

Standing order instruction

Who is this form for?

This form is for policyholders 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:

- a RL360° policy except Protected Lifestyle Lebanon
- an old Scottish Life International policy except Protected Lifestyle Lebanon
- an old Scottish Provident International policy except those taken out whilst resident in Hong Kong

For all Protected Lifestyle Lebanon policies please use the *Standing order instruction – Protected Lifestyle Lebanon* (reference number – RL184).

For old Scottish Provident International policies taken out whilst resident in Hong Kong please use the *Standing order instruction – Hong Kong* (reference number – RL183).

If you are resident in the United Arab Emirates, you are welcome to use the accounts detailed in this form. Alternatively, you may wish to pay premiums into a local account, in which case please use the *Standing order instruction – United Arab Emirates* (reference number – RL182).

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 Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.

When you have completed this form

Please send the original signed instruction to your bank and a copy by post to: Payments Team, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles

Or alternatively you can fax a copy to +44 (0)1624 677336.

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/Building Society
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) <input type="checkbox"/>	US dollar (USD) <input type="checkbox"/>	Euro (EUR) <input type="checkbox"/>	Swiss franc (CHF) <input type="checkbox"/>
	Australian dollar (AUD) <input type="checkbox"/>	Hong Kong dollar (HKD) <input type="checkbox"/>	Japanese Yen (JPY) <input type="checkbox"/>	
Payment amount in figures				
Payment amount in words				
Payment frequency	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-yearly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Payment commencement date (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	OR	Bank Sort Code <input type="text"/>	<input type="text"/>
			(for UK GBP payments only)	
IBAN (all non-GBP accounts)	<input type="text"/>	OR	Account number <input type="text"/>	<input type="text"/>
			(GBP UK Bank only)	

	Policyholder/Trustee/Authorised Signatory 1	Policyholder/Trustee/Authorised Signatory 2
Signed	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
Current residential address and postcode (in full)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>
	Trustee/Authorised Signatory 3	Trustee/Authorised Signatory 4
Signed	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
Current residential address and postcode (in full)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>

Section 2

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

Option 1

Choose from these accounts if you have a RL360° (except Protected Lifestyle), old Scottish Provident International or old Scottish Life International Paragon policy.

Tick one	Currency	IBAN Account number	Swift code Sort code	Bank name	Account name
<input type="checkbox"/>	AUD	GB45 CITI 1850 0813 1419 34 13141934	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	CHF	GB26 CITI 1850 0813 1418 88 13141888	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	EUR	GB20 CITI 1850 0813 1418 02 13141802	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	GBP	GB34 CITI 1850 0813 1420 35 13142035	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	HKD	GB10 CITI 1850 0813 1416 91 13141691	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	JPY	GB26 CITI 1850 0813 1415 00 13141500	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	USD	GB54 CITI 1850 0813 1415 78 13141578	CITIGB2L 18-50-08	Citibank, London	RL360

Bank address

Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK.

Option 2

Choose from these accounts if you have a RL360° Protected Lifestyle or old Scottish Life International policy (except Protected Lifestyle Lebanon or Paragon).

Tick one	Currency	IBAN Account number	Swift code Sort code	Bank name	Account name
<input type="checkbox"/>	EUR	GB04 CITI 1850 0813 1417 99 13141799	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	GBP	GB87 CITI 1850 0813 1420 51 13142051	CITIGB2L 18-50-08	Citibank, London	RL360
<input type="checkbox"/>	USD	GB32 CITI 1850 0813 1415 86 13141586	CITIGB2L 18-50-08	Citibank, London	RL360

Bank address

Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK.

