

Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

Portfolio Bond Withdrawal/Closure Form

Lump sum withdrawal requests and full surrender requests are quicker online using Wealth Interactive

The online process

Wealth Interactive prompts you for all the information to process the request – reducing the need for us to contact you, which may cause delays.

Plus, by submitting the instruction online, it's possible for the asset sales to be placed immediately, with no manual processing.

Step 1

Submit withdrawal instruction on Wealth Interactive



Step 2

Wait for settlement of asset sales and availability of cash



Step 3

Payment made

The offline process

Email or postal instructions will be allocated to our payments team and join the processing queue. If we need to ask for more information the request may be delayed.

Step 1

Send the withdrawal instruction to Quilter International



Step 2

Wait for the instruction to be processed



Step 3

Wait for settlement of asset sales and availability of cash



Step 4

Payment made

Beat the queues, submit your request on Wealth Interactive.

Find out more about Wealth Interactive at www.quilterinternational.com/wi

Portfolio Bond Withdrawal/Closure Form

For use with the following products issued by Quilter International Isle of Man Limited. *CIB, CIP, CRB, EIA, EIB, EIP, ERB, FIA, IA, IPB, WPL, WPR/WPS and WMP.

For use with the following products issued by Quilter International Ireland dac. *ECIB, EEIB, ELP, EPB, EWB and SCIB.

*For a description of the above acronyms, please refer to the Questions and Answers on page 8.

All references to Quilter International in this form refer to both Quilter International Isle of Man Limited and Quilter International Ireland dac.

This document was last updated in March 2021. Please confirm with your financial adviser that this is the most up-to-date document for your product or servicing needs.

To complete this form:

- Use black or blue ink.
- Use CAPITAL LETTERS only.
- Do not use correction fluid – cross through any amendments (initialled by all policyholders)
- If you need to photocopy any pages to provide further details, please ensure all policyholders initial the pages
- We recommend that you speak to your financial adviser before completing this form

If you are unsure of any terms used in this form or need further assistance, please refer to the 'Questions and Answers' section on page 8.

Note: There may be charges associated with a full surrender which will be debited prior to payment.

Policy number

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Who should we contact in case of queries with this request?

Policyholder

Adviser

Contact name

Email address

Contact number

Alternate contact number

Section A – Policyholder details

Note: If your details have changed, a payment verification call may be needed. We will use the phone number we hold on file for you in the first instance but may need an alternative number. Please provide this in the section below to help prevent any delays. If there are more than 2 policyholders, please copy this sheet with the details and attach with initials of all applicants.

	Policyholder/trustee 1	Policyholder/trustee 2
Policyholder full name	<input type="text"/>	<input type="text"/>
Current residential address	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	Postcode	Postcode
Tax identification number(s) (TIN) / Unique Taxpayer Reference (UTR) or National Insurance Number (NINO)	<input type="text"/>	<input type="text"/>
Country of tax residence	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Contact number	<input type="text"/>	<input type="text"/>

Corporate details (if applicable)

Corporate name	<input type="text"/>		
Registered office address	<input type="text"/>		
	<input type="text"/>	Postcode <input type="text"/>	
Contact number	<input type="text"/>		

Section B – Method of withdrawal

Did you receive advice from a financial adviser for this request? Yes No

Please note that the following options may also be referred to as a part surrender in your product Terms instead of a withdrawal.

There are tax implications when you take a part surrender/withdrawal from your bond. We cannot recommend which method is best for your personal circumstances. For Ireland products, depending on country of residence, Quilter International Ireland dac may be obliged to withhold tax. Further information can be obtained from your financial adviser.

Select the method for withdrawal/part surrender

One off withdrawal across all policies

Currency of payment

GBP USD EUR HKD Other*

Withdrawal value **or** Maximum**

**Other currencies available: AUD, CAD, CHF, DKK, JPY, NOK, NZD, SEK or SGD*

*** Maximum means the largest one off withdrawal available whilst maintaining a minimum balance, in line with the product Terms, to keep the bond open. Where requesting the maximum amount, please just insert the word "Maximum".*

Where the Trustees are partially surrendering across all policies, the proceeds should be used to benefit the beneficiaries where the Settlor is excluded from being a beneficiary.

