


APEX (FRANCE)

GUIDE FOR INDIVIDUAL APPLICANTS




This booklet is for your use and is not required to be returned to Utmost PanEurope dac.

For further help with completing the Application Form please contact your Insurance Intermediary or our Sales Support team.

 00 353 46 903 7650

 salesupport@utmost.ie

 Utmost PanEurope dac
Navan Business Park
Athlumney
Navan
Co. Meath
C15 CCW8
Ireland

 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.

A WEALTH *of* DIFFERENCE

Utmost Wealth Solutions is a brand name used by a number of Utmost companies. This item has been issued by Utmost PanEurope dac. Utmost PanEurope dac is regulated by the Central Bank of Ireland.

Utmost PanEurope dac is a designated activity company registered in Ireland (number 311420), with a registered office at Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Utmost PanEurope dac is duly registered for the pursuit of life insurance business in France on a freedom to provide services basis, and is duly registered for such purposes with the French Prudential Control and Resolution Authority (Autorité de Contrôle Prudentiel et de Résolution or 'ACPR') under the number 228159.

UPE PR 00167/01.2022

IMPORTANT INFORMATION

- › Failure to disclose any information which might influence our assessment of your application may invalidate the contract. Any additional information should be supplied on a separate piece of paper and attached to the Application Form before submission
- › You should check with your Insurance Intermediary that this product is suitable for you and that no taxation, exchange control or insurance legislation prevents you from taking out an Apex (France) Policy
- › The personalised Charges Details Document, provided to you by your Insurance Intermediary, should match the investment details outlined in the Application Form. If there have been changes in the investment details between the date of the Charges Details Document and the submission of the Application Form, ask your Insurance Intermediary for an updated Charges Details Document.

BEFORE YOU BEGIN

This guide has been designed to assist you with completing the **Apex (France) Application Form for Individuals**. Before completing the Application Form ensure you have also read the current **Apex (France) Product Guide**, your personalised **Charges Details Document**, the **Apex (France) Key Information Document** and any applicable disclosure documents. In addition, your Insurance Intermediary will be able to provide you with any relevant supporting literature in relation to your individual circumstances.

Your Insurance Intermediary will provide you with a copy of the Policy Conditions, which will detail the full terms and conditions applicable to you and your Policy. Once the Policy has been issued you will receive a copy of the Policy Conditions (for your records) and the Policy Schedule.

WHERE TO SIGN

- › **Lives Assured** (who are not the Applicant, if any) will need to sign **section F** to accept their appointment (or the legal guardian/representative will be required to sign where the Life Assured is a minor)
- › **Accepting Beneficiaries** (if any) will need to sign **section G** to confirm acceptance of their appointment. It is important that the appointment of any Accepting Beneficiaries are carefully considered and discussed with your Insurance Intermediary prior to requesting the appointment, as an Accepting Beneficiary appointment is irrevocable
- › **The Insurance Intermediary** will need to sign **section M1**, the 'Insurance Intermediary Declaration' to accept the terms of their appointment in **section M** and to confirm they have completed the identification requirements on behalf of the Applicants
- › **Applicants** will need to sign **section S** to accept the terms of the Policy application (or the legal guardian/representative will be required to sign where the Applicant is a minor)

If the Application Form is being signed under a Power of Attorney, we require a certified copy of the Power of Attorney document. The identity and address of the Attorney will also need to be verified in addition to the Applicant.

A REQUEST FOR ENGLISH LANGUAGE

It is important that you read this section carefully before completing and signing the Application Form. By signing the Application Form you are agreeing to the terms set out in this section as well as the terms outlined in **section S**.

B TAX INFORMATION

This section of the Application Form must be completed to provide Utmost PanEurope with a Tax Mandate in accordance with French law.



If this section of the Application Form is not completed, Utmost PanEurope will be unable to proceed with your application.

C POLICY DETAILS

C1 - LIFE ASSURANCE BASIS

All the Policy Segments within your Policy will automatically end on the death of the Relevant Life Assured. Who is deemed to be the 'Relevant Life Assured' will depend on the insurance basis you select in this section of the Application Form.

