

# Unit Linked Policies Withdrawal/Closure/Maturity Form

All references to Quilter International in this form refer to either Quilter International Isle of Man or Quilter International Ireland dac.

To complete this form:

- Use black or blue ink
- Use CAPITAL LETTERS only
- Please read these questions and answers before completing and sending your instruction to us
- 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

**For further assistance please refer to the “Questions and Answers” section on page 7.**

**This document was last updated in February 2020.** Please confirm with your financial adviser that this is the most up-to-date document for your product or servicing needs.

## Section A – Policy number and contact details in case of queries

Policy number

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Type of request

**Withdrawal** – Bond remains open

**Full surrender of individual policies** –  
Bond remains open with fewer policies

**Maturity** – Bond fully closes

**Full Surrender** – Bond fully closes

Did you receive advice from a financial adviser for this request?

Yes

No

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

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

Policyholder

Adviser

Please provide their contact details below:

Contact name

Email address

Alternate contact  
number

Alternate contact  
number

## Section B – 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 prevent any delays.

	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"/>
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
Tax identification number(s) (TIN)	<input type="text"/>	<input type="text"/>
Country of tax residence	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Alternate 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" value="Postcode"/>
Alternative contact number	<input type="text"/>

## Section C – Method of withdrawal

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

**If you have not opted to take a partial withdrawal from your bond, please proceed to Section D Full Surrender of Individual Policies.**

**NOTE:** There are tax implications when you take money from your Policy. Depending on the type of withdrawal you make, partial surrender across all policies or individual policy surrender, this can lead to different tax consequences. We cannot recommend which method is best for your personal circumstances. Please speak to your financial adviser to find out which method might best fit your needs.

## Select the method for withdrawal/part surrender

### One off withdrawal across all policies

#### Currency of payment

GBP USD EUR HKD Other

Withdrawal value **or** write Maximum **or** Maximum penalty free\*

\* Maximum means the largest partial withdrawal available whilst maintaining a minimum balance, in line with the terms and conditions, to keep the bond open. Where requesting the maximum amount, please just insert the word "Maximum". There may be a Policy Charge applied where you make a withdrawal over your 'penalty free allowance'. You can request a maximum penalty free withdrawal which may reduce the amount available but will ensure no Policy Charge applies. Please note, however, that a tax charge may still apply.

### Regular withdrawal

(only available on Managed Capital Account and Executive Wealth Account)

#### Currency of payment

GBP USD EUR HKD Other

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

Minimum of £500 or currency equivalent.

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 Quaterly 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.

**NOTE:** Other currencies available for sections C, D, E and F include: AUD, CAD, CHF, DKK, JPY, NOK, NZD, SEK or SGD

## Section D – Full surrender of individual policies

If you have not chosen to take a Full Surrender of Individual Policies from your bond, please proceed to Section E, Maturity of "All Policies".

#### Currency of payment

GBP USD EUR HKD Other

Withdrawal value **or** Number of policies to surrender

- If you would like to surrender individual policies 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 - a partial surrender.
- There are tax implications when you take money from your Policy. We cannot recommend which method is best for your personal circumstances. Please speak to your financial adviser to find out which method might best fit your needs.

## Section E – Maturity of all policies

Processing your request cannot happen before the maturity date.

Maturity date:

#### Currency of payment

GBP USD EUR HKD Other

## Section F – Full surrender – bond closure

If you do not intend to fully surrender your bond please do not complete this section.

**NOTE:** If fully surrendering your policy you must cancel any standing order you have in place to fund your policy

#### Payment currency

GBP USD EUR HKD Other

## Section G – 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

All payments will be sent by Telegraphic Transfer (TT). Please note TT charges will apply.

### Bank details of policyholder(s)

Please provide bank details of policyholder(s) below.

Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	Country	Postcode	
Payee name (policyholder)	<input type="text"/>		
Payee account number/IBAN	<input type="text"/>		
	<small>(Payments to banks outside the UK may require an IBAN. Please contact your bank if needed.)</small>		
Sort code <small>(UK accounts only)</small>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Branch code <small>(non UK)</small>	<input type="text"/>
SWIFT code	<input type="text"/>	ABA number	<input type="text"/>
Additional information needed by the bank	<input type="text"/>		

Please provide further bank details of additional Policyholder(s) below (if applicable).

Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	Country	Postcode	
Payee name (policyholder)	<input type="text"/>		
Payee account number/IBAN	<input type="text"/>		
	<small>(Payments to banks outside the UK may require an IBAN. Please contact your bank if needed.)</small>		
Sort code <small>(UK accounts only)</small>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Branch code <small>(non UK)</small>	<input type="text"/>
SWIFT code	<input type="text"/>	ABA number	<input type="text"/>
Additional information needed by the bank	<input type="text"/>		



<b>Payment details</b>			
<b>Template number</b>	<b>Currency</b>	<b>Amount</b> (figures)	
<b>Date</b>	<b>Payment type</b>	<b>NatWest charges</b>	<b>Foreign bank charges</b>
		Client/QINT	Client/QINT
<b>JDE code or Orion reference</b>	<b>Amount</b>	<b>Narrative</b>	
<b>Raised by</b>	<b>Authorised</b>	<b>Signed</b> (Fin only)	
<b>Additional information</b>			

**Section H – 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 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 requested in section C, D, E or F.
5. agree that payment of the withdrawal, maturity 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 have 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.heritage@quilter.com](mailto:QINTLpaymentsout.heritage@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 where applicable, must sign the below. Please also indicate the capacity in which you are acting and ensure this form is dated to avoid delays with your request.



### Signatures 1

Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name

Capacity (✓)

Individual

Trustee

Pledgee

Other  
(please state)

### Signatures 2

Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name

Capacity (✓)

Individual

Trustee

Pledgee

Other  
(please state)

### Signatures 3

Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name

Capacity (✓)

Individual

Trustee

Pledgee

Other  
(please state)

### Signatures 4

Signed

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name

Capacity (✓)

Individual

Trustee

Pledgee

Other  
(please state)



# Questions and Answers

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

## **1. 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: [ask@quilterinternational.com](mailto:ask@quilterinternational.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 policy charges.

## **2. What does a Unit Linked policy refer to?**

A Unit Linked policy refers to a regular premium contract including, but not restricted to, your Managed Capital Account, Managed Capital Bond, Managed Savings Account, Managed Savings Bond, Managed Pension Account, Managed Pension Bond and Executive Wealth Account.

## **3. 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.

## **4. Are there any tax implications if I make a withdrawal?**

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 may be obliged to withhold tax from a payment. Your financial adviser will be able to obtain further details relating to tax from our Literature Library.

## **5. 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 can be found in your charges schedule. If you require more information, please contact us using the details shown in Question 10.

## **6. 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 1. This will delay your request.

## **7. Who has to sign the form?**

All policyholders including trustees (where applicable) must sign.

## **8. 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.

## **9. If I have chosen a percentage for my Regular Withdrawal, what is this based on?**

Percentages withdrawn will be based on the premium(s) received prior to this request. If you require the percentage to include any additional funds received in the future, we will require revised instructions to this effect at the time.

## **10. What happens if something is missing?**

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](mailto:QINTLask@quilter.com)

[www.quilterinternational.com](http://www.quilterinternational.com)  
[www.quilterinternational.com/hk](http://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.*

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