Regular withdrawal (not available for policyholders resident in Belgium)

Currency of payment

GBP USD EUR HKD Other*

Value **or** Percentage of total premiums (per year)

**Other currencies available: AUD, CAD, CHF, DKK, JPY, NOK, NZD, SEK or SGD*

For Ireland products, monthly withdrawals are only available if a total premium (which includes initial investments and top ups) or minimum investment of €150,000 (or currency equivalent) has been made.

Monthly Every 2 months Quarterly
Every 4 months Half yearly Yearly

Start date:

If your regular withdrawal start date has passed before we process this request, we will arrange a one off payment for the missed amount and start your regular payment from the next payment date.

Section C – Full surrender of individual policies

Currency of payment GBP USD EUR HKD Other

Withdrawal value **or** number of policies **or** Policy Fund(s) to surrender

- If you would like to surrender individual policies or policy funds to receive a specific value, we will calculate the number of full policies to surrender based on the current value of the bond. **We will meet any shortfall by withdrawing the remaining amount across all policies (i.e a part surrender).**

We recommend that you speak to your financial adviser before making a decision.

Section D – Full surrender – bond closure options

Full Surrender (all assets will be sold)

Payment currency

GBP

USD

EUR

HKD

Other (Please state)

Section E – Funding your withdrawal/full surrender of individual policies

If you have requested us to appoint an Authorised Custodian (third party) to hold the Assets, you do not need to complete this section as we will instruct the Lead Authorised Custodian accordingly. The Lead Authorised Custodian must hold a sufficient cash balance to fund your withdrawal to avoid delays.

Dealing charges may apply for each Asset sale.

Note:

- Assets (including cash/transaction accounts) must be specified for all withdrawals in the table below.
- For regular withdrawals, the Asset(s) chosen will become the Nominated Asset(s). The amount to be sold must be completed under the title '% of withdrawal'.
- Payment cannot be completed until all asset sales have settled.

Full name of Asset and/or cash/ Transaction Account including currency	Asset identifier (ISIN)	% of withdrawal (to total 100%)	OR	Sell Asset in full (please tick)
			%	
			%	
			%	
			%	
			%	

Section F – Payment details

Note:

- Payments must benefit all policyholders on the bond equally by being paid to a joint bank account
- If not using a joint bank account, please specify the additional bank account details. Payments will be issued equally between accounts
- Providing new bank details not previously paid to could cause delays as additional verification may be required

Please select your preferred payment method:

Telegraphic Transfer.

Please be advised that payments incur a bank transfer charge.

BACS direct credit.

Only available for GBP payments paid to a UK, IOM or Channel Islands bank account.

This payment method takes three working days to reach the account, but doesn't incur a bank transfer charge.

If no payment method is selected we will default to Telegraphic Transfer, unless you have requested GBP regular withdrawals payments, in which case we will default to BACS where possible.

Bank details

Bank name

Bank address

Country	Postcode
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Payee name (policyholder)

Payee account number/IBAN

(Payments to banks outside the UK may require an IBAN. Please contact your bank if needed.)

Sort code
(UK accounts only)

 - -

Branch code
(non UK)

SWIFT code

ABA number

Additional information
needed by the bank

Please provide further bank details below (if applicable).

Bank name

Bank address

Country	Postcode
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Payee name (policyholder)

Payee account
number/IBAN

(Payments to banks outside the UK may require an IBAN. Please contact your bank if needed.)

Sort code
(UK accounts only)

 - -

Branch code
(non UK)

SWIFT code

ABA number

Additional information
needed by the bank

Please provide further bank details below (if applicable).

Bank name

Bank address

Country	Postcode
---------	----------

Payee name (policyholder)

Payee account
number/IBAN

(Payments to banks outside the UK may require an IBAN. Please contact your bank if needed.)

Sort code
(UK accounts only)

 - -

Branch code
(non UK)

SWIFT code

ABA number

Additional information
needed by the bank

Section G – Authority of policyholder(s)

The declaration below is made by each person authorising the withdrawal/closure. I hereby:

1. authorise and request Quilter International to carry out the transaction(s) detailed in either section C, D, E, or F in accordance (where applicable) with Quilter International's relevant policy Terms and Conditions.
2. confirm that there is no assignment or any person or company with a notice or interest in the Policy.
3. confirm that there is no Bankruptcy Order against me or any beneficiary, nor am I or the beneficiary, an undischarged bankrupt or deemed to be insolvent under any relevant insolvency legislation.



