FUND SWITCH INSTRUCTION

WHO IS THIS FORM FOR?

This form is for plan owners of Quantum (issued before April 2010), Momentum, Prosper, Eclipse, Stratum, Kudos, Preference, Capital Investment Portfolio, International Investment Portfolio, Bonus Growth Portfolio and Veritas policies that wish to change one or more of the funds to which the value of their plan is linked.

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.

For more information about completing 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 original written instructions (including faxed copies) that have been signed by all plan owners, trustees or authorised signatories. If you are the appointed investment adviser for the plan, you alone may sign on their behalf.

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

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, International 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.

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 plan 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.

Hong Kong policies

If you took out your plan in Hong Kong and your plan number starts with the letter "H", then you have a Hong Kong plan.

We are happy to accept a faxed signed copy of your Fund Switch Request - it is not necessary to post the original copy.

Instructions received after 5pm Hong Kong time will be treated as having been received by us on the following business day.

To ensure that your instruction is received on time, please send your request to the following dedicated fax number: **+852 2169 0181.**

Requests can be posted to our Hong Kong office if you do not have access to a fax machine: RL360, Suite 3605, The Center, 99 Queen's Road Central, Hong Kong. Please note that we cannot be held responsible for requests that are delayed or missed because they have been sent to a fax number other than the applicable number specified above.

General

Where the provider of a 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.

RL360°

FUND SWITCH INSTRUCTION

RL360 plan number	
Full name(s) of plan owner(s)/trust or company	
Investment Advisor (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 payments only ☐

Switching of exisitng units only ☐

Switching of exisitng units plus redirection of future payments ☐

	Switch out Please state name of fund(s) to be switched	% of units
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
		Total **100%**

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

	Switch in Please state name of fund(s) to be switched into	% of new fund
		Total **100%**

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

	Redirect payments into Please state name of fund(s)	% 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.

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

Privacy policy

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