



## Important Notes

1. The original of this document is not required; a fax or uploaded version is acceptable.
2. If you require extra space please use additional forms. Any additional pages should be clearly marked as such.
3. Hansard International Limited will process this instruction based on the unit fund code quoted. It is therefore important to check any unit fund code against Hansard's list of unit funds. Please see [http://hsd.hansard.com/unit\\_HIL.html](http://hsd.hansard.com/unit_HIL.html) for further information. If we have any questions regarding your instruction we may contact you for clarification. However, we reserve the right to reject any instructions that are not clear.
4. This instruction will be rejected if the "Buy" totals do not equal 100% except for where multiple pages have been used in which case the combined total must equal 100%. Only whole percentages will be accepted.

### **If this instruction is rejected a new form will be required.**

5. Funds to be sold should be entered in the "Sale" section OR the "Switch All" box should be ticked; If any percentage and valid fund code is entered into the "Sale" section then the "Switch All" option will be void and only the fund(s) quoted will be sold.
6. Unit funds should be entered individually in the "Redirect Future Contributions" section OR the "Same as Switch" box should be ticked. If unit funds are entered individually the redirection must add up to a total of 100%; if this is not completed correctly we may not be able to implement your instruction. If the "Redirect Future Contributions" section is not completed then a redirection will not be actioned. Only whole percentages will be accepted.

### **If this instruction is rejected a new form will be required.**

7. To enable an instruction for a unit fund to be processed at the next available pricing date, it must be received by 12 noon (5pm for instructions issued online) on the next working day preceding the next pricing date. All times shown are UK time.
8. Where one or more temporary unit fund suspensions are in effect on your contract an instruction to "switch all" shall be placed as such. However, switches into or out of affected unit funds will not be completed until such time as the unit fund are unsuspended. Where one or more long-term unit fund suspensions are in effect on your contract an instruction to "switch all" shall be interpreted as "switch all unit funds, excluding those under long-term suspension". For further information please contact your independent financial advisor.
9. A statement detailing all transactions will be issued to the contract holder when the last sale has been completed. You should review these statements immediately, if you believe they do not match your instruction **you must refer this to Hansard International Limited within one month of the statement date. It will not be possible for the company to rectify any errors after that period.**
10. You may use this form for several contracts provided the instructions you have given apply identically to all those contract numbers given. Otherwise a separate form must be completed for each set of different instructions.
11. Contracts for additional contributions ("top-ups") currently have their own contract number which must be listed in order for your instructions to be applied to them.
12. If you request Hansard International Limited to communicate with you by email, you agree that this is entirely at your own risk and this will be taken as confirmation that you understand that email communication is not secure and may be intercepted by unauthorised third parties. In such circumstances, you will be taken as agreeing that Hansard International Limited shall not be held responsible in any way should emails be intercepted by unauthorised third parties who gain access to your personal data.
13. A limited number of unit fund prices are calculated at weekly or monthly intervals. Sales involving these unit funds will only take place once the next price is declared. Purchases involving these unit funds, including the allocation of new contributions, will be held in a related non-interest bearing holding unit fund until the next price is declared and the transaction can be completed. Please ensure you are aware of the pricing frequency of the unit fund you have selected and that the sale from non-daily priced unit funds will take place at the next pricing date of the selected unit funds.

## Personal Information

Any personal information that you have provided on this form will be processed for the intended purpose. We may also use this information for any other purpose specified in the Hansard International Privacy Policy (HO24100) which is available to view on our website; [hansard.com](http://hansard.com). If you have any questions about the usage of your personal information, please contact our Data Protection Officer by emailing [data.protection@hansard.com](mailto:data.protection@hansard.com), or Hansard directly, using the details at the end of this form.

## Terms and Conditions

Switching will be transacted not only under the terms and conditions and important notes contained herein, but also the Contract Terms and Conditions. In addition, it should be understood that if an investment chosen is targeted at a particular group of investors, or subject to certain preconditions or restrictions, any instruction to invest in such an investment unit fund shall come with a deemed representation that any contractholders fall within the parameters set out in such investment unit fund's particulars and/or prospectus.

### **Hansard International Limited**

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Regulated by the Isle of Man Financial Services Authority