4. undertake to indemnify Quilter International against any claims or demands made by any other person or party as a result of the payment(s) requested in section C, D, E, or F.
5. agree that payment of the withdrawal or closure proceeds shall constitute full discharge of the liability of Quilter International.
6. confirm that by fully/partially encashing the policy, the policyholder(s) has/have sought and considered financial advice in regards to the potential tax consequences and referred to the relevant policy Terms and literature.
7. confirm that I am aware of the potential tax consequences of receiving the withdrawal or closure proceeds and I will declare these proceeds, if applicable, to the relevant tax authority in my country of residence.

Quilter International does not offer legal, tax or financial advice and we can accept no responsibility for any action taken or refrained from being taken on the basis of information provided by us. Any information provided is based on our understanding of the current law and practice and is subject to change in the future.

Note: For your convenience, you can email your completed form to QINTLpaymentsout@quilter.com including your bond number in the subject. You can also send the completed form back to us by post or fax to the details provided on page 8.

SIGNATORIES – All policyholders, including trustees and/or pledgees where applicable, must sign below. Please also indicate the capacity in which you are acting and ensure this form is dated to avoid delays with your request.

Signatory 1

Signed	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>	
Full name	<input style="width: 95%;" type="text"/>			
Capacity (✓)	Individual	Trustee	Pledgee	Other

Signatory 2

Signed	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>	
Full name	<input style="width: 95%;" type="text"/>			
Capacity (✓)	Individual	Trustee	Pledgee	Other

Signatory 3

Signed	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>	
Full name	<input style="width: 95%;" type="text"/>			
Capacity (✓)	Individual	Trustee	Pledgee	Other

Signatory 4

Signed	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>	
Full name	<input style="width: 95%;" type="text"/>			
Capacity (✓)	Individual	Trustee	Pledgee	Other



Questions and Answers

Please read these questions and answers before completing and sending your instruction to us.

1. What are the definitions of the acronyms listed on Page 2 for the Isle of Man and Ireland products?

Quilter International Isle of Man Limited products –

***CIB** – Collective Investment Bond, **CIP** – Collective Investment Plan, **CRB** – Collective Redemption Bond, **EIA** – Executive Investment Account, **EIB** – Executive Investment Bond, **EIP** – Executive Investment Plan, **ERB** – Executive Redemption Bond, **FIA** – Flexible Investment Account, **IA** – Investment Account, **IPB** – International Portfolio Bond, **WPL** – Wealth Portfolio Life, **WPR/WPS** – Wealth Portfolio Redemption, **WMP** – Wealth Management Plan.

Quilter International Ireland dac products –

ECIB – European Collective Investment Bond, **EEIB** – European Executive Investment Bond, **ELP** – Executive Life Portfolio, **EPB** – European Portfolio Bond, **EWB** – European Wealth Bond, **SCIB** – Spanish Collective Investment Bond.

2. How do I know how much I will get when I close my bond?

- You can contact our Client and Adviser Support Team by email, mail to: QINTLask@quilter.com or by phone, 0044 (0) 1624 655555 prior to making your request. The team will be able to provide you with an approximate full surrender (closure) value as well as a breakdown of any associated charges. Please note if your bond is held with an Authorised Custodian, this amount will be based on the previous quarter end's value.

3. What is a Pledgee/Assignee?

- A Pledgee/Assignee is a creditor such as a bank or financial institution who has an interest in your bond to secure repayment for a debt or financial obligation held with their firm. While a Pledgee is associated with your bond, you will need them to countersign any requests for money to be paid out of the bond. The bank or institution will have a list of authorised signatories who can sign this request.

4. What is a Nominated Asset?

A Nominated Asset is the Asset you choose to fund your regular withdrawal for each payment to be made from.

- If you choose the cash Transaction Account as your Nominated Asset, you need to ensure that there is a sufficient cash balance at least five working days prior to the payment date to avoid the payment failing.
- If you choose a Nominated Asset to sell then we will place a trade for your withdrawal amount prior to each payment's due date.

