Servicing

Draft deed of appointment and/or retirement of trustees

Important notes

This draft deed is a standard document designed only for use with RL360° policies. RL360° accepts no responsibility for any loss incurred as a result of using this deed. The suitability of this deed depends upon your individual circumstances. Before considering the use of this deed, you should take independent advice.

Who is this form for?

This form is for trustees of an existing RL360° policy who want to notify us of the appointment of a new trustee and/or the removal or retirement of an existing trustee. After completion of this deed, there must be no more than 4 continuing trustees (and a minimum of 2, unless a corporate trustee is appointed).

Definitions

The Appointor is the person(s) who has/have the power of appointment under the terms of the Trust.

The Continuing Trustee(s) – these are the people who will remain as trustees under the Trust.

The New Trustee(s) – these are people or a corporate entity who are being appointed as trustee to act with the Continuing Trustee(s).

The Retiring Trustee(s) – there are the people who wish to retire from being a trustee.

Completing this deed

Please complete in BLOCK capitals throughout.

We can only accept an original written deed by post that has been signed by all trustees. We will not accept instructions by email or fax.

If you make a mistake as you complete the deed, either insert your initials next to the changes or complete a new deed.

Please make sure this deed is dated before it is sent to us.

Where a new trustee is being appointed, you will need to submit suitably certified identification and proof of residential address documents as detailed below. Please note that RL360° will be unable to deal with any newly appointed trustees until we have received the appropriate documentation.

Information regarding suitable identification documents are on page 6 of this document.

Where should I send the completed deed?

Please post the completed deed and additional documents to:

Alterations Team
RL360°
RL360 House
Cooil Road
Douglas
Isle of Man
IM2 2SP
British Isles.

You can count on us RL 360°

In this deed the singular includes the plural and the masculine includes the feminine (and vice versa) where appropriate.

Please ensure you date the deed below.

THIS DEED OF APPOINTMENT is made on (dd/mm/yyyy) ☐☐ ☐☐ ☐☐☐☐.

By:

The Appointor(s) named below in Part 1;

The Continuing Trustee(s) named below in Part 2;

The Retiring Trustee(s) (if any) named below in Part 3

The New Trustee(s) (if any) named below in Part 4.

WHEREAS

1. This deed of appointment is in addition to and in accordance with the Declaration of Trust ("the Trust") for the policy (ies) ("the Policy") shown in the Schedule below.
2. The Continuing Trustee(s) and the Retiring Trustee(s) (if any) are the current trustees of the Trust.
3. The Appointer has the power to appoint New Trustees under the terms of the Trust.
4. The Continuing Trustee(s) want to remain as a trustee.
5. The Retiring Trustee(s) (if any) does not wish to remain as a trustee and wants to be discharged from the trusts created by the Trust.
6. The Appointer would like to appoint the New Trustee(s) (if any) to be a trustee of the Trust to act jointly with the Continuing Trustee(s).

NOW THIS DEED WITNESSES

1. The New Trustee(s) (if any) is appointed to act jointly with the Continuing Trustee(s) (if any) as trustees of the Trust.
2. The Continuing Trustee(s) agree to the Retiring Trustee(s) (if any) being discharged from the Trust.

Schedule

Details of the Trust

Declaration of Trust between		(Settlor(s))
and		(Trustees)
called The		(name of Trust)
dated		

RL360° policy/policies

Policy number(s)		

Part 1

The Appointor(s)

Full name		
Residential address		
Country and place of birth		
Country of residence for tax purposes		
Tax reference number (ie TIN/NI)		

Part 2

Continuing Trustee(s)

Full name

Residential address

Date of birth (dd/mm/yyyy)

Country and place of birth

Country of residence for tax purposes

Tax reference number (ie TIN/NI)

Part 3

Retiring Trustee(s)

Full name

Residential address

Part 4

New Trustee(s) – Individuals

Full name

Residential address

Date of birth (dd/mm/yyyy)

Country and place of birth

Country of residence for tax purposes

Tax reference number (ie TIN/NI)

New Trustee – Corporate

Company name

Registered address

Global Intermediary Identification Number (FATCA GIIN)

Signatures

Signed and delivered as a deed by the Appointor

Any witness must be over 18 years old and not party to the trust.

