



Please tick one box only for the option you require:

Fund advisor only Fund advisor and change of servicing IFA only Servicing IFA only

Please complete this form in block capitals in black ink and return it to: Hansard International Limited, Harbour Court, Lord Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles, or by fax on +44 1624 688008. Alternatively, this form can be uploaded to Hansard Online.

Company name

Hansard will only accept instructions to appoint a company, where individual consultants are named the appointment will be rejected.

EOU number

I (contract holder)

and (contract holder (if joint))

hereby appoint the above named company for contract number(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. I confirm that the fund advisor has authority to instruct Hansard International Limited (“Hansard”) to undertake transactions including, but not limited to, those by electronic means as per clause 9 below, in relation to the contract without the need for any confirmation from or referral to me, subject to the following restrictions:

- (a) Hansard may, on giving reasonable notice to the fund advisor, reject any instruction given by him where it involves a transaction in an asset that does not comply with applicable law or is an asset that Hansard is unable to administer. Please note: Special restrictions may apply in the case of a Managed Portfolio.
- (b) any transaction undertaken as a result of an instruction from the fund advisor shall be at the price as stated on the contract note or similar document confirming the transaction, subject to any Market Value Reduction (MVR) or redemption fees being deducted.

2. I understand that my fund advisor acts at all times as my agent and on my behalf and that he is completely independent of Hansard.

I confirm that Hansard has not provided and does not provide any financial advice in respect of the contract or in respect of my choice of investments and Hansard has not made and does not make any warranty or representation in relation to any investment. Where either I or my fund advisor have chosen an investment, including but not limited to a specialist investment, I further declare that:

- (a) I am sufficiently experienced to understand the features and risks associated with the investment; and
- (b) I have read and fully understood the offering document, including in particular the information on the risks and charges associated with the investment as contained in the offering document before deciding to invest in it; and
- (c) I fully understand and personally accept that the investment may not be easily and quickly realisable and where this is the case I agree that Hansard reserves the right to transfer the investment in specie to me; and
- (d) I personally accept all the risks associated with the investment fund and in particular that my investment in a specialist investment involves risks that could result in a loss of a significant proportion of or all of the sum involved; and
- (e) I have taken independent advice on the suitability of the investment as a fund within the contract; and
- (f) Hansard has not promoted the investment or provided any advice, made any recommendation or expressed any opinion whatsoever to me in respect of the performance, risk, regulatory issues, security (including any express or implied guarantees) of the investment; and
- (g) Hansard has my express authority to complete and execute any offering memorandum, prospectus or other offering documentation to facilitate the investment; and
- (h) I agree to indemnify and keep Hansard indemnified from and against all claims, costs, demands, liabilities, expenses, damages or losses (including without limitation any consequential losses, loss of profit and loss of reputation, and all interest, penalties and legal and other professional costs and expenses) arising out of or in connection with my choice of investment.

3. I confirm that my fund advisor will be instructing Hansard based upon my own financial objectives and attitude to risk within the context of my overall assets and liabilities. In this context I recognise that the value of the contract can be volatile and affected by currency movements and I may not get back the value of my original contributions and in the case of an illiquid asset I may be unable to sell at any price or be able to obtain a proper market price.

4. I understand that this appointment may be terminated with immediate effect on receipt by Hansard of such written notice from either myself or the fund advisor. In addition Hansard reserves the right to terminate this appointment by written notice served on the fund advisor and me.
5. I understand that in the event of the bankruptcy, or insolvency of the fund advisor or any composition with creditors, the appointment shall automatically be terminated.
6. I understand that the fund advisor's charge in respect of this appointment shall be % (maximum 0.25%), gross of VAT as applicable, of each quarterly valuation of the contract with the first charge being due on the next quarterly valuation following the expiry of the Initial Period as referred to in the terms and conditions of the Contract. For the avoidance of doubt, the fund advisor's charge shall not be applied during the Initial Period. I authorise Hansard to pay this charge to the fund advisor. Such charges shall be paid by Hansard by the redemption of the units or assets if sufficient cash is not held in the contract. However, if for any reason whatsoever, there is no, or insufficient value in units or assets that can be redeemed or the units or assets cannot be redeemed, no charge will be payable to the fund advisor for that particular quarter. Should value in the units or assets become available subsequently then the units or assets will be sold and the fund advisor charge will be paid retrospectively.
7. This appointment shall be construed and take effect in accordance with the governing law and court jurisdiction provisions as set out in the relevant contract.
8. Where my contract is a Personal Portfolio, I authorise Hansard to hold in cash 5% of the value of the contract in a Hansard cash account or a daily priced fund, to cover contract charges. Where no or insufficient cash is held I authorise Hansard to sell sufficient units to pay the contract's fees and charges.
9. I understand that my fund advisor may instruct Hansard to undertake transactions, via electronic means, using the Online Fund Switching application for unit linked contracts or, where my contract is a personal portfolio, via the Online Dealing application which shall be binding on me. I understand that Hansard may revoke access to these applications at any time and that they may not be available at all times.

Privacy Policy

In order to provide me with the service I have requested and in accordance with the terms specified in the Hansard International Privacy Policy, I understand that Hansard may provide my newly appointed independent financial advisor with access to my personal data. The Privacy Policy document (HO24100) is available to view on our website, hansard.com.

Important

Please ensure that all signatories are present and correct otherwise we are unable to process your request.

First contract holder

Signature

Date

Please print full name

Second contract holder

Signature

Date

Please print full name

Signed for and on behalf of the fund advisor¹

Signature

Date

Please print full name

¹ Where there is more than one individual who is an authorised signatory for the fund advisor company, all authorised signatories must sign and print their full names in the additional notes below if space allows in order that Hansard can accept their instructions. Alternatively a separate authorised signatory list must be provided to Hansard. Failure to keep Hansard informed of changes to the authorised signatories list may result in delay or rejection of instructions.

Additional Notes

Hansard International Limited

Harbour Court, Lord Street, Box 192, Douglas, Isle of Man IM99 1QL, British Isles

Telephone: +44 1624 688000 Website: hansard.com

Registered Number: 032648C

Regulated by the Isle of Man Financial Services Authority