

<Plan owner name>
<Plan owner address 1>
<Plan owner address 2>
<Plan owner address 3>
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<Plan owner address 5>
<Plan owner address 6>
<Plan owner address 7>

Financial Adviser

<Adviser Name>
<Adviser address 1>
<Adviser address 2>
<Adviser address 3>
<Adviser address 4>
<Adviser address 5>
<Adviser address 6>
<Adviser address 7>

17 April 2020

Dear <Salutation>

CHANGES TO THE FUND RANGE FOR YOUR PLAN - LIFEPLAN - <PLAN NUMBER>

We regularly review the funds available to LifePlan to ensure that plan owners continue to have access to a high quality and diverse range of funds, to help them meet their investment goals. We have recently completed a review of some of our investment sectors in the range, and are pleased to announce the following change.

The review process considers the performance and risk profile of funds within the range to determine whether they continue to provide the right outcomes for investors and remain appropriate for the product. As a result, we are intending to remove **one** of our existing funds from the range and switch the holdings to another fund already in the range.

What does this mean?

You are invested in a fund that we are removing from the range, detailed below. We have selected an alternative fund and you will be switched into this automatically (including any regular payment allocation) between 17 June and 22 June 2020. You can remain invested in the closing fund you hold until the date we switch you.

If you are happy with our choice of receiving fund then you do not need to do anything. However, if you would prefer to switch to a different fund, it's free of charge and very easy to do. You may want to discuss the options with your financial adviser before deciding.

Switching funds is easy

Visit the fund centre for your product at www.rl360.com/fundcentres to help you decide on a new fund, or funds. After that choose one of the following options:

Switch online	Send us your changes
If you are a registered user of our Online Service Centre and have signed up for online switching, log into your account at www.rl360.com and submit your switch online quickly and efficiently.	Download a copy of our Fund Switch Instruction Form, which you will find on the product fund centre website page, complete it and fax, post or email a scanned version back to us using the details on the form.

If you have any questions regarding your plan please get in touch. Please note that due to restrictions imposed as a result of the COVID-19 outbreak we can currently only accept communication via email, so please direct all queries to csc@rl360.com and one of our team will be happy to help.

Kind regards



Chris Corkish
Investment Marketing Manager

Closing fund and its default alternative fund

The below table details the closing fund and the alternative receiving fund we have selected:

Sector: Asia Pacific Equity

Closing fund	ISIN	OCF ¹	Receiving fund	ISIN	OCF ¹
Aberdeen Standard OEIC I Asia Pacific and Japan Equity A Acc	GB00B0XWNJ21	1.59%	Matthews Asia – Asia Dividend A Acc GBP	LU0594556309	1.81%

¹Ongoing Charge ("OCF") includes the Annual Management Charge plus other operational expenses, so better reflects the total costs applied to the fund.

SAMPLE