5. Why do I need to provide my Tax Identification Number and Country of tax residence?

Under Automatic Exchange of Information (AEOI) regulations we are required to obtain certain information from our investors, including countries of tax residence and related tax identification numbers. We may have to provide this information to our domestic tax authority who may share it with overseas tax authorities. Failure to provide this information could result in your details automatically being reported under AEOI by default.

6. Are there any tax implications if I make a withdrawal/surrender?

The answer to this question varies depending on your individual circumstances and for this reason we strongly recommend that you seek financial and tax advice prior to requesting a withdrawal or surrender. Quilter International cannot provide you with financial or tax advice. For Ireland products, depending on the country of residence, Quilter International Ireland dac may be obliged to withhold tax from a payment. Further information can be obtained from your financial adviser.

7. Are there any early encashment charges?

There could be early encashment charges; however they vary by product and can depend on the length of time you have held the bond/plan. Details will be in your charges schedule. If you require more information, please contact us using the details shown in Question 12.

8. How long does it take to send my money?

- This varies depending on your request and instructions for payment.
- Once your request has been authorised on our system, the following will apply:
 - If all the money is coming from an available cash balance on the bond, payment will be made the same day.
 - If the money is coming from the sale of an Asset(s), we will need to wait for the trade to complete (settle) before we can arrange the payment.

Time taken for a trade to complete varies depending on the holding and how regularly it trades.

- If the money is coming from the Authorised Custodian, they will receive an instruction from Quilter International one working day after we have authorised your request. We will then need to wait to receive the money from them before we can arrange the payment.
- If the money is being sent to you directly from the Authorised Custodian, on behalf of Quilter International, they will receive an instruction from Quilter International one working day after we have authorised your request. The timeframe to send the money to you will then be dependent on the Authorised Custodian.
- Once we have received the cash either from the Authorised Custodian or from all the completed sales of your specified Assets, we will arrange payment to you within two working days. It is at this point that any applicable early encashment charges will be applied.

9. What happens if something is missing?

If, in our view, your instruction is not clear or we are missing key information, we will be unable to proceed and we will typically contact you or your financial adviser as per your instruction on page 2. This will delay your request.

10. Who has to sign the form?

All policyholders including trustees and/or pledgees (where applicable) must sign.

11. What if I have more questions?

Your financial adviser should be your first point of contact; however, if you would like to speak to us, please call our Client and Adviser Support Team on 0044 (0) 1624 655555 or email us at QINTLask@quilter.com

12. If I do not have access to email, where can I send my completed form to?

To post your completed form, please address this to the Payment Department at either Quilter International Isle of Man Limited or Quilter International Ireland dac (using the location relevant to your product) and send this to King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles or alternatively you can fax it to 0044 (0)1624 611715.

www.quilterinternational.com

www.quilterinternational.com/hk

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

*Quilter International is the registered business name of Quilter International Isle of Man Limited Singapore Branch.
Quilter International Isle of Man Limited Singapore Branch, CapitaGreen #06-02, 138 Market Street, Singapore 048946.
Phone: +65 6216 7990 Fax: +65 6216 7999.*

*Registered in Singapore Number T08FC7158E. Authorised by the Monetary Authority of Singapore to conduct life assurance business in Singapore.
Member of the Life Insurance Association of Singapore. Member of the Singapore Finance Dispute Resolution Scheme.*

*Quilter International's Hong Kong office: Unit 3704, Lee Garden One, 33 Hysan Avenue, Causeway Bay, Hong Kong.
Phone: +852 3552 5888 Fax: +852 3552 5889. Authorised by the Insurance Authority of Hong Kong to carry on long term business.*

*Quilter International Isle of Man Limited is registered in the Isle of Man under number 24916C.
Registered and Head Office: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles.
Phone: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715. Licensed by the Isle of Man Financial Services Authority.*

Quilter International is registered in the Isle of Man as a business name of Quilter International Isle of Man Limited.

*Quilter International Ireland dac is regulated by the Central Bank of Ireland. Registered No 309649.
Administration Centre for correspondence: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles.
Tel: +353(0)1 479 3900 Fax: +353 (0)1475 1020.*

*Registered and Head Office address: Hambleden House, 19-26 Lower Pembroke Street, Dublin 2, D02 WW96, Ireland.
VAT number for Quilter International Ireland dac is 6329649S.*

Quilter International is registered in Ireland as a business name of Quilter International Ireland dac.

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