

# FUND SWITCH INSTRUCTION

## 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.

For more information about completing this form, please read our guidance notes or 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 original written instructions (including 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.

If you hold more than 1 plan, you must complete a separate form for each one.

If you intend to send a 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. Originals of faxes are not required.

## 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 689 213**

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.

## GUIDANCE NOTES

The information required to complete the first three columns can be found in the Savings and Investment Fund Guide.

**ISIN code** – Please insert the corresponding ISIN code for each fund required.

**Fund name** – Please insert each fund name as it appears in the Savings and Investment Fund Guide.

**Fund currency** – Please insert the fund currency as there may be more than one option for the fund you wish to invest in.

It is important that you correctly match the ISIN code to the fund name and currency to avoid errors and potential delays.

## IMPORTANT NOTES

### Processing switches

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

- your instruction being received by 12pm (UK time) on that day
- our offices 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 above criteria, we are unable to process your instruction on the day on which we receive it, we will process it on our first working day thereafter.

### General

Where the provider of a fund linked to your plan becomes insolvent, your plan will incur the loss.

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.

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

**FUND SWITCH INSTRUCTION**

Plan reference

Full name(s) of plan 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 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

**Switch out**

**IMPORTANT:** We only need to know the % of UNITS you want to switch out of each fund. If it is your intention to completely switch out of a fund then you must insert 100% in the “% of units” box.

If you require any further guidance as to how to complete this section, please refer to the example on page 4.

	ISIN	Please state name of fund(s) to be switched	Currency	% of units
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**Switch in**

Proceeds of fund(s) being switched out to be split as follows:

	ISIN	Please state name of fund(s) to be switched into	Currency	% of proceeds
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
				Total 100%

Will future payments be invested as per the instructions provided in the “Switch in” table?

 Yes

 No

If you select No, please provide alternative instructions in the table below.

**Redirection of future payments**

(to be completed if a fund switch and redirection or redirection of future payments has been requested)

	ISIN	Please state name of fund(s) to be switched	Currency	% of new fund
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 of GBP25/USD50/EUR50/CHF50/AUD50/HKD500/JPY5,000.

The total number of existing and new funds selected cannot be greater than 10.

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**

Signature

Date (dd/mm/yyyy)

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



**Trustee/Authorised Signatory 3**

Signature

Date (dd/mm/yyyy)

**Trustee/Authorised Signatory 4**

## 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%
<b>Total</b>				<b>\$60,000</b>	<b>100.00%</b>

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	Fund	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	Fund	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](mailto:csc@rl360.com).