

ASSET TRANSFER FORM

Who is this form for?

This form is for applicants or plan owners of lump sum products who wish to transfer existing assets into their plan. This should not be used for any cash transfers.

How does an asset transfer work?

Your existing assets can be transferred into your plan 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 assets on your behalf. When we possess all of the necessary documentation we will transfer each asset 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 assets where this form and your application (where applicable) are correctly completed.

Completing this form

By completing this form you will be providing and authorising RL360, through a Power of Attorney, to transfer the assets 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 assets to be transferred. The signing must be witnessed by an independent witness (a spouse is not considered an independent witness). If a transfer relates to a physical share certificate(s), RL360 will require all original certificates.

As this form is a legal document any alterations, corrections and/or additions must be initialled by the owner(s) of the assets to be transferred. 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**.

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 asset.transfers@rl360.com.

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 assets 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, International House, Cooil Road, Douglas, Isle of Man, IM2 2SP.

SECTION 1

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

Name	<input type="text"/>	<input type="text"/>
Current residential address (including postcode)	<input type="text"/>	<input type="text"/>

hereby appoint RL360 Insurance Company Limited (RL360), in its absolute discretion 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 assets to RL360 or, such custodian or nominee as RL360 may appoint, for the purposes of holding the asset(s) at a price equal to their relevant value, at the market bid price obtainable by RL360 at the relevant time. You should complete a separate form for each asset manager.

2. I understand that

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

3. I authorise RL360

- (i) to invest the net proceeds referred to in sub-paragraph 1 above into my plan.
- (ii) to insert and/or alter the appropriate amount of my asset as set out in my product application form (where applicable) for the plan.

4. I hereby warrant that

- (i) I am the owner(s) of the assets 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 assets are subject to any lien, charge, encumbrance or any other third party right, nor is there any legal or other prohibition on the proposed transfer of any of the assets.

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 transfer of the assets pursuant to this authority and to which the transferee of the relevant assets is entitled.
- (ii) to pay promptly all calls and other payments due in respect of the assets before the date of transfer thereof pursuant to this authority (except insofar as they were taken account of in the price for the purposes of the relevant transfer).
- (iii) to forward to RL360 without avoidable delay all notices and other communications relating to the assets which are received by me and which will have an effect after the date of 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 of all or any of the assets.
- (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 assets.

6. For the purpose of carrying into effect the transfer of all or any of the assets 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 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 assets to be transferred. 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

Address

Occupation

Signature

Date (dd/mm/yyyy)

Contact details

Please note the below details will be used if any queries arise in relation to transferring the assets. This will enable us to liaise with the counter-party.

Financial adviser contact details

Name
Telephone number
Email address

Counter-party contact information

Name of counter-party
Name of individual/team
Telephone number
Email address

SECTION 2 **SCHEDULE OF ASSETS**

Please provide details of the assets to be transferred as per Section 1. Please make sure that all certificates and/or other documents (a recent statement of holdings) of title for the assets 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 asset as shown on the certificate or document of title, including any ISIN or SEDOL code	Number of units or shares to be transferred
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

Schedule of assets example

The below table is an example of how this section should be completed.

	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 asset as shown on the certificate or document of title, including any ISIN or SEDOL code	Number of units or shares to be transferred
1	COMPUTERSHARE A/C: C1234567890	MR JOHN DOE	UNILEVER PLC ISIN: GB000B10RZP7 SEDOL: B10RZP7	1,000 SHARES
2	FRANKLIN TEMPLETON A/C: DOE1234567	MR JOHN DOE	TEMPLETON GROWTH FUND A ISIN: US8801991048 SEDOL: 2893208	2,500 SHARES
3	PHYSICAL SHARE CERTIFICATE CERTIFICATE NO: 1234567	MR JOHN DOE	BT GROUP PLC ISIN: GB0030913577 SEDOL: 3091357	4,000 SHARES

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 asset between the period of your transfer request and our receipt of the realised value.**

We can only transfer assets that are acceptable to us.

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

The 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 assets 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

This form collects your personal data. We require your personal data so we can provide you with services relating to the performance of your contract. You may ask us to stop processing your data, however this may disrupt the services RL360 can provide to you or may stop us being able to assist you. To find out how long we will keep your data, please refer to our privacy policy at www.rl360.com/privacy. Any data you provide to RL360 may be shared, if allowed by law, with other companies both inside and outside of RL360 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 plan, 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.

You can receive a copy of the information RL360 holds about you free of charge by writing to our Data Protection Officer at: RL360, International House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles, or by emailing dpo@rl360.com. We can reserve the right to not send you your personal data in some circumstances - if we do we will write to you setting out the reasons why.

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.

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.