

# FUND SWITCH INSTRUCTION

## **WHO IS THIS FORM FOR?**

This form is for Safe Combination Bond (GBP), International Safe Combination Bond (GBP & USD), Secure Investment Portfolio (GBP), International Secure Investment Portfolio and With Bonus Bond owners who wish to change one or more of the RL360 Multi-Asset Portfolio (MAP) Funds or RL360 Cash Funds available to their plan.

## **COMPLETING THIS FORM**

By completing this form you will be requesting a change to the funds to which the value of your plan is linked.

If you need help to complete this form, please contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email [csc@rl360.com](mailto:csc@rl360.com).

We can only accept written instructions (including scanned and faxed copies) that have been signed by all plan owners, trustees or authorised signatories. If you are the appointed investment adviser, you alone may sign on their behalf.

If you hold more than one plan, you **must** complete a separate form for each.

If you intend to send a scanned or faxed copy of this instruction, please ensure that it is clear

and legible. We cannot be held responsible for the failure to action your instructions if they are unclear, incomplete or illegible.

Any errors or incomplete information on this form may result in a switch being delayed.

## **WHEN YOU HAVE COMPLETED THIS FORM**

Please send it to:  
RL360, International House,  
Cooil Road, Douglas, Isle of Man,  
IM2 2SP, British Isles.

Or fax it to: **+44 (0)1624 677336**

Or email a scanned copy to [servicing@rl360.com](mailto:servicing@rl360.com)

Please note that we cannot be held responsible for switches that are delayed or missed as a result of instructions being sent to any fax number, other than the one shown above.

## **IMPORTANT NOTES**

### **Processing switches**

Once we receive your instruction, we will process it within 5 working days, subject to:

- all necessary information and documentation being supplied
- compliance with the Terms and Conditions of your plan.

## **General**

Where applicable, please ensure that the authorised signatory list(s) that we hold for this plan are up-to-date before submitting dealing instructions. Where authorised signatories have changed and we are unable to match those on this form with our records, this will delay switching.

Where the provider of an underlying fund for the RL360 MAP Fund or RL360 Cash Fund linked to your plan becomes insolvent, your plan will incur the loss.

We are not authorised to provide you with investment advice, and we would always recommend that you consult a professional before making investment decisions.

## **PRIVACY AND COOKIE POLICIES**

Our full privacy and cookie policies 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.

**FUND SWITCH INSTRUCTION**

Plan reference

Full name(s) of owner(s)/trust or company

Investment adviser (company name and individual)

Date of fax (dd/mm/yyyy)

Please provide your contact details in the event of a query:

Telephone number

Fax number

Email address

**Switch details (you only need to detail your final position)**

Enter the percentage against the fund or funds you wish to invest in. You can invest in more than one fund. Please ensure that percentages invested total 100%.

Internal fund code	Name of fund to be switched into	Currency	% of fund
GBPGLMAPORT1	RL360 Global Multi-Asset Portfolio 1 GBP	GBP	
GBPGLMAPORT2	RL360 Global Multi-Asset Portfolio 2 GBP	GBP	
GBPGLMAPORT3	RL360 Global Multi-Asset Portfolio 3 GBP	GBP	
GBPGLMAPORT4	RL360 Global Multi-Asset Portfolio 4 GBP	GBP	
GBPUKMAPORT1	RL360 UK Multi-Asset Portfolio 1 GBP	GBP	
GBPUKMAPORT2	RL360 UK Multi-Asset Portfolio 2 GBP	GBP	
GBPUKMAPORT3	RL360 UK Multi-Asset Portfolio 3 GBP	GBP	
GBPUKMAPORT4	RL360 UK Multi-Asset Portfolio 4 GBP	GBP	
LEGGBP	RL360 GBP Cash Fund	GBP	
USDGLMAPORT1	RL360 Global Multi-Asset Portfolio 1 USD	USD	
USDGLMAPORT2	RL360 Global Multi-Asset Portfolio 2 USD	USD	
USDGLMAPORT3	RL360 Global Multi-Asset Portfolio 3 USD	USD	
USDGLMAPORT4	RL360 Global Multi-Asset Portfolio 4 USD	USD	
USDUSMAPORT1	RL360 US Multi-Asset Portfolio 1 USD	USD	
USDUSMAPORT2	RL360 US Multi-Asset Portfolio 2 USD	USD	
USDUSMAPORT3	RL360 US Multi-Asset Portfolio 3 USD	USD	
USDUSMAPORT4	RL360 US Multi-Asset Portfolio 4 USD	USD	
LEGUSD	RL360 USD Cash Fund	USD	
			<b>Total 100%</b>

Please ensure that percentages invested total 100%.

Before signing please read the important notes on page 1 and confirm that you have done so by ticking here

**Plan owner/Trustee/Authorised Signatory 1  
Investment Adviser**

Signed

Date (dd/mm/yyyy)

     

**Plan owner/Trustee/Authorised Signatory 2**

     

**Trustee/Authorised Signatory 3**

Signed

Date (dd/mm/yyyy)

     

**Trustee/Authorised Signatory 4**

     

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