<Investment adviser name>
< Investment adviser address 1>
< Investment adviser address 2>
< Investment adviser address 3>
< Investment adviser address 4>
< Investment adviser address 5>
< Investment adviser address 6>
< Investment adviser address 7>

9 February 2022

THIS IS A NOTIFICATION THAT AFFECTS THE PLAN LISTED IN THIS LETTER. PLEASE PASS THIS TO THE INVESTMENT ADVISER IN YOUR COMPANY WHO MANAGES THE INVESTMENT CHOICES ON THiS PLAN, AS THEY MAY WISH TO TAKE SOME ACTION.

The plan advised by you and impacted by this notification is listed at the end of this letter. We have not written directly to the owner of the plan listed. As the plan owner has appointed your company in the capacity of investment adviser to manage the investment choices on their behalf, you should contact your client as necessary to discuss the details of this notification and any recommended course of action.

Dear investment adviser

CHANGE TO THE FUND RANGE FOR RL360 PREFERENCE

Following a recent review, we will be removing a fund from the Emerging Markets Equity sector in the Preference fund range – the Janus Henderson Emerging Markets A2 USD fund.

Your client listed overleaf is invested in the fund being removed. We have selected an alternative fund into which they will be switched automatically between 13 and 27 April 2022. They can remain invested in the closing fund they hold until the date we switch them.

Closing fund	ISIN	OCF[1]	Receiving fund	ISIN	OCF[1]
Janus Henderson Emerging Markets A2 Acc USD	LU0201073169	1.83%	JPM Emerging Markets Equity A Dist USD	LU0053685615	1.73%

Notes: Information within this table is sourced from Morningstar® and is correct as at 3 February 2022.

[1]Ongoing Charge ("OCF") includes the Annual Management Charge plus other operational expenses, so better reflects the total costs applied to the fund.

If you are happy with our choice of receiving fund then you do not need to do anything. However, if you would prefer to switch to a different fund you can make up to ten switches per quarter free of charge and it is very easy to do.

Switching funds is easy

Visit the fund centre for your clients' product at www.rl360adviser.com/fundcentres to help you decide on a new fund, or funds. After that choose one of the following options:

Switch online	Send us your changes
If you are a registered user of our Online Service Centre and have signed up for online switching, log into your account at www.rl360.com and submit your switch online quickly and efficiently.	Download a copy of our **Fund Switch Instruction Form**, which you will find on the product fund centre website page, complete it and fax, post or email a scanned version back to us using the details on the form.

If you have any questions regarding this letter or any general queries, please get in touch. Call our Customer Service Team on +44 (0)1624 681682 or send an email to csc@rl360.com and one of our team will be happy to help.

Kind regards

Chris Corkish
Investment Marketing Manager

<u>Your company is appointed in the capacity of investment adviser on the following plan affected by this notification:</u>

Plan number	**Product**	**Plan owner name**
<Plan number>	<Product>	<Plan owner name>