

# Standing order instruction - Hong Kong

### Who is this form for?

This form is for holders of Hong Kong policies who wish to send a premium payment to us by standing order. Depending on the type of policy you hold, this payment option may not be available for specific payment frequencies, please check your policy literature or contact us before completing.

You should use this form if you hold an old Scottish Provident International policy taken out whilst resident in Hong Kong.

### Completing this form

The form is split into 2 sections:

#### Section 1

This is where you instruct your bank that you would like to debit an amount of money from your account in relation to your policy. **You must complete this section in full, making sure that all policyholders, trustees or authorised signatories sign.**

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

#### Section 2

This is to be used to confirm which RL360° account your bank should pay monies to.

If you need help completing this form, please contact our Hong Kong Office on +852 3929 4333 or alternatively you can email [hongkong@rl360.com](mailto:hongkong@rl360.com).

### When you have completed this form

Please send the original signed instruction to your bank and a copy by post to: RL360°, Suite 3605, The Center, 99 Queen's Road Central, Hong Kong.

Or alternatively you can fax a copy to us on +852 2169 0181.

### Important

If you wish to change the amount you pay into your policy, including as a result of automatic premium escalation, you will need to complete a new standing order instruction. If you wish to cancel your standing order you will need to do this directly through your bank.

## Section 1

You must complete this section in full, making sure that all policyholders, trustees or authorised signatories sign.

To the manager

Bank address

Policy number

(please use this number as the reference for payments)

Policyholder name(s)

Please debit the payment amount, together with any transfer charges, from my account detailed below:

Currency (please tick appropriate box) Sterling (GBP)  US dollar (USD)  Euro (EUR)

Hong Kong dollar (HKD)  Japanese yen (JPY)

Payment amount in figures

Payment amount in words

Payment frequency Monthly  Quarterly  Half-yearly  Yearly

Payment commencement date (dd/mm/yyyy)    until further notice.

Name(s) of account holder(s)

Branch Swift Code

(for all non-GBP and International payments)

Swift Code must be either 8 or 11 digits

IBAN

(all non-GBP accounts)

	<b>Policyholder/Trustee/Authorised Signatory 1</b>	<b>Policyholder/Trustee/Authorised Signatory 2</b>
Signed	<input style="width: 300px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 40px; border: 1px solid black;" type="text"/>

	<input style="width: 300px; height: 30px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 30px; border: 1px solid black;" type="text"/>
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	<input style="width: 300px; height: 60px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 60px; border: 1px solid black;" type="text"/>
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	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
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	<b>Trustee/Authorised Signatory 3</b>	<b>Trustee/Authorised Signatory 4</b>
Signed	<input style="width: 300px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 40px; border: 1px solid black;" type="text"/>

	<input style="width: 300px; height: 30px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 30px; border: 1px solid black;" type="text"/>
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	<input style="width: 300px; height: 60px; border: 1px solid black;" type="text"/>	<input style="width: 300px; height: 60px; border: 1px solid black;" type="text"/>
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	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
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## Section 2

Please select the correct account from the options below. If you have any difficulties, please contact us first.

Tick one	Currency	IBAN number	Account number	Swift code	Bank name	Account name
<input type="checkbox"/>	EUR		500 211 461 220	HSBCHKHH	HSBC	RL360
<input type="checkbox"/>	GBP		500 211 461 202	HSBCHKHH	HSBC	RL360
<input type="checkbox"/>	HKD		500 211 461 001	HSBCHKHH	HSBC	RL360
<input type="checkbox"/>	JPY	GB51 CITI 1850 0813 1415 35	-	CITIGB2L	Citibank, London	RL360
<input type="checkbox"/>	USD		500 211 461 201	HSBCHKHH	HSBC	RL360

### Bank address

The bank address for all the above accounts EXCEPT the Japanese Yen account is:  
HSBC, 1 Queen's Road Central, Hong Kong.

The Japanese Yen bank account address is:  
Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK.