FUND SWITCH INSTRUCTION

WHO IS THIS FORM FOR?

This form is for Protected Lifestyle owners who wish to change one of more of the following funds available to their plan:

- external funds
- internal RL360 Multi-Asset Portfolio (MAP) Funds
- internal RL360 Cash Funds.

COMPLETING THIS FORM

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

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

We can only accept written instructions (including scanned and faxed copies) that have been signed by all plan owners, trustees or authorised signatories. If you are the appointed investment adviser, you alone may sign on their behalf.

If you hold more than one plan, you **must** complete a separate form for each.

If you intend to send a faxed or scanned 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.

WHEN YOU HAVE COMPLETED THIS FORM

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

Or fax it to: **+44 (0)1624 677336**

Or email a scanned copy to servicing@rl360.com

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 Protection Fund Guide.

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

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

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

% of new fund - Please ensure you enter the percentage you want to hold of each fund.

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

IMPORTANT NOTES

Processing switches

Once we receive your instruction, we will process it within 5 working days, subject to:

- all necessary information and documentation being supplied
- compliance with the Terms and Conditions of your plan, and any Addendums.

General

You can hold a mixture of internal and external funds. A bid/offer spread applies to the external funds. We switch out units at the bid price and switch in using the offer price. The bid price is 2.5% lower than the offer price. There is no bid/offer spread on the internal funds.

Where the provider of an underlying fund for the external fund, RL360 MAP Fund or RL360 Cash Fund linked to your plan becomes insolvent, your plan will incur the loss.

Where applicable, please ensure that the authorised signatory list(s) that we hold for this plan are up-to-date before submitting dealing instructions. Where authorised signatories have changed and we are unable to match those on this form with our records, this will delay switching.

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

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.

RL360

FUND SWITCH INSTRUCTION

Plan reference	
Full name(s) of owner(s)/trust or company	
Investment adviser (company name and individual)	
Date of instruction (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 payments only ☐ Switch of existing units only ☐ Switch of existing units plus redirection of future payments

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 wish to switch out of all funds you can simply write the word "ALL" somewhere in the table below. You do not have to list every fund.

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

	ISIN/internal fund code	Switch out Please state name of fund(s) to be switched	Currency	% of units
1.				%
2.				%
3.				%
4.				%
5.				%

Switch in

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

	ISIN/internal fund code	Switch in Please state name of fund(s) to be switched into	Currency	% of proceeds
1.				%
2.				%
3.				%
4.				%
5.				%
				100%

Will future payments 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 payments

To be completed if a fund switch and redirection or redirection of future payments has been requested. You can direct payments into a mixture of internal and external funds.

	ISIN/internal fund code	**Redirect payments into** Please state name of fund	**Currency**	**% of new fund**
1.				%
2.				%
3.				%
4.				%
5.				%
				100%

Please ensure that percentages invested total 100%.

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

	Plan owner/Trustee/Authorised Signatory 1 Investment Adviser	**Plan owner/Trustee/Authorised Signatory 2**
Signed		
Date (dd/mm/yyyy)		

	Trustee/Authorised Signatory 3	**Trustee/Authorised Signatory 4**
Signed		
Date (dd/mm/yyyy)		

SWITCHING OUT OF EXISTING FUNDS EXAMPLE

Table 1 below shows the summary of an example plan.

Table 1 – Example plan

Fund	ISIN/internal fund code	Number of units held in fund	Value	% of plan value
RL360 Global Multi-Asset Portfolio 1 USD	USDGLMAPORT1	48,076.92	$25,000	50.00%
Fidelity Funds Global Dividend	LU0772969993	304.14	$5,000	10.00%
Franklin Mutual Global Discovery	LU0211331839	517.60	$10,000	20.00%
Invesco Global Targeted Returns	LU1004132723	862.81	$10,000	20.00%
		Total	**$50,000**	**100.00**

The client wishes to switch out of all the External 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/internal fund code	Please state name of fund(s) to be switched out of	% of units
1.	LU0772969993	Fidelity Funds Global Dividend	10.00%
2.	LU0211331839	Franklin Mutual Global Discovery	20.00%
3.	LU1004132723	Invesco Global Targeted Returns	20.00%

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
Fidelity Funds Global Dividend	304.14	10.00%	30.414	273.722
Franklin Mutual Global Discovery	517.60	20.00%	103.520	414.080
Invesco Global Targeted Returns	862.81	20.00%	172.562	690.250

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

Table 3 - Switch out

	ISIN/internal fund code	Please state name of fund(s) to be switched out of	% of units
1.	LU0772969993	Fidelity Funds Global Dividend	100%
2.	LU0211331839	Franklin Mutual Global Discovery	100%
3.	LU1004132723	Invesco Global Targeted Returns	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
Fidelity Funds Global Dividend	304.14	100%	304.14	0.00
Franklin Mutual Global Discovery	517.60	100%	517.60	0.00
Invesco Global Targeted Returns	862.81	100%	862.81	0.00

If you require any further assistance with the completion of this form, please contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.