

FUND SWITCH INSTRUCTION

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 read our Guidance notes or 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 one.

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.

GUIDANCE NOTES

The information required to complete the first three columns can be found in the LifePlan Protection Fund Guide.

ISIN code – Please insert the corresponding ISIN code for each fund required.

Fund name – Please insert each fund name as it appears in the LifePlan Protection Fund Guide.

Fund currency – Please insert the fund currency as there may be more than one option for the fund you wish to invest in.

It is important that you correctly match the ISIN code to the fund name and currency to avoid errors and potential delays.

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.

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.

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.

FUND SWITCH INSTRUCTION

Plan reference

Full name(s) of plan owner(s), trust or company

Investment Adviser (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 Switch of existing units only

Switch of existing units plus redirection of future payments

	ISIN	Switch out Please state name of fund(s) to be switched	Currency	% of units
1.				
2.				
3.				
4.				
5.				

	ISIN	Switch in Please state name of fund(s) to be switched into	Currency	% of new fund
1.				
2.				
3.				
4.				
5.				

Total 100%

Redirection of future payments

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

	ISIN	Redirect payments into Please state name of fund(s)	Currency	% of new fund
1.				
2.				
3.				
4.				
5.				
				Total 100%

Please ensure that percentages invested total 100% and that the amount invested in each fund is above the minimum of GBP25/USD50/EUR50/CHF50/AUD50.

The total number of existing and new funds selected cannot be greater than 5.

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**

Signature of

Date (dd/mm/yyyy)

Plan owner/Trustee/Authorised Signatory 2

Trustee/Authorised Signatory 3

Signature of

Date (dd/mm/yyyy)

Trustee/Authorised Signatory 4

SWITCHING OUT OF EXISTING FUNDS EXAMPLE

Table 1 below shows the summary of an example plan.

Table 1 - Example plan

Fund	Currency	ISIN	Number of units held in fund	Value	% of plan value
Fidelity Funds Global Dividend	USD	LU0772969993	304.14	\$5,000	10.00%
Franklin Mutual Global Discovery	USD	LU0211331839	517.60	\$10,000	20.00%
Invesco Global Targeted Returns	USD	LU1004132723	862.81	\$10,000	20.00%
Pictet Water	USD	LU0255980327	6,125.50	\$25,000	50.00%
Total				\$50,000	100.00%

The client wishes to switch out of all the external funds completely in Table 1 and switch the proceeds into new funds.

Based on the information above, Table 2 demonstrates the WRONG way to complete the switch out instruction.

Table 2 - Switch out

	ISIN	Please state name of fund(s) to be switched out of	% of units
1.	LU0772969993	Fidelity Funds Global Dividend	10.00%
2.	LU0211331839	Franklin Mutual Global Discovery	20.00%
3.	LU1004132723	Invesco Global Targeted Returns	20.00%
4.	LU0255980327	Pictet Water	50.00%

If you complete the switch instruction as shown in Table 2 above then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
Fidelity Funds Global Dividend	304.14	10.00%	30.414	273.726
Franklin Mutual Global Discovery	517.60	20.00%	103.520	414.080
Invesco Global Targeted Returns	862.81	20.00%	172.562	690.248
Pictet Water	6,125.50	50.00%	3,062.75	3,062.75



Table 3 demonstrates the CORRECT way to complete the switch out instruction:

Table 3 - Switch out

	ISIN	Please state name of fund(s) to be switched out of	% of units
1.	LU0772969993	Fidelity Funds Global Dividend	100%
2.	LU0211331839	Franklin Mutual Global Discovery	100%
3.	LU1004132723	Invesco Global Targeted Returns	100%
4.	LU0255980327	Pictet Water	100%

If you complete the switch instruction as shown in Table 3 then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
Fidelity Funds Global Dividend	304.14	100%	304.14	0.00
Franklin Mutual Global Discovery	517.60	100%	517.60	0.00
Invesco Global Targeted Returns	862.81	100%	862.81	0.00
Pictet Water	6,125.50	100%	6,125.50	0.00



If you require any further assistance with the completion of this form, then please do not hesitate to contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.