

# **ADDITIONAL PAYMENT FORM FOR COMPANY AND INDIVIDUAL TRUSTEE OWNERS**

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Please complete this form in BLOCK CAPITALS throughout.

Individual plan owners must complete Additional Payment form - ref. RS02.

Corporate Trustee plan owners must complete Additional Payment form - ref. RS03.

You can download these forms from our website [www.rl360.com](http://www.rl360.com).

Once you have completed and signed the form, you should send it along with all requested additional information to:

Email: [newbusiness@rl360.com](mailto:newbusiness@rl360.com)

or alternatively post it to:

New Business Team  
RL360  
International House  
Cooil Road  
Douglas  
Isle of Man  
IM2 2SP  
British Isles

## **Specified US Person**

Specified US Person means a US citizen or tax resident individual who has a US residential/correspondence address or who either holds a US Passport, a US Green Card or who was born in the US and has not yet renounced their US citizenship. More information on US FATCA can be found at: [www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA](http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA).

If you choose Yes to being a Specified US Person, you will need to provide us with your US Taxpayer Identification Number (TIN) or US Social Security Number (SSN).

If you choose No but you have a US residential/correspondence address, hold a US Passport, a US Green Card or you were born in the US, you will need to provide us with documentary evidence that you are in the process of or have renounced your US Citizenship. RL360 can accept a certified copy of your DS-4083 form (also known as CLN - Certificate of Loss of Nationality) and/or a certified copy of your passport in which you are obtaining new citizenship.

## **Automatic Exchange of Information - Entity Self Certification**

Automatic Exchange of Information (AEOI) is the United States Foreign Account Tax Compliance Act (FATCA) and the Organisation of Economic Cooperation and Development (OECD) Common Reporting Standards (CRS). Under these tax regulations and intergovernmental agreements entered into by the Isle of Man, we are required to collect information which may be exchanged by the Isle of Man Government with other jurisdictions. In order for us to comply with these requirements, you will need to complete the appropriate AEOI Self-Certification Forms in addition to this application form.

Details of who is considered to be a controlling person under AEOI can be found in our AEOI Definitions document. The AEOI Definitions document and the AEOI Entity and Individual Self-Certification Forms can be found here: [www.rl360.com/aeoi](http://www.rl360.com/aeoi).

# 01 COMPANY DETAILS

You are required to complete an Automatic Exchange of Information - Entity Self Certification form - ref. JT04 as part of this application. You can download a copy from [www.r1360.com](http://www.r1360.com).

Plan reference

Company name

### Executive Director/Partner 1

### Director/Partner 2

First name(s)

Last name(s)

Country of incorporation/organisation

Date of birth (dd/mm/yyyy)

Country of birth

Country or residence for tax purposes

Are you a Specified US Person?  Yes  No

Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

### Shareholders and beneficial interest

Please complete this section for persons who have a shareholding or beneficial interest of 25% or more.

Please see page 1 for a definition of Specified US Person and for the information a Specified US Person must provide.

### Shareholder 1

### Shareholder 2 (if applicable)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Position held

Shareholding (%)

Country of residence for tax purposes

Are you a Specified US Person?  Yes  No

Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

### Shareholder 3 (if applicable)

### Shareholder 4 (if applicable)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Position held

Shareholding (%)

Country of residence for tax purposes

Are you a Specified US Person?  Yes  No

Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

Do you want to update your contact/address details as part of this application?  Yes  No

If yes then please provide new details in Section 05 - Additional Information.

# 02 INDIVIDUAL TRUSTEE DETAILS

## Automatic Exchange of Information - Entity Self Certification

You are required to complete an Automatic Exchange of Information - Entity Self Certification form - ref. JT04 as part of this application. You can download a copy from [www.rl360.com](http://www.rl360.com).

Where the trust is a bare/absolute trust, you will also need to provide the following information in respect of the beneficiaries: name, date of birth, residential address, country/countries of residence for tax purposes, Tax Identification Number (TIN) or functional equivalent.

Plan reference

### Settlor 1

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Country of residence for tax purposes

Are you a Specified US Person?  Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

### Settlor 2

Yes  No

### Trustee 1

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Country of residence for tax purposes

Are you a Specified US Person?  Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

### Trustee 2

Yes  No

### Trustee 3

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Country of residence for tax purposes

Are you a Specified US Person?  Yes  No

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

### Trustee 4

Yes  No

Do you want to update your contact/address details as part of this application?  Yes  No

If yes then please provide new details in Section 05 - Additional Information.

## Online services

If you haven't yet registered for online access to your plan but would like to, please download our agreement and registration forms from our website - [www.rl360.com](http://www.rl360.com).

# 03 PAYMENT DETAILS

You can use this form to increase regular payments and/or add a lump sum payment to your plan. Use the tick boxes to indicate which options you require.

**Regular payment increase**

Minimum payment increase (per month)			
GBP	50	AUD	90
EUR	60	HKD	500
CHF	65	JPY	7,750
USD	70		

Current payment

Payment increase

Total payment

Establishment period (months)

Your plan currency, frequency and method of payment will remain unchanged.

### Fund selection

Your payment increase will be invested in-line with your current fund selection.

If you wish to amend your current fund selection you will be required to complete a fund switch request form.

**Additional lump sum**

Minimum lump sum payment			
GBP	5,000	AUD	9,000
EUR	6,000	HKD	50,000
CHF	6,500	JPY	775,000
USD	7,000		

Lump sum

Payment options  Telegraphic transfer  Cheque

Please confirm the details of the bank that you will be making payment from.

If you want to use a Currency Exchange House to transfer your payment to us, please ensure that it has been approved by RL360 first. Please also provide your bank account details below from where the payment originates, along with a full audit trail to evidence the transfer to us.

