FUND SWITCH INSTRUCTION

USE THIS FORM WITH ANY OF THE FOLLOWING PRODUCTS

RL360 products

Quantum, Quantum Malaysia, Paragon, Regular Savings Plan, Regular Savings Plan Malaysia, Oracle and LifePlan.

Scottish Provident International products

Quantum, Momentum, Eclipse, Stratum, Kudos, Preference, Capital Investment Portfolio, International Investment Portfolio, Bonus Growth Portfolio, Veritas Savings Account, Veritas Capital Investment Portfolio and Technology bond.

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.

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

Digital signatures are acceptable provided they have been created through Adobe Sign or DocuSign applications, and plan owners must use the email address they have registered with us.

Pre-signed or copied signatures are not acceptable. If it appears that your instruction has been pre-signed or a signature has been copied onto the form, it will be rejected. All instructions should be signed at the time of being completed.

We cannot be held responsible for the failure to action your instructions if they are unclear, incomplete or illegible. Any errors or incomplete information may result in a switch being delayed. Originals of scanned or faxed documents are not required.

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

For more information about 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

1. Email it to: switchinginstructions@rl360.com; If you do not receive an automated acknowledgment from us your instruction is deemed not to have been received and has not been processed. Please call +44 1624 681581 during IOM office hours if you do not receive the automated response.
2. Fax it to: +44 (0)1624 689213;

or

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

Please note that we cannot be held responsible for any instructions that are not received. All instructions should be correctly addressed as set out above.

Hong Kong plans

For Hong Kong issued plans (the plan number starts with the letter "H"), completed switch forms can be submitted as follows:

1. Email it to: switchinginstructions@rl360.com; If you do not receive an automated acknowledgment from us your instruction is deemed not to have been received and has not been processed. Please call +44 1624 681581 during IOM office hours if you do not receive the automated response.
2. Fax it to: +852 2169 0181;

or

3. Post it to: RL360, A122, 16/F, Tower 5, The Gateway, Harbour City, Tsim Sha Tsui, Kowloon, Hong Kong.

Please note that we cannot be held responsible for any instructions that are not received. All instructions should be correctly addressed as set out above.

Instructions received after 5pm Hong Kong time will be treated as having been received by us on the following business day.

IMPORTANT NOTES

Processing fund switches

We will process your instruction on the day which we receive it, subject to:

- your instruction being received by 12pm (UK time) on that day
- our office being open for work on that day
- all necessary documentation being supplied
- compliance with your plan Terms and Conditions.

If, for whatever reason and further to the aforementioned criteria, we are unable to process your instruction on the day which we receive it, we will process it on our first working day thereafter.

RL360

FUND SWITCH INSTRUCTION

Plan number

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

Investment adviser (company name and individual)

Date sent (dd/mm/yyyy) ☐☐ ☐☐ ☐☐☐☐

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

Telephone number

Fax number

Email address

Switch type (please tick one box only)

☐ Redirection of future payments only

☐ Switching of existing units only

☐ Switching of existing units plus redirection of future payments (if applicable)

SWITCH OUT				
	ISIN (if applicable)	Name of fund	Ccy	% of units
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SWITCH IN				
	ISIN (if applicable)	Name of fund	Ccy	% of units
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Total **100%**

Redirection of future payments - not applicable for single premium policies.
(to be completed if a fund switch and redirection or redirection of future payments has been requested)

REDIRECT REGULAR PAYMENTS INTO				
	ISIN (if applicable)	Name of fund	Ccy	% of units
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
				Total **100%**

Please ensure that percentages invested total 100% and that the amount invested in each fund is above the minimum.

	Plan owner/Trustee/Authorised Signatory 1 Investment Adviser	**Plan owner/Trustee/Authorised Signatory 2**
Signature		
Name		
Date (dd/mm/yyyy)		

	Trustee/Authorised Signatory 3	**Trustee/Authorised Signatory 4**
Signature		
Name		
Date (dd/mm/yyyy)		

Privacy policy
Our full privacy policy can be viewed at www.rl360.com/privacy or can be obtained by requesting a copy from our Data Protection Officer.

SWITCHING OUT OF EXISTING FUNDS EXAMPLE

Table 1 below shows the summary of an example plan.

Table 1 – Example

Fund	Currency	ISIN	No of units held in fund	Value	% of plan value
BlackRock GF World Energy	USD	LU0122376428	10,000	$15,000	25.00%
Pictet Timber	USD	LU0340557775	25,000	$10,000	16.67%
Aberdeen Gbl Asia Pacific Equity	USD	LU0011963245	6,000	$20,000	33.33%
Carmignac Emergents	USD	FR0011269364	30,000	$15,000	25.00%
			Total	**$60,000**	**100.00%**

The client wishes to switch out of all the funds completely in Table 1 and switch the proceeds into new funds.

Based on the information above, Table 2 demonstrates the WRONG way to complete the switch out instruction:

Table 2 – Switch out

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.	LU0122376428	BlackRock GF World Energy	USD	25.00%
2.	LU0340557775	Pictet Timber	USD	16.67%
3.	LU0011963245	Aberdeen Gbl Asia Pacific Equity	USD	33.33%
4.	FR0011269364	Carmignac Emergents	USD	25.00%

If you complete the switch instruction as shown in Table 2 above then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
BlackRock GF World Energy	10,000	25.00%	2,500.00	7,500.00
Pictet Timber	25,000	16.67%	4,167.50	20,832.50
Aberdeen Gbl Asia Pacific Equity	6,000	33.33%	2,000.00	4,000.00
Carmignac Emergents	30,000	25.00%	7,500.00	22,500.00

Table 3 demonstrates the CORRECT way to complete the switch out instruction:

Table 3 – Switch out

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.	LU0122376428	BlackRock GF World Energy	USD	100.00%
2.	LU0340557775	Pictet Timber	USD	100.00%
3.	LU0011963245	Aberdeen Gbl Asia Pacific Equity	USD	100.00%
4.	FR0011269364	Carmignac Emergents	USD	100.00%

If you complete the switch instruction as shown in Table 3 then the following will happen:

Fund	Number of units held in fund	% of units to be switched	Number of units switched	Number of units remaining in fund
BlackRock GF World Energy	10,000	100.00%	10,000	0.00
Pictet Timber	25,000	100.00%	25,000	0.00
Aberdeen Gbl Asia Pacific Equity	6,000	100.00%	6,000	0.00
Carmignac Emergents	30,000	100.00%	30,000	0.00

If you require any further assistance with the completion of this form, then please do not hesitate to contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email csc@rl360.com.

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