

Request for payment
by withdrawal or surrender

Not for use with Global Portfolio, Global Wealth Manager, Global Wealth Advance, Global Wealth Ultra, Global Wealth Builder or Global Wealth Builder Plus policies.

Are you aware of your options? Do you need to fully surrender your policy?
If you would like further information, please call us on +44(0) 1624 821212
and we will be happy to assist.

Policy details

Full name(s) of Policyholder(s)

Address

Postcode

Is this your residential address?

Yes		No	
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If No, in which country are you resident?

Name of Contract, e.g. Premier

--

Policy Number(s)

Email address (required)

[illegible]

Telephone number

--

Fax number

--

Financial Adviser's email address
(for copy correspondence)

[illegible]

Withdrawal details

It can sometimes be more tax-efficient to surrender individual policies rather than take a withdrawal.

Important: UK residents will be subject to tax if they take withdrawals (including regular withdrawals and adviser fees) in excess of 5% per annum of the total premium. We recommend that you seek guidance from your financial adviser. If you require further information about this, please call us on +44(0) 1624 821212.

If a sale of assets is required, please provide dealing instructions (see **Important Note 5**) by completing the "Sale of Assets" form on page 4.

Withdrawal amounts are subject to minimum/maximum limits specified by Friends Provident International Limited.

I/We* request Friends Provident International Limited to make the following withdrawal:

1. Withdrawal amount

OR % of total premium

OR maximum withdrawal without triggering a surrender penalty (please tick box) ☐

2. Frequency (tick one) ☐ once only ☐ yearly ☐ half-yearly ☐ quarterly ☐ monthly

3. Date the regular withdrawal is due to commence
(For Portfolio Bonds please indicate preferred date
1st or 14th of the month)

These instructions cancel any previously held withdrawal instructions.

Surrender details

Important: The full or part surrender of your policy may have tax consequences. We recommend that you seek guidance from your financial adviser.

If you are surrendering your policy in full and use a Bank Standing Order to pay the premiums, please remember to contact your bank to cancel the regular payment instruction and prevent future payments.

If the surrender is to include a transfer of assets please complete the "Transfer of Assets" form on page 5.

Please select:

Full surrender of policy ☐ Full surrender of policy at the Option Date
(regular premium policies only) ☐

Full surrender of policy segments ☐ Number of segments to be surrendered (e.g. 1–10)

Early surrender or withdrawal

Please complete the following section if you are surrendering your policy or taking a withdrawal of more than 30% of the total premiums.

Reason for full or part surrender,
or withdrawal (please give details)

Payment instructions BACS/TT

Payment type

BACS (GBP account in the UK only)

☐

BACS has three day clearance

Please ensure that the correct BACS sort code is quoted. Your bank will have full details.

Telegraphic Transfer

☐

TT charges will be incurred by you

Payment Details

Payment should be made direct to my/our* bank or building society account (must be Policyholder's account):

Name of bank or building society

Address

Postcode

Account holder(s) name(s)

Account number

Sort code (if applicable)

 — —

SWIFT/BIC code (if applicable)

IBAN (if applicable)

Branch Code (Hong Kong payments)

ABA Number (US payments)

Additional Information

Please give any further details to help us remit your payment successfully, e.g. corresponding bank details (if applicable)

Sale of Assets

Assets

Please list any holdings and the amount or number shares/units you wish to sell.

[illegible]

Transfer of Assets

Portfolio Bonds only

Re-registration name	
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New account number	
--------------------	--

Address	
	Postcode

Postcode

Transferee Contact details

Name	
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Telephone number	
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Fax number	
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Email address

Assets

Please list any holdings and the amount or number shares/units you wish to transfer.

[illegible]

Important Notes

1. As early encashment charges or surrender fees may apply, we strongly recommend you obtain a surrender quotation before completing this form. **Please note that all charges will be deducted from the amount payable. For details of the charges, please refer to the Summary of Charges in the relevant product Principal Brochure and Technical Guide (if applicable).**
2. All payments will be made in the currency of the policy, unless otherwise requested.
3. No action will be taken on any request to surrender, until this written notification, signed by all policyholders, has been received by Friends Provident International Limited at its registered address. The payment of surrender benefits may be delayed until all necessary documentation has been received.
4. We will accept faxed instructions. However, no money will be released until all original documentation has been received and verified. Please fax to + 44(0) 1624 821142.
5. If you wish to surrender individual policies which make up part of the policy or portfolio bond, you should specify the policies to be surrendered, and also provide dealing instructions to cancel sufficient units to cover the value of the policies being surrendered.
6. If you have a portfolio bond, we will debit all withdrawals to your General Transaction Account (GTA). If this causes the GTA to go overdrawn, we will charge debit interest to the account. To avoid this, you or your adviser should give us dealing instructions to credit the account.
7. The surrender of your contract may have taxation consequences in your country of residence. We suggest, therefore, that you contact your financial adviser to discuss these implications.
8. **UK residents' reporting requirements** – any policyholder who is UK-resident has an obligation, under the UK self-assessment tax regime, to report to HM Revenue & Customs (HMRC) any chargeable event arising in relation to the contract. Under UK law, we have a statutory requirement to supply information to HMRC about UK-resident policyholders in certain circumstances.
9. Friends Provident International, which has underwritten your policy, is a member of The Association of International Life Offices (AILO). This note is designed to ensure that investors are made aware of the potential consequences of surrender of policies, particularly in circumstances where the early encashment of an existing policy is followed by a new proposal to another life office.

The costs involved in establishing a life assurance policy for an investor are generally passed on to the investor in the form of charges payable upon the taking up of the policy, or upon its ultimate surrender. For this reason, AILO member companies endeavour to ensure that the investor is aware at the outset that such a policy should be regarded as a medium to long-term investment. In most cases, the policy will also provide that early encashment is subject to a surrender penalty.

Investors should therefore be aware that the surrender of an existing policy in favour of a new proposal to another life office will in most cases necessitate the further payment of at least one and possibly more sets of charges by the policyholder. Investors are accordingly advised to examine carefully the level of charges payable upon surrender of one policy in favour of another and to consult their professional advisers when considering such a change. It may, for example, be that your present policy provides switching facilities, which allow a change of investment strategy at minimum cost, without the need for surrender.

The purpose of this note is to ensure that the investor is made fully aware of the potential costs of transferring from one policy to another. It is not a substitute for independent investment advice and investors should consult their own professional advisers.

10. Any incomplete instruction will result in a delay in processing your instruction and Friends Provident International Limited shall not be liable for any direct, indirect, special or consequential loss or damages arising from such delay.
11. If for any reason this form is incomplete and your instruction cannot be processed completely, Friends Provident International Limited will not process any portion of the instruction.

Declaration

I/We* hereby confirm that I/we* have read and agreed with the content of the "Important Notes" and all Notes specified in the relevant sections above. I/We* warrant to Friends Provident International Limited that no proceedings in bankruptcy or insolvency have been instituted or are pending against me/us*.

I/We* request that Friends Provident International Limited make a payment by withdrawal or surrender from the Policies listed above in accordance with the Policy conditions. I/We* acknowledge that a payment by Friends Provident International Limited in accordance with the information contained in this form will discharge Friends Provident International Limited's liability for all claims under the Policies.

Please tick:

☐ I/We* enclose the original policy documents (surrenders only). If any policies are lost, a Lost Policy Declaration form must be completed.

☐ All policyholders have signed the declaration

Signature(s)

Date

Date

Date

Date

Friends Provident International is a trading name of Friends Life Limited
for business conducted outside the United Kingdom

Friends Provident International

Registered Office: Pixham End, Dorking, Surrey RH4 1QA England
Incorporated company limited by shares and registered in England and Wales number 4096141
Authorised and regulated in the United Kingdom by the Financial Services Authority
Member of The Association of International Life Offices

Friends Life Limited is authorised by the Financial Services Authority to carry on Class I
and Class III business in Cyprus and Malta

Friends Provident International Limited

Registered & Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA
Incorporated Company limited by shares
Registered in the Isle of Man No. 11494
Authorised by the Isle of Man Insurance & Pensions Authority
Provider of life assurance and investment products

Authorised and regulated in the United Kingdom by the Financial Services Authority

Authorised by the Office of the Commissioner of Insurance to conduct long-term insurance business in Hong Kong

Registered in the United Arab Emirates as an Insurance Company (Registration No. 76)
and as a foreign company (Registration No. 2013)

Authorised by the United Arab Emirates Insurance Authority to conduct Life Insurance and savings business

Registered in Singapore No. F06835G

Registered by the Monetary Authority of Singapore to conduct life insurance business in Singapore