Bank name

Bank address and postcode

Account holder's name

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)

Account held for  years  months

# 03 PAYMENT DETAILS CONTINUED

If the lump sum is to be paid in tranches, please confirm why?

### Fund selection (required)

We will invest your lump sum only as per the fund selection provided in the table below:

ISIN	Fund name	Currency	Percentage of payment
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
			100%

# 04 SOURCE OF FUNDS

The Insurance (Anti-Money Laundering) Regulations require all Isle of Man life companies to make enquiries as to how an applicant has acquired the monies to be used as payment for their plan. This reflects the Isle of Man's commitment to maintain the highest possible standards of business practice and to counter money laundering and the financing of terrorism.

RL360 has adopted a risk-based approach to meet these regulations, categorising our products and countries that we will accept business from into Standard or Higher risk. We have categorised countries according to their level of compliance with international regulatory standards.

Full details on the source of funds procedures can be obtained from your financial adviser or can be downloaded from [www.rl360.com/sourceoffunds.pdf](http://www.rl360.com/sourceoffunds.pdf).

Trustee applicants must complete the following details below in all cases and for both Settlers as applicable.

	Applicant/Settlor 1	Settlor 2
<b>Annual salary plus bonuses</b>		
Annual salary this year (include currency)	<input type="text"/>	<input type="text"/>
Bonuses this year (include currency)	<input type="text"/>	<input type="text"/>
Annual salary last year (include currency)	<input type="text"/>	<input type="text"/>
Bonuses last year (include currency)	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Employer's company name	<input type="text"/>	<input type="text"/>
Nature of business	<input type="text"/>	<input type="text"/>

If you are retired please tell us your previous occupation, salary, employer and date of retirement.

Previous occupation	<input type="text"/>	<input type="text"/>
Salary (include currency)	<input type="text"/>	<input type="text"/>
Employer's company name	<input type="text"/>	<input type="text"/>
Date retired (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>

**Other unearned income**

Amount received (include currency)	<input type="text"/>	<input type="text"/>
Received from	<input type="text"/>	<input type="text"/>
Date received (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>

Where your source of funds for this application is from any of the following, please provide details.

**Savings**

Amount received (include currency)	<input type="text"/>	<input type="text"/>
Bank where savings were held	<input type="text"/>	<input type="text"/>
How and for how long were the savings accumulated?	<input type="text"/>	<input type="text"/>

**Applicant/Settlor 1**

**Settlor 2**

**Pension transfer**

Amount received (include currency)

Received from

Date received (dd/mm/yyyy)

**Property or asset sale**

Amount received (include currency)

Address of property sold or asset type

How long held

Date of sale (dd/mm/yyyy)

**Company profits**

Profits this year (include currency)

Profits last year (include currency)

Industry

**Company sale**

Amount received (include currency)

Company name

Company industry

Date received (dd/mm/yyyy)

**Other such as maturing investment, lottery or betting win, gift or inheritance (for inheritance please state from who, for maturing investments please confirm how long held).**

Amount received (include currency)

Source

Date received (dd/mm/yyyy)

RL360 reserves the right to request further documentary evidence of source of funds should it be considered necessary.

# 05 **ADDITIONAL INFORMATION**

If you have no additional notes, please continue to Section 06 - Declaration.



# 06 DECLARATION

## My application

I am aware that my payment increase and/or lump sum will be treated in line with the terms and conditions of my plan.

## Illustration

I confirm that I have included an illustration with this Additional Payment Form.

I understand that my illustration is not guaranteed by RL360 or my adviser, and only offers an indication of what I might get back under a limited number of scenarios.

## Key Information Document (KID)

I confirm that I have included a KID with this Additional Payment Form.

I understand that the KID sets out the details of my additional payment and the charges that will be deducted.

## Availability

I confirm that to the best of my knowledge and belief, I am not subject to any legislation that would make my payment increase/lump sum unlawful.

## Investment

I am aware that RL360 is not responsible for the choice of funds within my plan.

I agree to RL360 acting on investment instructions received from me or my appointed adviser, and I will read all of the documentation issued by the investment manager for each fund.

## Privacy policy

Our full privacy policy can be viewed at [www.rl360.com/privacy](http://www.rl360.com/privacy) or can be obtained by requesting a copy from our Data Protection Officer.

## Legal

I agree to my plan being governed by Isle of Man law and to the Isle of Man Courts having the right to decide any case that may be brought in relation to it.

## Cancellation

I am aware that I have the right to cancel my additional payment as detailed in the Key Information Document. I understand that the amount I get back may be less than what I paid where my selected funds have fallen in value. I am aware that to cancel my additional payment I will need to complete the Cancellation Notice and return it to RL360.

I accept that RL360 can bring my plan to an end if I have failed to disclose any facts that may influence the decision to accept this additional payment application.

I confirm that this additional payment form was signed in (give country)

### Authorised signatory/Trustee 1

Full name

Signed

Date (dd/mm/yyyy)

### Authorised signatory/Trustee 2

### Authorised signatory/Trustee 3

Full name

Signed

Date (dd/mm/yyyy)

### Authorised signatory/Trustee 4

# 07 **ADVISER DETAILS**

This section is to be completed by your financial adviser.

The RL360 adviser number can be obtained from your regional office.

Company name	<input type="text"/>
RL360 adviser number	<input type="text"/>
Financial adviser's stamp (if this does not state an address, please complete company address details too)	<input type="text"/>
Full name	<input type="text"/>
Online services username (if registered)	<input type="text"/>
Email address	<input type="text"/>
Signed	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>