

# Standing order instruction - United Arab Emirates (UAE)

### Who is this form for?

This form is for holders of policies resident in the UAE 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 are resident in the UAE and 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).

### 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 Dubai representative office on +971 4378 2700 or alternatively you can email [dubai@rl360.com](mailto:dubai@rl360.com).

### When you have completed this form

Please send the original signed instruction to your bank and a copy by post to: RL360°, Office 1402, 14th Floor, Single Business Tower, Sheikh Zayed Road, Dubai, UAE.

Or alternatively you can fax a copy to +971 4380 7752.

### 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)    United Arab Emirates Dirham (AED)     Euro (EUR)     Sterling (GBP)   
 US dollar (USD)

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

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

	<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 300px; height: 30px;" type="text"/>
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	<input style="width: 300px; height: 60px;" type="text"/>	<input style="width: 300px; height: 60px;" 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;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>

	<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 300px; height: 30px;" type="text"/>
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	<input style="width: 300px; height: 60px;" type="text"/>	<input style="width: 300px; height: 60px;" 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.

### 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	Swift code	Bank name	Account name
<input type="checkbox"/>	AED	AE95 0211 0000 0010 0850 044	CITIAEAD	Citibank	RL360°
<input type="checkbox"/>	EUR	AE20 0211 0000 0010 0850 036	CITIAEAD	Citibank	RL360°
<input type="checkbox"/>	GBP	AE42 0211 0000 0010 0850 028	CITIAEAD	Citibank	RL360°
<input type="checkbox"/>	USD	AE92 0211 0000 0010 0850 001	CITIAEAD	Citibank	RL360°

### Bank addresses

Citibank, Khalid Ibn Al Walid Street, 749 Dubai, UAE

### Option 2

Choose this account for an old Scottish Life International Protected Lifestyle policy.

Tick one	Currency	IBAN	Swift code	Bank name	Account name
<input type="checkbox"/>	AED	AE73 0211 0000 0010 0850 052	CITIAEAD	Citibank	RL360°

### Bank address

Citibank, Khalid Ibn Al Walid Street, 749 Dubai, UAE