

STANDING ORDER INSTRUCTION

WHO IS THIS FORM FOR?

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

You should use this form if you hold:

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

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

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

Where applicable, please ensure that the authorised signatory list(s) that we hold for your contract 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 email to premiums@rl360.com or alternatively you can post it to Premiums Team, RL360, International 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 plan, 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 plan owners, trustees or authorised signatories sign.

To the manager

Bank address

Plan number
 (please use this number as the reference for payments)

Plan owner name(s)

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

Plan currency Sterling (GBP) US dollar (USD) Euro (EUR) Swiss franc (CHF)
 Australian dollar (AUD) Hong Kong dollar (HKD) Japanes Yen (JPY)
 (For a Protected Lifestyle Lebanon plan, only USD can be selected)

Payment amount in figures

Payment amount in words

Payment frequency Monthly Quarterly Half-yearly Yearly
 (For a Protected Lifestyle Lebanon plan, only half-yearly or yearly can be selected)

Payment start date (dd/mm/yyyy)

Name(s) of account holder(s)

Branch SWIFT code **OR** Bank sort code - -
 (for all non-GBP and international payments) (for UK GBP payments only)
 SWIFT code must be either 8 or 11 digits

IBAN/account number **OR** Account number
 (all non-GBP accounts) (GBP UK Bank only)

	Plan Owner/Trustee/Authorised Signatory 1	Plan Owner/Trustee/Authorised Signatory 2
Signed	<input style="width: 250px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 250px; height: 40px; border: 1px solid black;" type="text"/>
Full name	<input style="width: 250px; border: 1px solid black;" type="text"/>	<input style="width: 250px; border: 1px solid black;" type="text"/>
Current residential address and postcode (in full)	<input style="width: 250px; height: 50px; border: 1px solid black;" type="text"/>	<input style="width: 250px; height: 50px; border: 1px solid black;" type="text"/>
Date (dd/mm/yyyy)	<input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/>	<input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/>

	Plan Owner/Trustee/Authorised Signatory 3	Plan Owner/Trustee/Authorised Signatory 4
Signed	<input style="width: 250px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 250px; height: 40px; border: 1px solid black;" type="text"/>
Full name	<input style="width: 250px; border: 1px solid black;" type="text"/>	<input style="width: 250px; border: 1px solid black;" type="text"/>
Current residential address and postcode (in full)	<input style="width: 250px; height: 50px; border: 1px solid black;" type="text"/>	<input style="width: 250px; height: 50px; border: 1px solid black;" type="text"/>
Date (dd/mm/yyyy)	<input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/>	<input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" type="text"/> <input style="width: 30px; border: 1px solid black;" 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 an RL360 (except Protected Lifestyle), old Scottish Provident International or old Scottish Life International Paragon contract.

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

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

Bank address

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

Option 3

This is for owners of a Protected Lifestyle Lebanon plan that wish to make their payment locally.

Tick	Currency	SWIFT code	IBAN	Account number	Bank name	Account name
<input type="checkbox"/>	USD	BLOM LBBX	LB81 0014 0002 1002 3042 4002 1659	1002304240021659	BLOM Bank	RL360

Bank address

The bank address for the above account is: Blom Bank S.A.L, Blom Building, Rashid Karamah Street, 1107 2807, Lebanon.