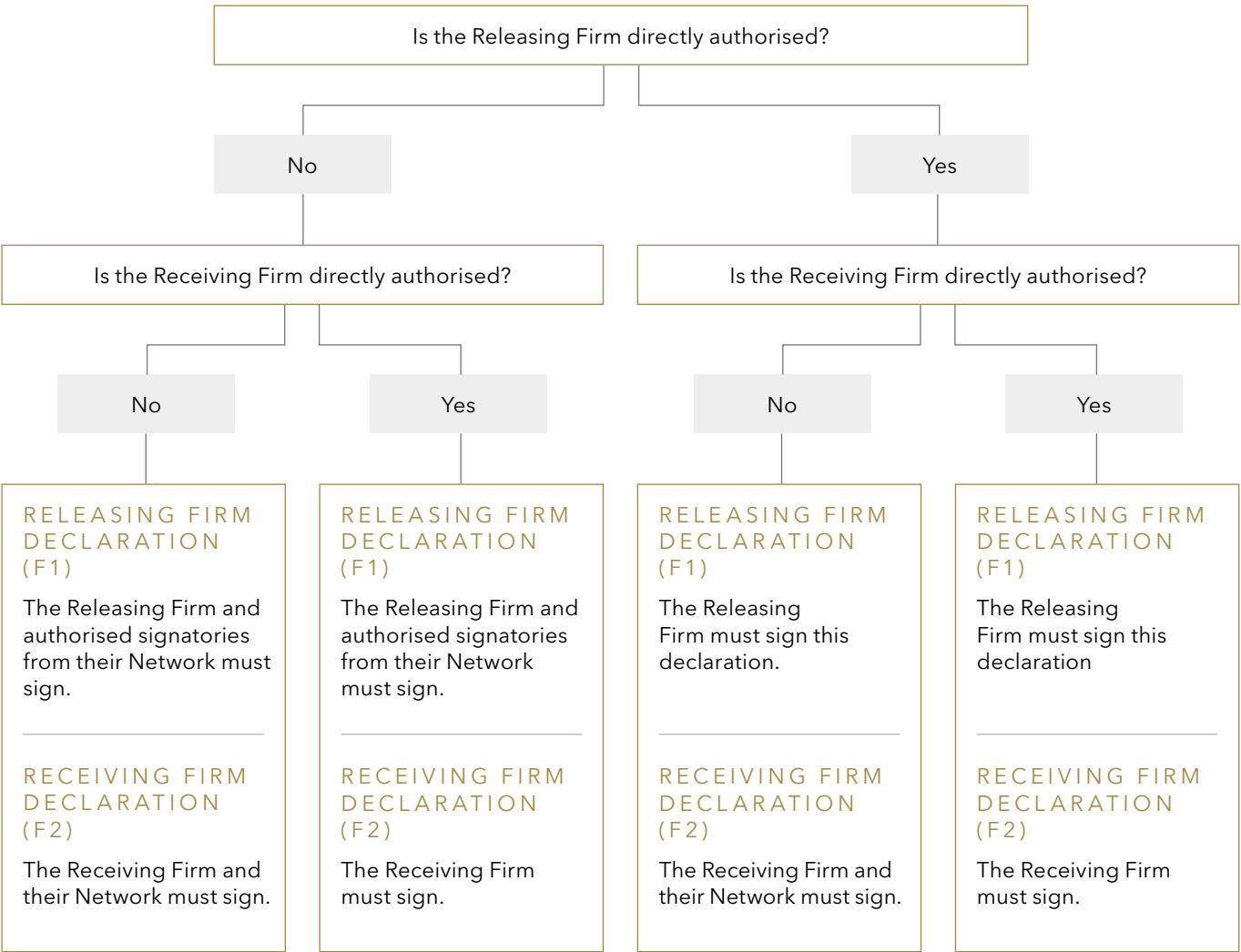
- › **Transfer all** - All existing commission arrangements should be re-registered to the Receiving Firm. ☐
- › **Transfer for specific policies only** - The existing commission arrangements should be re-registered to the Receiving Firm for policies confirmed in the separate list provided. ☐
- › **Terminate all** - All existing commission arrangements are to stop. ☐



- › If no option is selected in either the Adviser Charging/Fees or Trail Commission sections above, we will terminate any adviser remuneration agreements in place when processing this transfer. It is important to be aware that trail commission payments cannot be reinstated once removed.
- › Where any adviser remuneration agreements are to be transferred, the policyholder(s) must have been informed and consented to the re-registration.
- › The Company may choose not to transfer adviser charge payments if such adviser payments are subject to dispute by any other person or where a policyholder objects to such a transfer.