INSURANCE BASIS	ON WHO'S DEATH THE POLICY WILL END (RELEVANT LIFE ASSURED)
SINGLE LIFE	The death of the sole Life Assured
JOINT LIVES FIRST DEATH	The first death of any Life Assured
MULTIPLE LIVES LAST DEATH	The death of the last surviving Life Assured

Up to six Lives Assured can be appointed which can include the Policyholder(s). If the Lives Assured are different to the Policyholder(s), they will be required to sign the relevant section of the Application Form to confirm their appointment. Once a Life Assured is appointed they cannot be changed in the future.

If you do not wish to be the Life Assured or you wish to name additional Lives Assured, you must also complete **section F** of the Application Form.

C4 - POLICY CURRENCY

Premiums received in currencies other than the requested Policy Currency will be converted at the exchange rate applicable at the time, in line with sub condition '3.6 Currency Conversion' of the Policy Conditions.

Currency fluctuations may affect the value of the investment.

C5 - NUMBER OF POLICY SEGMENTS

As noted within the Application Form, if you do not specify the number of Policy Segments that you would like, the Policy will automatically default to 60 Policy Segments.

The minimum value per Policy Segment is €500/£450/US \$550/CHF 550. The maximum number of Policy Segments available is 9,999.

In France, segmentation of a Policy is not recognised for tax purposes. However, the number of Policy Segments (that make up the Policy) can affect flexibility should you wish to move to the UK in the future and take your Policy with you. As such, it is very important that you discuss this with your Insurance Intermediary before submitting your Application Form and take into account not only the size of your investment, but also your future financial objectives.

D POLITICALLY EXPOSED PERSONS

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 ASSOCIATE' INCLUDES:
<ul style="list-style-type: none"> › a spouse › a partner considered by law as equivalent to a spouse, such as registered civil partner › a child and their spouse or partner › a sibling › a sibling-in-law › a parent › a parent-in-law › a grandparent › a grandchild. 	<ul style="list-style-type: none"> › a business partner or joint beneficial owner of a business › someone who is acting as Attorney or is a nominee for the PEP.

E APPLICANT DETAILS

E1 - IS THE APPLICANT TO BE A LIFE ASSURED?

If you would like to be a Life Assured you must tick yes to this question, if you tick yes you do not need to complete **section F** unless you would also like to appoint one or more additional Lives Assured.

If you (or both applicants in the case of a joint application) do not wish to be a Life Assured you must tick no and ensure **section F** is also completed.

E7 - WHAT IS THE RELATIONSHIP OF APPLICANT 1 TO APPLICANT 2?

For example a spouse or civil partner (under the Pacte Civil de Solidarité (PACS) regime).

E15 - LOGIN CREDENTIALS

Complete this section if you wish to apply for online access to our website, allowing you to view your Policy information at any time. 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 case sensitive. Once your Policy is in force and Policy documentation sent, you will receive login details to the email address you provide on the Application Form. Your personal code is an added security measure and will be required when logging into the website for the first time.

E17 AND E18 - TAX QUESTIONS

These questions are to satisfy our tax reporting obligations.

If you have more than one Tax Identification Number, please ensure you provide details of all additional Tax Identification Numbers in the Notes field in **section T** of the Application Form.

F ADDITIONAL LIFE ASSURED DETAILS

This section is only required if you wish to either name different Lives Assured from the Applicant or name additional Lives Assured. If the Applicant is to be the Life Assured you should tick the box for question 1 in **section E**. If you wish to name more than two alternative lives, complete this page of the Application Form and attach it securely to the form as necessary. All additional Lives Assured will need to sign this section of the Application Form to agree to the appointment.

G NOMINATION OF BENEFICIARIES

Use this section to enter the details of your nominated Beneficiaries.

If nominating by a will, private deed or authentic deed provide the details of the notary of such document in **section G1**.

If you would like to appoint revocable Beneficiaries where not already appointed by will, private deed or authentic deed complete **section G2**.

If you would like to appoint Accepting Beneficiaries (even if already noted in a will, private deed or authentic deed) please complete **section G3** with the full details of each Accepting Beneficiary, ensuring each Accepting Beneficiary signs at the bottom of this section to accept appointment.

H PREMIUM DETAILS

Utmost PanEurope does not pay credit interest on Premiums received prior to issue. For more information contact our Customer Operations team on **00 353 46 9099 700**.

If you exercise your right to cancel the Policy within the 30 day Cooling Off Period, we will return the Premium payment in full. Your Policy will not start until we have received all outstanding requirements, including cleared funds.

I SOURCE OF WEALTH

Source of wealth 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 we may request independent evidence of source of wealth.

You will find examples of appropriate documentary evidence within the source of wealth categories table of the **Anti-Money Laundering and Source of Wealth Pack** which can be obtained from your Insurance Intermediary. The Policy will not be issued until the information is received and a satisfactory risk assessment is completed.

J PRODUCT FIT ASSESSMENT

The answers your Insurance Intermediary provides in this section will help Utmost PanEurope ensure an Apex (France) Policy is a suitable fit for your personal investment circumstances and needs.

K REGULAR WITHDRAWALS

An IBAN and Swift/BIC are required for all European payments. All payments are made in the Policy Currency, on the 16th of the month the payment falls due, and will be paid by electronic transfer to the Policyholder's bank account only.

Withdrawals paid to third parties are only considered under exceptional circumstances; in this instance, we will require additional information. For more information contact our Customer Operations team on **00 353 46 9099 700**.

Withdrawals are paid through the Dealing Account; therefore the Dealing Account may become temporarily overdrawn if sufficient money is not set aside in liquid assets such as Money Market Funds to cover the cost of withdrawals. For further details on setting aside liquid assets to cover charges and withdrawals speak to your Insurance Intermediary. All withdrawal requests must be countersigned by the Accepting Beneficiaries (if appointed).

L IDENTIFICATION REQUIREMENTS

This section must be completed by your Insurance Intermediary in all cases.



If you are unable to provide a piece of evidence listed in Part 1 due to exceptional circumstances, you will be required to provide an explanation why and two pieces of evidence from Part 2.

If you do not hold one of the documents listed in Part 2, see our **Apex (France) Anti-Money Laundering and Source of Wealth Pack** for an extended list of standard identity documents. This can be obtained from your Insurance Intermediary or on request from our Customer Operations team on **00 353 46 9099 700**.

SUITABLY CERTIFIED COPY DOCUMENTATION

We can accept certification of copy documents as set out in the **Apex (France) Anti-Money Laundering and Source of Wealth Pack**.

In summary the persons who can certify these documents include but are **NOT** limited to:

- › an Insurance Intermediary
- › a notary public
- › a lawyer or advocate.

For further details on suitable certifiers refer to the **Apex (France) Anti-Money Laundering and Source of Wealth Pack**. The document must be written and certified in English or accompanied by an English translation that is also certified.

M INSURANCE INTERMEDIARY DETAILS

To be completed by the Insurance Intermediary in all cases.

N INVESTMENT OPTIONS

SELF SELECTED EXTERNAL ASSETS	Apex (France) allows you to link your Policy to a variety of External Assets from some of the world's leading investment management groups and banking institutions, as permitted by Utmost PanEurope.
CUSTODIAN/ PLATFORM ARRANGEMENT	A Platform or Custodian will be responsible for the provision of custody and dealing administration services to a portfolio linked to the value of your Policy, upon which the nominated Investment Adviser will be appointed by Utmost PanEurope to liaise directly with the Platform or Custodian to place trading orders upon the portfolio. The Investment Adviser will act on a discretionary basis only and must be nominated on this basis, using the separate Apex (France) Nomination of Investment Adviser Form .
NOMINATION OF DISCRETIONARY FUND MANAGER (DFM)	If you would like your Policy to be linked to a wider range of investments than those permitted under the self selection range of External Assets, you may choose to invest part, or all, of your investment into one, or more, Dedicated Internal Fund. A Dedicated Internal Fund requires you to nominate a Discretionary Fund Manager, to be appointed by Utmost PanEurope, to hold and manage your investment. Discretionary Fund Manager is our coverall phrase for a suitably qualified investment firm which you may wish to nominate to manage a portfolio of underlying Investment Instruments linked to the value of your Policy.

Ask your Insurance Intermediary for more information about the investment options available to you.

N1 - NOMINATION OF INVESTMENT ADVISER

If you would like to nominate a professional to help manage the External Assets of the Policy, an Investment Adviser can be nominated on an advisory or discretionary basis.

However, if you would like the Investment Adviser to help manage investments held with a Custodian / Platform, they must be nominated on a discretionary basis only.

To nominate and request Utmost PanEurope appoint an Investment Adviser of your choice, complete the separate **Apex (France) Nomination of Investment Adviser Form** available from your Insurance Intermediary on request.



