Servicing

Investment transfer or sale

Who is this form for?

This form is for applicants or policyholders of single premium products who wish to transfer existing investments into their policy or sell for cash which can then be used to fund their policy.

How does an investment transfer work?

Your existing investments can be transferred into your policy directly, subject to them being acceptable to us. To do this we require your permission via the Power of Attorney (incorporated into this form) to transfer the investments on your behalf. When we possess all of the necessary documentation we will transfer each investment as required. **You should note that the process can take a substantial length of time, in some cases several months or longer to complete.** Whilst we will initiate your transfer(s) on receipt of this instruction, we are reliant on third parties to complete on the request. We can only transfer investments where this form and your application (where applicable) are correctly completed.

How does an investment sale work?

We can sell your existing investments, such as stocks and shares, and use the cash proceeds to fund your policy. To do this we require your permission via the Power of Attorney (incorporated into this form) to sell the investments on your behalf. When we possess all of the necessary documentation we will sell each investment as requested. **Again, the process can take a significant amount of time to complete, several months or longer in some cases.** Whilst we will initiate your sale on receipt of this instruction, we are reliant on third parties to complete on the request.

Completing this form

By completing this form you will be providing and authorising RL360°, through a Power of Attorney, to transfer or sell the investments listed in Section 2 owned by you. Please complete in BLOCK capitals throughout.

We can only accept original written instructions that have been signed by all of the registered owner(s) of the investments to be transferred or sold. The signing must be witnessed by an independent witness (a spouse is not considered an independent witness).

Where you hold investments with numerous different investment managers you should complete one form per manager. For instance, if you wish to transfer investments from Artemis, Fidelity and Schroder, you should complete one form for each.

As this form is a legal document any alterations, corrections and/or additions must be initialled by the owner(s) of the investments to be transferred or sold. Please do not use correction fluid as this will invalidate the form.

Where appropriate, any reference to the singular includes the plural and reference to the masculine includes the feminine.

Please make sure that you read the **important notes section**.

When you have completed this form

Please make sure that all certificates and/or other documents (a recent statement of holdings) of title for the investments detailed are also included when returning this form. Wherever possible these should **not** be printouts of online statements as they rarely provide vital contact information. We cannot proceed without these.

Once complete please send it to:

Dealing Team, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP.

You can count on us RL 360°

Section 1

1. In connection with my application or policy, I, as owner(s) of the investments detailed in the Schedule described in Section 2

Name		
Current residential address address (including postcode)		

hereby appoint RL360 Insurance Company Limited (RL360°), in its absolute discretion to to be my Attorney, to act in my name(s) and on my behalf by deed or otherwise to do any or all of the things necessary to undertake the

☐ * **Transfer** of all investments to RL360° or, such custodian or nominee as RL360° may appoint, for the purposes of holding the investment(s) at a price equal to their relevant value, at the market bid price obtainable by RL360° at the relevant time.

☐ * **Sale** through a recognised stock exchange or through the relevant investment manager, of all investments at the market bid price and otherwise in accordance with the rules, regulations and other requirements of the relevant stock exchange or investment manager, and to apply the net proceeds from such sales in accordance with paragraph 3.

* **Please tick only one box.** You should complete a separate form for each type of transaction and for each separate investment manager.

2. I understand that

(i) the transfer or sale of the investments will normally take place as soon as reasonably practicable following RL360°'s receipt of this authority and product application form (where applicable), both of which must be completed correctly and in addition to the relevant certificates (where appropriate) and/or other documents of the title to the investments.

(ii) if for any reason whatsoever the policy is not effected, RL360° will deduct any stockbrokers' commission, duties or other such expenses incurred in respect of the sale or transfer of the investments from the proceeds of such any sale or transfer of the investments back to me/us.

3. I authorise RL360°

(i) to invest the net proceeds referred to in sub-paragraph 1 above into my policy.

(ii) to insert and/or alter the appropriate amount of my investment as set out in my product application form (where applicable) for the policy.

4. I hereby warrant that

(i) I am the owner(s) of the investments and have all the necessary powers to dispose of them.

(ii) I have full power to give this authority without requiring the consent of any other person(s).

(iii) none of the investments are subject to any lien, charge, encumbrance or any other third party right, nor is there any legal or other prohibition on the proposed sale or transfer of any of the investments.

5. I irrevocably undertake

(i) to account to RL360° without avoidable delay for all dividends, interest or other rights or benefits received or receivable by me after the sale or transfer of the investments pursuant to this authority and to which the purchaser or transferee of the relevant investments is entitled.

(ii) to pay promptly all calls and other payments due in respect of the investments before the date of sale or transfer thereof pursuant to this authority (except insofar as they were taken account of in the price for the purposes of the relevant sale or transfer).

