WITHDRAWAL REQUEST

WHO IS THIS FORM FOR?

This form is for policyholders who wish to take a one-off withdrawal from their policy, set-up a regular withdrawal or amend an existing regular withdrawal.

If you wish to surrender your policy in full, or surrender sub-policies/segments, please use our Surrender Request form, which is available by contacting us.

Withdrawals are not permitted where you have submitted a request to surrender your policy in full. If you would like to discuss your options please contact RL360 on: +44 (0)1624 681682.

COMPLETING THIS FORM

By completing this form you will be requesting a withdrawal from your policy. We recommend that you speak to your financial adviser before doing this, so that they can make you aware of any tax charges that may apply. Depending on your policy early withdrawal penalties may apply, please consult your policy literature before requesting a withdrawal.

If you need help completing this form please contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.

We are happy to accept faxed instructions for all policies to begin processing a withdrawal, however, we will not pay out any withdrawal proceeds until we have received an **original instruction** signed by all policyholders, trustees or authorised signatories. We will require advanced notice before we are able to start or amend regular withdrawals.

Please make sure you read the important notes section of this form.

WHEN YOU HAVE COMPLETED THIS FORM

For all policies (except Hong Kong)
Please send it to: Policy Servicing, RL360, International House, Cooil Road, Douglas, Isle of Man, IM2 2SP.

Please fax it to: +44 (0)1624 677336

For Hong Kong policies
If you hold a Hong Kong policy, as designated by an 'H' at the start of your policy number, then please send it to: RL360, Suite 3605, The Center, 99 Queen's Road Central, Hong Kong.

Please fax it to: +852 2169 0181.

A confirmation letter will be sent to you once we have set up or amended your regular withdrawals. For one-off withdrawals, a confirmation letter will be sent to you once we have released your payment.

RL360°

POLICYHOLDER DETAILS

Policyholder details

RL360 policy number

	Policyholder 1	Policyholder 2 (if applicable)
First name(s)		
Last name(s)		
Current residential address and postcode (in full)		
Daytime telephone		
Email address		

Trust details (if applicable)

Trust name

Correspondence address and postcode

Daytime telephone

Email address

Company details (if applicable)

Company name

Correspondence address and postcode

Country or countries of tax residence

Company tax reference number(s)

FATCA GIIN (if applicable)

Daytime telephone

Email address

WITHDRAWALS

I hereby request and authorise RL360 Insurance Company Limited to pay a withdrawal(s) from my policy in accordance with the details as set out below.

How do you want to take your withdrawals? (choose one only)

As a fixed amount of:	OR	A percentage of your total premiums paid (percentage option can only be used when setting up a regular withdrawal)
		%

Withdrawal frequency

☐ One-off

OR for for regular withdrawals: ☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

The date we will start your withdrawal request (dd/mm/yyyy) ☐☐ ☐☐ ☐☐☐☐ (for regular withdrawals)

Date of final withdrawal ☐☐ ☐☐ ☐☐☐☐ (for regular withdrawals)(dd/mm/yyyy)

Payment instructions

Payment method
(tick only one)

☐ TT **OR** ☐ BACS **OR** ☐ Cheque

TT (Telegraphic Transfer) can be used for payments of any currency. There is a bank charge of approximately £20 (or currency equivalent) for payments sent using this method. BACS (Bankers Automated Clearing Services) can only be used for making GBP payments to a bank account in the UK/Channel Islands/Isle of Man. There is usually no charge for BACS and cleared funds should appear in your bank account within 3-5 working days. A Cheque will be issued by RL360 free of charge but can take several weeks to clear with banks outside of the UK/Channel Islands/Isle of Man.

For payments by TT or BACS

If you are asking us to pay a withdrawal into a bank account that we have not previously made payments to or received payments from, please provide us with a copy of your latest bank statement for this account.

Bank name

Bank address and postcode

Account holder's name

Bank Swift Code (International) — OR — Bank Sort Code (UK only) - -

Swift Code must be either 8 or 11 digits

Account number or IBAN for banks within Europe

Reference (optional)

For payments by cheque

Cheque payee name

Please send cheque to (tick as appropriate)

☐ Residential address shown on page 2
☐ Trust correspondence address shown on page 2
☐ Company correspondence address shown on page 2

OR

Please send cheque to (insert address)

If you are sending these instructions by fax, please confirm by ticking this box that you are sending the original documentation by courier or post. ☐

SIGNATURES

I understand that any withdrawal(s) will be subject to my Policy Terms and Conditions and that this instruction will replace any previous regular withdrawal instruction held by RL360 Insurance Company Limited.

	Policyholder/Trustee/Authorised Signatory 1	**Policyholder/Trustee/Authorised Signatory 2**
Signature		
Date (dd/mm/yyyy)		
Full name		
Country or countries of tax residence		
Tax reference number (ie TIN/NI)		

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Card Number)

Are you a US Specified Person?	☐ Yes ☐ No	☐ Yes ☐ No

IMPORTANT NOTES

Withdrawals

Any withdrawals taken from your policy will be subject to the minimum withdrawal amounts as detailed in your policy literature. The withdrawal amount may need to be reduced if it will take your policy below the minimum allowable policy value.

Tax

UK residents may be subject to a tax charge if withdrawals are in excess of the 5% cumulative withdrawals available (of initial and any additional investments) in any given Policy year. The tax treatment of withdrawals paid from your Policy will depend upon your personal circumstances at that time. We recommend that you speak to your financial adviser or tax professional about your tax situation before taking action on your Policy.

General

Depending on the investment(s) to which the value of your policy is linked, some investment managers may have terms and conditions that prevent us from realising a cash value in a timely fashion, and this could delay your withdrawal payment.

Where applicable, please ensure that the authorised signatory list(s) that we hold for this policy are up-to-date before submitting withdrawal instructions. Where authorised signatories have changed and we are unable to match those on this form with our records, this will delay the withdrawal. We may also require further information for the purposes of Anti-Money Laundering.

US Specified Person means a US citizen or tax resident individual, who either holds a US Passport, a US Green Card, has a US residential/correspondence address or who was born in the US and has not yet renounced their US citizenship. More information on US FATCA can be found at www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA.

Privacy and cookie policies

Our full privacy and cookie policies can be viewed at www.rl360.com/privacy or can be obtained by requesting a copy from our Data Protection Officer.

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