



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.

Prior to completing this form, please read the Important Notes section in full. We recommend that you discuss any changes to your contract with your independent financial advisor.

**1. Personal information**

First contract holder

Second contract holder

Contract number

Email

Residential address

Telephone number  Country code  Area code  Phone number

**2. Type of instruction**

Please tick the action you wish to take

Withdrawal - please proceed to Section 3. (For regular withdrawals, please complete the Regular income request new or amendment form, reference HO0351O.)

Maturity - please proceed to Section 4

**3. Withdrawal information**

How much would you like to withdraw?

Currency

Figures

Words

**Withdrawal type**

Spread proportionately across all of your active unit funds

Unit fund specific - If this option is selected, please specify each unit fund and the desired amount below for example GBP, EUR, USD

Withdraw the maximum amount available, leaving an accumulator unit value of GBP 1,000 or currency equivalent. Please note this limit does not apply to Capital Builder, Aspire Single Contribution contract or Income Builder contracts.

Unit Fund Code	Unit Fund Name	Percentage	Unit Fund Code	Unit Fund Name	Percentage
<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"/> %	<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"/> %
<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"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %

## 4. Bank account information

For payment of your proceeds

Payment currency	<input type="text"/> <input type="text"/> <input type="text"/>	for example EUR, GBP, USD	
Payment method	<input type="checkbox"/> CHAPS	<input type="checkbox"/> BACS	<input type="checkbox"/> Telegraphic Transfer
Account holders name	<input type="text"/>		
Account number	<input type="text"/>		
Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
	<input type="text"/>		
Sort code	<input type="text"/>		
SWIFT code	<input type="text"/>		
IBAN number	<input type="text"/>		

**If your bank requires inward payments to be routed through an intermediary bank, please complete the details below. If you are unsure, please contact your bank for clarification.**

Account holders name	<input type="text"/>
Account number	<input type="text"/>
Bank name	<input type="text"/>
Bank address	<input type="text"/>
	<input type="text"/>
Sort code	<input type="text"/>
SWIFT code	<input type="text"/>
IBAN number	<input type="text"/>
Reference	<input type="text"/>

Bank charges are deducted at source, where the duration of each payment – from the date of issue – are as follows:

Method	Charge	Time	Suitable for
BACS	Free	3 days	GBP and UK payments only
CHAPS	GBP 10	Same day	GBP and UK payments only
TT (telegraphic transfer)	GBP 15 (or currency equivalent)	3-5 working days	All payments

## 5. Guidance notes

**Please note the following documentation will be required dependent on your instruction type:**

### Withdrawal

- The original copy of this form must be submitted prior to the proceeds being paid. This requirement is however waived if your instruction is submitted via our secure upload facility, by your independent financial advisor.
- You will be asked to provide original certified proof of your identification and residential address if these were not provided at the commencement of your contract, or if the documents we hold on record are no longer valid.

### Maturity

- In addition to the original ink copy of this form, we will also require your original contract certificate together with original certified copies of your identification and proof of residential address, which must not be more than three months old. Please see the Verification of identity and residential address Section below for further information on acceptable documents and certifiers.
- If you have lost or misplaced your contract certificate, please complete and return a Statutory Declaration for loss or non-receipt of Contract documents form, reference HO10500, which is available to download from Hansard Online, by contacting your independent financial advisor or by contacting our Client Services Team.
- Upon maturity, your units are sold using prices and exchange rates prevailing on that date or next available date in accordance with the Contract Terms and Conditions.
- If after three months you have not claimed your maturity proceeds, we reserve the right to apply a quarterly service charge of GBP 25.

### Verification of identity and residential address

A suitably certified copy of EITHER of the following, which must incorporate a photograph:

- 1. Current Passport
- 2. Current National Identity Card

If not available, suitably certified copies of two other formal documents such as a tax assessment, driving licence or similar document.

Together with:

A suitably certified copy of a document showing the residential address of each applicant. Such a document includes a Utility, rates or council tax bill, an entry in a local telephone directory, a bank or credit card statement, a mortgage statement, a tax assessment document, a driving licence, or proof of ownership or rental of the residential address. The document should ideally not be more than three months old.