(iii) to forward to RL360° without avoidable delay all notices and other communications relating to the investments which are received by me and which will have an effect after the date of sale or transfer thereof pursuant to this authority.

(iv) to execute without avoidable delay following a request from RL360°, any transfer form(s) or any other transfer document(s) that may be required in connection with transfer or sale of all or any of the investments.

(v) to reimburse RL360° to the extent of any loss or expense suffered or incurred by RL360° should any of the certificates or other documents of title not accurately reflect my holding in any of the investments.

6. For the purpose of carrying into effect the sale or transfer of all or any of the investments detailed and/or any other matters authorised by this authority, I hereby irrevocably appoint any two authorised signatories of RL360° to be my attorney. They shall have full power on my behalf to execute or sign any transfer form(s) or other document(s) which may be required, and to do any other act or thing as RL360° may deem necessary or expedient to accomplish any such transfer or sales and/or any other matters authorised by this authority as fully and effectively as if I could do if personally present. I hereby ratify and confirm whatever my said attorney shall lawfully do or cause to be done by virtue of this appointment.

7. I agree that the law of the Isle of Man shall apply to this authority.

Signed and delivered as a deed

RL360° can only accept original written instructions that have been signed by all of the owner(s) of the investments to be transferred or sold. Your signature(s) must be witnessed by an independent witness (a spouse is not considered an independent witness).

Owner(s)

Signature

Date (dd/mm/yyyy)

Witness

Name

Current residential address and postcode

Occupation

Signature

Date (dd/mm/yyyy)

Section 2 – Schedule of Investments

Please provide details of the investments to be transferred or sold as per Section 1. Please make sure that all certificates and/or other documents (a recent statement of holdings) of title for the investments detailed are also included when returning this form. Wherever possible these should not be printouts of online statements as they rarely provide vital contact information. We cannot proceed without these.

	Personal reference number or account number	Name(s) of registered owner(s) as they appear on the certificate or document of title	Full description of the investment as shown on the certificate or document of title, including any ISIN or SEDOL code	Number of units or shares to be transferred/sold
1				
2				
3				
4				
5				
6				

If there is insufficient space above, please continue on a separate sheet of paper. This should be signed and dated by all owners.

Important notes

Whilst we endeavour to use all best efforts to undertake a transfer on your behalf, the period of time it takes to complete is outside of our control. We can accept no responsibility for any consequences that may arise from a delay. **We cannot be held responsible for any loss of value in your investment between the period of your transfer request and our receipt of the realised value.**

We can only transfer investments that are acceptable to us.

We will apply an administration fee for each investment transferred (details can be found in your product literature).

The sale or transfer of securities may give rise to a tax liability. We will not provide any estimate as to the tax liability which may arise as the result of a transfer for any of the investments referred to in this form. It is your responsibility to calculate and meet any tax liability and you are strongly recommended to speak to your financial adviser.

Data protection

Any data you provide to RL360° may be shared, if allowed by law, with other companies both inside and outside of the RL360° Group and to persons who act on your behalf. Data and information about you can be transferred outside of the Isle of Man and RL360° may be required to provide it to its regulator, its government or anyone else required by law.

RL360° will use your data and information to allow for the administration of your policy, prevent crime, prosecute criminals and for market research and statistics. RL360° will, at all times, make sure that your data and information is only used in ways that are allowed by law.

The Isle of Man Data Protection Act 2002 allows you, after paying a small fee, to receive a copy of the data and information RL360° holds about you.

For further information please write to: Data Protection Officer, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Hong Kong Personal Data (Privacy) Ordinance

I consent to the use of any personal information collected or held by RL360° (whether contained in this application or obtained otherwise and stored electronically or in any other form) and which may be used by RL360° to:

- transfer the information between its offices wherever they are situated; and
- provide me with information about other products and services which you believe may be of interest to me; and
- communicate with me whether directly or indirectly for any other purpose.

Issued by RL360 Insurance Company Limited. Incorporated in the Isle of Man with limited liability. Registered Office: RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles. Telephone: +44 (0)1624 681681. Telephone calls may be recorded. Fax: +44 (0)1624 677336 or Website: www.rl360.com. This website contains products that are not authorised in Hong Kong and are not available to Hong Kong investors. The appointed representative in Hong Kong is RL360 Insurance Company Limited's Branch office: RL360 Insurance Company Limited, Suite 3605, The Center, 99 Queen's Road Central, Hong Kong. RL360 Insurance Company Limited is authorised by the Isle of Man Government Insurance and Pensions Authority. Registered in the Isle of Man number 053002C and in Hong Kong Number F9136. A member of the Association of International Life Offices.

You can count on us

RL 360°