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

Signed and delivered as a deed by the Continuing Trustee

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

Signed and delivered as a deed by the Retiring Trustee (if any)

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

Signed and delivered as a deed by the New Trustee (if any)

Name		
Signature		

IN THE PRESENCE OF

Witness name		
Witness address		
Witness signature		

Signed and delivered as a deed by the New Trustee (Corporate)

Name		
Position		
Signature		

IN THE PRESENCE OF

Witness name		
Witness address		
Witness signature		

Please note, where a corporate trustee is a Continuing Trustee or a New Trustee, we require at least 2 authorised signatures on behalf of the company.

Where there are more than two trustees, please photocopy pages 3, 4 and/or 5 and insert their details on the copied pages which should then be incorporated into this deed.

Verification of identity and current residential address

In order to satisfy the Isle of Man Insurance and Pensions Authority Insurance (Anti-Money Laundering) Regulations 2008, we are required to obtain documents to evidence your identity and residential address. Documents to evidence your current residential address must be the most recently issued and ideally not more than 3 months old. All copy documentation provided should be suitably certified.

Individual Trustees

Documents that can be accepted as satisfactory evidence of identity

- A valid 'full' passport
- A national ID card (carrying a photograph)
- Where the above documents are not available, we must be provided with a reason and two formal documents with appropriate reference numbers for consideration

Documents that can be accepted as satisfactory evidence of your current residential address

- A current driving licence
- A utility, rates or council tax bill. Mobile telephone bills are not acceptable
- An entry in a local telephone directory
- A tax assessment document
- An account statement from a bank or bank credit card
- Proof of ownership or rental of the residential address
- Proof of payment for a PO Box service (which must also show your current residential address), where the PO Box shown is also your correspondence address
- A mortgage statement
- An extract from the official Register of Electors

Corporate Trustees

Documents which are required for Corporate trustees

As a corporate trustee we will require the following information before we can process your appointment as trustee.

- A full list of all directors
- Suitably certified certificate of incorporation or equivalent document showing date and place of incorporation
- A copy of the latest annual report and accounts.
- Suitably certified documentation verifying registered address of the company.
- Suitably certified identity and address documentation for at least 2 directors, one of whom must be an Executive Director (as per the requirements documented in the Individuals section above)
- A full list of authorised signatories (including board resolution for public limited companies) showing officers from whom we can take instructions and including specimen signatures.
- Suitably certified identity and address documentation for all shareholders with a beneficial interest of 25% or more.

Should you have any questions regarding the above information, please contact our Customer Services Team on +44 (0) 1624 681682 or email csc@rl360.com.

Suitably Certified Copy Documentation

We can accept certification of copy documents by your financial adviser, assuming they hold established Terms of Business with us and, where appropriate, have been granted Suitable Certifier status. Please consult your financial adviser to determine if they can certify your documents.

Where Suitable Certifier status is not held, we will only accept certification by one of the following "Suitable Certifiers"

- A Notary Public (or equivalent)
- A lawyer
- A formally appointed member of the judiciary
- An employee of RL360°
- A Commissioner for Oaths

Suitably Certified Copy Documentation continued

The certifier must

- Add the statement 'Certified as a true copy taken from the original'
- Sign and date the copy document on all pages
- Print their name clearly in BLOCK CAPITALS underneath their signature
- Record the capacity or position in which they are certifying the document
- Add their company name or official stamp or seal

The documents which we receive must contain the original certification and stamp.

Data Protection

Any data you provide to RL360° may be shared, if allowed by law, with other companies both inside and outside of the RL360° Group 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 policy, 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.

The Isle of Man Data Protection Act 2002 allows you, after paying a small fee, to receive a copy of the data and information RL360° holds about you.

For further information please write to: Data Protection Officer, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Issued by RL360 Insurance Company Limited. Registered Office: RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles. Telephone: +44 (0)1624 681681. Telephone calls may be recorded. Website: www.rl360.com. RL360 Insurance Company Limited is authorised by the Isle of Man Financial Services Authority. Registered in the Isle of Man number 053002C.

You can count on us

RL 360°