Utmost PanEurope will make the appointment of a nominated Investment Adviser at Utmost PanEurope's discretion.

N2 - INVESTMENT SPLIT

If you choose to split your investment across two or more investment options, it is important that the investment split you provide totals 100%.



EXTERNAL ASSETS

Use this section to specify which External Assets you would like your Policy to be linked to. In order to avoid potential delays in investment, as much detail as possible should be provided.

SEDOL / ISIN codes are the identifying reference codes given to third party External Assets which can be held. Ensure the SEDOL or ISIN code is quoted in all instances to avoid potential delays in investment.



NOMINATION OF CUSTODIAN / PLATFORM AND DISCRETIONARY INVESTMENT ADVISER

If you would like part, or all, of your investment to be held by a third party Custodian / Platform complete this section. For this option you will also be required to nominate an Investment Adviser on a discretionary basis, only to manage the investment held by the chosen Custodian / Platform.

To nominate an Investment Adviser, you must complete the standalone **Apex (France) Nomination of Investment Adviser Form** (available from your Insurance Intermediary on request) and submit it together with the Application Form.



Utmost PanEurope will make the appointment of a nominated Custodian, Platform or Investment Adviser at Utmost PanEurope's discretion.

Q NOMINATION OF DISCRETIONARY FUND MANAGER (DFM)

If you wish to nominate a Discretionary Fund Manager (DFM) to manage part, or all, of your investment, the nominated DFM will work on a discretionary basis, which means they will make investment decisions without any specific consultation with you. The firm you nominate must have the necessary regulatory authorisation to perform this discretionary service.

A nominated DFM, if appointed by Utmost PanEurope, will manage the investments within a Dedicated Internal Fund. Utmost PanEurope must, at all times, retain legal and beneficial ownership of any Dedicated Internal Fund and linked DFM External Account(s). As a result, the Policyholder has only a limited authority in connection with the linked underlying Investment Instruments. As the Policyholder, you will have the authority to:

- › select the Investment Strategy including the level of risk applied, which the DFM will use to manage the investment in line with
- › receive direct reporting from the DFM including, but not limited to, details of cash balances and safe custody holdings and value within the External Account
- › receive full disclosure of investment charges and terms.



It is important to note DFMs will charge their own fees for the services they provide within the Policy. You are able to contact the nominated firm directly to obtain details of the charging structure being applied to the portfolio linked to the value of the Policy. Such charges may include, but are not limited to the provision of the following services; investment management, custody, transactions, banking or payments.

Utmost PanEurope will make the appointment of a nominated Discretionary Fund Manager at Utmost PanEurope's discretion.

Q1 - DISCRETIONARY FUND MANAGER DETAILS

This section must be completed if nominating a DFM. Any missing information might result in a delay in account opening and investment.

Q2 - ATTITUDE TO RISK AND INVESTMENT OBJECTIVES

Together with the Application Form, you must complete an investment mandate which is specific to your chosen DFM.

A copy of the investment mandate can be obtained directly from your chosen DFM or your Insurance Intermediary. Once completed you must send the investment mandate together with the Application Form to Utmost PanEurope.

R MANAGEMENT OF THE DEALING ACCOUNT

A Dealing Account will be set up within your Policy. All transactions are placed through the Dealing Account including, but not limited to; regular or ad hoc withdrawals, charges for advice paid to your Insurance Intermediary and Policy charges.

It is possible for a Dealing Account to hold a temporary negative balance, for example, when charges are applied or when investments are changed. Overdrawn balances are not permitted to accumulate and therefore when a balance of -€2,000 is reached Utmost PanEurope will take action to clear the negative position.

In this section you can specify one investment option / External Asset which you would like to be used to clear an overdrawn position if one occurs. If you do not specify an investment option / External Asset, Utmost PanEurope will proceed to clear the balance in line with the process outlined in the Policy Conditions.

S APPLICANT DECLARATION

This declaration must be read and signed by all Applicants. If you do not understand any aspect of the declaration ask your Insurance Intermediary to explain it to you before signing.

HOW WE USE YOUR INFORMATION

More details about how we use your information, your rights over this information and how you can exercise your rights can be found in the applicable Privacy Notice. We publish our Privacy Notice on our website at www.utmostinternational.com or you can contact us on **00 353 46 9099 700** to request a copy.