DECLARATION GUIDANCE

The following decision tree is provided as guidance only. It is designed to explain who must sign the declarations within section G of this document.



F DECLARATION

F1 - RELEASING FIRM DECLARATION

By signing below the Releasing Firm confirms and declares that the relevant business was transferred from the Releasing Firm to the Receiving Firm on the date specified within section B.

The Releasing Firm confirms it is relinquishing all its rights, obligations and liabilities in relation to the transferred business to the Receiving Firm.

The Releasing Firm further confirms that all policyholders have been made aware of the transfer of business in writing.

	Authorised signatory 1	Authorised signatory 2
SIGNATURE	<div></div>	<div></div>
Date	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>
Print full name	<div></div> <div></div>	<div></div> <div></div>
Position	<div></div>	<div></div>

SIGNATURE

If more authorised signatories are required to sign, photocopy this page and after signing the additional copies, attach it securely to the form.



NETWORK DECLARATION

Where the Releasing Party is part of a Network, the Network confirms by signing below that the Network releases or accepts liability for the transferred business as applicable.

	Network authorised signatory (if applicable)
SIGNATURE	<div></div>
Date	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>
Print full name	<div></div> <div></div>
Position	<div></div>

F2 - RECEIVING FIRM DECLARATION

By signing below the Receiving Firm confirms and declares that the relevant business was transferred from the Releasing Firm to the Receiving Firm on the date specified within section B.

The Receiving Firm confirms and declares that it will assume all rights, obligations and liabilities of the Releasing Firm in relation to the transferred business.

The Receiving Firm further confirms that where adviser charges/investment adviser charges facilitated by the Company through the policy or commission payments are being transferred, this will be to pay or part pay for the provision of an ongoing service and that this has been agreed with the policyholder.

The Company reserves the right to contact the policyholders of contracts covered by this arrangement to confirm that they are receiving ongoing financial advice from the Receiving Firm and that they have agreed to the transfer.

	Authorised signatory 1	Authorised signatory 2
SIGNATURE	<div></div>	<div></div>
Date	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>
Print full name	<div></div> <div></div>	<div></div> <div></div>
Position	<div></div>	<div></div>

SIGNATURE

If more authorised signatories are required to sign, photocopy this page and after signing the additional copies, attach it securely to the form.



NETWORK DECLARATION

Where the Receiving Party is part of a network, the Network confirms by signing below, that the Network accepts liability for the transferred business.

SIGNATURE

Network authorised signatory (if applicable)

Date

d

d

m

m

y

y

y

y

Print full name

Position

G

CHECKLIST

We want to process your request as quickly as possible. To help us do this, remember to:

- › Attach any additional information, including details of any additional policies or remuneration agreements to be transferred, to the back of this form
- › If the Receiving Firm does not have a Terms of Business in place with the relevant Company, attach a completed **Terms of Business form** to this form.
- › Letter to client advising of Novation

RESET

A WEALTH *of* DIFFERENCE

www.utmmostinternational.com

Utmmost International Isle of Man Limited is registered in the Isle of Man, registered number 024916C. Registered Office address: King Edward Bay House, King Edward Road, Onchan, IM99 1NU, Isle of Man.

Utmmost International Isle of Man Limited is licensed by the Isle of Man Financial Services Authority as an Authorised Insurer.

Utmmost Wealth Solutions is registered in the Isle of Man as a business name of Utmmost International Isle of Man Limited.

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

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

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

The Offshore Collective Investment Bond is issued by Alpha International Life Assurance Company (Guernsey) Limited.

Alpha International Life Assurance Company (Guernsey) Limited is an insurer licensed by the Guernsey Financial Services Commission under the Insurance Business (Bailiwick of Guernsey) Law, 2002.

Registered Office address: Suites 1 & 2, Block A, Hirzel Court, St. Peter Port, GY1 2NN, Guernsey.

Pursuant to Section 12 of the Insurance Business (Bailiwick of Guernsey) Law, 2002 (as amended), Alpha International Life Assurance Company (Guernsey) Limited must hold the assets representing at least 90% of investor liabilities in trust, and for the purposes of this requirement Alpha International Life Assurance Company (Guernsey) Limited has appointed the Bank of Butterfield Trustees Limited as Custodian Trustee.

The Offshore Collective Investment Bond is administered by Utmmost Administration Limited, registered in the Isle of Man under number 109218C and licensed by the Isle of Man Financial Services Authority. Utmmost Administration Limited is part of the Utmmost Group.

Administration Centre for correspondence: Utmmost Wealth Solutions, King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles.

Alpha International Life Assurance Company (Guernsey) Limited is not part of the Utmmost Group.

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