Examples of individuals who are acceptable as a suitable certifier include:

- your independent financial advisor provided he/she has been appointed a suitable certifier by Hansard International Limited
- an authorised representative of an embassy or consulate of the country who issued the identification document
- a notary public, commissioner for oaths, lawyer or advocate, a registrar or other civil or public servant authorised to issue or certify copy documents
- an accountant who is a member of an institute, or other professional organisation.

## 6. Important notes

1. Please note that where the contract holds a mixture of unit funds with different pricing dates, we will sell each unit fund as they are priced, and transfer the units into a deposit unit fund until the last pricing date. We will normally create a payment by selling proportionately across all unit funds. However you may select specific unit funds provided there is sufficient value in the unit funds. Please note however that the latest pricing date of any unit fund (for example a monthly unit fund where all others in the contract are daily) will therefore be the earliest date we can process your request.
2. If your contract contains unit funds whose pricing has been suspended, the units within the funds can therefore not be realised, and should be discounted from your calculations for withdrawal or the value currently available for surrender.
3. Please examine carefully the level of charges applicable for withdrawal, and note that any valuation you receive - prior to the submission of withdrawal documentation - is for indication purposes only and is subject to variation. It may, for example, be that your present contract provides switching facilities that allow a change of investment strategy at a minimum cost, without the need to surrender. If you have any concerns, or require further guidance on the charges applicable, please contact your independent financial advisor or our Client Services team.
4. In the case of products that have initial units (for example Aspire) the actual withdrawal amount, independent of payment charges, may be less than the amount requested. This will happen if the withdrawal amount requested reduces the value of the remaining accumulator units to less than the minimum amount as set out in Schedule One of your contract (or currency equivalent). Should the value of these accumulator units fall to less than the minimum withdrawal amount we may treat your contract as being surrendered. Please refer to your independent financial advisor for further explanation.
5. 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.

## 7. Payment of proceeds

1. It is standard procedure for payments to be paid to the contract holder(s). If a third party payment is requested, it is a regulatory requirement that we are informed to whom the payment is being made and why. Please therefore include this information with your instruction, together with an original, suitably certified copy of the third party payee's passport or National Identity Card and an original certified proof of residence document as outlined on page 3. Third party payments will be paid by telegraphic transfer only.
2. Please note that the company reserves the right to decline a third party payment or request additional documentation or information. If the details we have received do not meet our criteria, then we will not be able to make a payment until these regulatory requirements have been met. Due to the additional administration incurred, third party transfers bear an additional charge of, currently GBP 100.
3. Acknowledgment of your instruction will be issued in writing, which will detail the next available pricing date(s) of your unit fund(s) and outline outstanding requirements if applicable. The time taken to prepare your payment (following the sale of your units and receipt of the said outstanding requirements) is five working days.
4. We are not responsible for any delay incurred as a result of insufficient bank account information being provided.

## 8. Declaration

- I have read and understood the Guidance Notes and Important Information, and request that Hansard International Limited action my instructions in accordance with the Contract Terms and Conditions;
- I am entitled to the proceeds of the contract, less any sums owed to Hansard International Limited, and that no receiving order has been made against me and that I am not an un-discharged bankrupt and that the contract has not been assigned or transferred, nor has any person any rights to the contract other than myself; and
- I will indemnify and will keep Hansard International Limited indemnified against any claim made against it by a fund house or a third party (where the unit fund was linked to the contract) arising out of or in connection with the surrender proceeds.

### First Contract Holder

Signature  Date

Please print full name

Country of residence

### Second Contract Holder

Signature  Date

Please print full name

Country of residence

## 9. Checklist

Have you enclosed all the specified documentation required for your instruction type?

Have you provided a contact telephone number?

Have you provided your bank account information in full?

Have you read and understood the Guidance Notes?

Have you signed and dated the Declaration?

If you require further information or guidance in the completion of this form, please contact our Client Services team on +44 (0)1624 688022.

### Hansard International Limited

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

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Registered Number: 032648C

Regulated by the Isle of Man Financial Services Authority