

Fund switch instruction

Completing this form

By completing this form you will be requesting a change to the funds to which the value of your policy is linked.

For more information about completing this form, please read our guidance notes or contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.

We can only accept original written instructions (including faxed copies) that have been signed by all policyholders. If you are the appointed investment adviser for the policy, you alone may sign on their behalf.

If you hold more than 1 policy, you **must** complete a separate form for each policy.

If you intend to send a faxed copy of this instruction, please ensure that it is clear and legible. We cannot be held responsible for the failure to action your instructions if they are unclear, incomplete or illegible. Any errors or incomplete information on this form may result in a switch being delayed. Originals of faxes are not required.

When you have completed this form:

Please send it to: RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Or fax it to: **+44 (0) 1624 689 213**

Please note that we cannot be held responsible for switches that are delayed or missed as a result of instructions being sent to any fax number, other than the one shown above.

Guidance notes

The information required to complete the first three columns can be found in the *Investment Guide*.

ISIN code – Please insert the corresponding ISIN code for each fund required.

Fund name – Please insert each fund name as it appears in the *Investment Guide*.

Fund currency – Please insert the fund currency as there may be more than one option for the fund you wish to invest in.

It is important that you correctly match the ISIN code to the fund name and currency to avoid errors and potential delays.

Important notes

Processing switches

We will process your instruction to switch on the day on which we receive it, subject to:

- your instruction being received by 12pm (UK time) on that day
- our offices being open for work on that day
- all necessary documentation being supplied
- compliance with your policy Terms and Conditions.

If, for whatever reason and further to the above criteria, we are unable to process your instruction on the day on which we receive it, we will process it on our first working day thereafter.

General

Where the provider of a fund linked to your policy becomes insolvent, your policy will incur the loss.

We are not authorised to provide you with investment advice, and we would always recommend that you consult a professional before making investment decisions.

Fund switch instruction

Policy number

Full name(s) of policyholder(s)

Investment Adviser
(company name and individual)

Date of fax (dd/mm/yyyy)

Please provide your contact details in the event of a query:

Telephone number

Fax number

Email address

Switch type (please tick one box only)

Redirection of future premiums only Switch of existing units only Switch of existing units plus redirection future premiums

Switch out

IMPORTANT: Please remember that we only need to know the % of UNITS you want to switch out of each fund. If it is your intention to completely switch out of a fund then you must insert 100% in the “% of units” box.

If you require any further guidance as to how to complete this section, please refer to the example on page 4.

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Switch in

Proceeds of fund(s) being switched out to be split as follows:

	ISIN	Please state name of fund(s) to be switched into	Currency	% of proceeds
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Total **100%**

Will future premiums be invested as per the instructions provided in the "Switch in" table?

 Yes No

If you select No, please provide alternative instructions in the table below.

Redirection of future premium

(to be completed if a fund switch and redirection or redirection of future premiums has been requested)

	ISIN	State name of the fund(s) to be switched	Currency	% of new fund
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
				Total 100%

Please ensure that percentages invested total 100% and that the amount invested in each fund is above the minimum of GBP25/USD50/EUR50/AUD50.

The total number of existing and new funds selected cannot be greater than 10.

Before signing please read the important notes on page 1 and confirm that you have done so by ticking here

	Policyholder 1/Investment Adviser	Policyholder 2
Signature	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Date (dd/mm/yyyy)	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>

Switching out of existing funds example

Table 1 below shows the summary of an example policy.

Table 1 - Example policy

Fund	Currency	ISIN	No of units held in fund	Value	% of policy value
BlackRock GF World Energy	USD	LU0122376428	10,000	\$15,000	25.00%
Pictet Timber	USD	LU0340557775	25,000	\$10,000	16.67%
Aberdeen Gbl Asia Pacific Equity	USD	LU0011963245	6,000	\$20,000	33.33%
Carmignac Emergents	USD	FRO011269364	30,000	\$15,000	25.00%
Total				\$60,000	100.00%

The client wishes to switch out of all the funds completely in Table 1 and switch the proceeds into new funds.

Based on the information above, Table 2 demonstrates the WRONG way to complete the switch out instruction:

Table 2 - Switch out

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.	LU0122376428	BlackRock GF World Energy	USD	25.00%
2.	LU0340557775	Pictet Timber	USD	16.67%
3.	LU0011963245	Aberdeen Global Asia Pacific Equity	USD	33.33%
4.	FRO011269364	Carmignac Emergents	USD	25.00%

If you complete the switch instruction as shown in Table 2 above then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
BlackRock GF World Energy	10,000	25.00%	2,500.00	7,500.00
Pictet Timber	25,000	16.67%	4,167.50	20,832.50
Aberdeen Gbl Asia Pacific Equity	6,000	33.33%	2,000.00	4,000.00
Carmignac Emergents	30,000	25.00%	7,500.00	22,500.00

Table 3 demonstrates the CORRECT way to complete the switch out instruction:

Table 3 - Switch out

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.	LU0122376428	BlackRock GF World Energy	USD	100%
2.	LU0340557775	Pictet Timber	USD	100%
3.	LU0011963245	Aberdeen Global Asia Pacific Equity	USD	100%
4.	FRO011269364	Carmignac Emergents	USD	100%

If you complete the switch instruction as shown in Table 3 then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
BlackRock GF World Energy	10,000	100%	10,000	0.00
Pictet Timber	25,000	100%	25,000	0.00
Aberdeen Gbl Asia Pacific Equity	6,000	100%	6,000	0.00
Carmignac Emergents	30,000	100%	30,000	0.00

If you require any further assistance with the completion of this form, then please do not hesitate to contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.