

Corporate Application form

Do not use if you are applying as a Trustee of a trust.
Please use our Trustee Application form.

Financial adviser and policy details

Company name

Friends Provident International
agency number

Contact details for acknowledgement/queries on the application.

Contact name

Phone number

Email address

Please complete all details in Section 1.

This form should be read in conjunction with the following documents:

- Reserve brochure
- Reserve product guide
- Key Information Document
- Reserve charging structures

Please complete this form using BLOCK CAPITALS throughout. Please tick boxes where applicable and follow the instructions provided in each section.

Specified US Person means a US citizen or tax resident individual who has a US residential/correspondence address or who either holds a US Passport, a US Green Card or who was born in the US and has not yet renounced their US citizenship. More information on US FATCA can be found at: www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA.

If you choose Yes to being a Specified US Person, you will need to provide us with your US Taxpayer Identification Number (TIN) or US Social Security Number (SSN).

If you choose No but you have a US residential/correspondence address, hold a US Passport, a US Green Card or you were born in the US, you will need to provide us with documentary evidence that you are in the process of or have renounced your US Citizenship. Friends Provident International can accept a certified copy of your DS-4083 form (also known as CLN - Certificate of Loss of Nationality) and/or a certified copy of your passport in which you are obtaining new citizenship.

A copy of the completed application and the plan Policy Conditions are available on request. You should be aware that your plan could be brought to an end if you fail to tell us any facts which might influence our assessment of your application. If you have any doubt as to whether a fact is relevant, then you should disclose it to us.

We will accept emailed or faxed scans of applications. However, we reserve the right to request original documents in some circumstances, so these must be retained in your records. Where the policyholder is resident in Africa, we will still require original signed instructions.

Once you have completed and signed the application, you should send it along with all requested additional information to: newbusiness@fpinternational.com or alternatively post it to: New Business Team, Friends Provident International, Royal Court, Castletown, Isle of Man IM9 1RA, British Isles.

Please note that the start date of your plan may be delayed if you fail to complete this application in full or provide suitable evidence where required.

Remember, if you need any help, our Regional Support teams are on hand to guide you by telephone or by email.

All references to FPI within this application form mean Friends Provident International Limited.

Your bond structure

Capital redemption

☐

Whole of life

☐

Please ensure your Personal charging structure reflects the structure of your bond.

Your investment structure

Collective

☐

Personalised

☐

Investor status

Friends Provident International Limited (FPI) is required to obtain a declaration from you to confirm your investor status, which defines the assets in which you may invest.

Your Investor status is used by us to understand the types of asset you wish to invest in. You should let us know whether you wish to hold Retail or Non-Retail assets. If you do not tell us we will assume you are a Retail investor and wish to hold Retail assets only.

To assist with customer classification, Friends Provident International's definitions of a Retail and Non-Retail investor can be found below:

Retail Investor

A Retail investor is any investor other than a Non-Retail (Qualified/Professional) Investor (see below).

Non-Retail Investor (Qualified/Professional)

- 1 A government, governmental institution or authority, or companies fully owned by any of the aforementioned.
- 2 International bodies and organisations.
- 3 A person or entity licensed to engage in a commercial business, provided that one of the purposes of its business is managing investments, including:
 - a) A person, body corporate, partnership, trust or other unincorporated association whose ordinary business or professional activity includes acquiring, underwriting, managing, holding or disposing of investments, whether as principal or agent or giving advice about investments;
 - b) Any director or partner of, or consultant to, a person referred to in paragraph (a);
 - c) A functionary to a professional investment vehicle or an associate of a functionary to a professional investment vehicle;
 - d) An employee, director or shareholder of, or consultant to, a person in (c) who is acquiring the investment as part of his remuneration or an incentive arrangement or by way of co-investment;
 - e) A trustee of a family trust settled by, or for the benefit of, one or more persons referred to in paragraphs (c) or (d);
 - f) A trustee or operator of any employment benefit or executive incentive scheme or trust established for the benefit of persons referred to in paragraphs (c) or (d) or their dependents;
 - g) A government, local authority, public authority or supra-national body.
- 4 A natural person who declares that their annual income is not less than £250,000, or their net equity with the exception of their main home, exceeds £1,000,000.

It is your responsibility to obtain and read the prospectus and/or offering documents of any assets that you wish to hold in Reserve. This will help you decide whether the asset is suitable for you.

By ticking one of the boxes below you are declaring that you meet the definition as detailed above.

Retail

☐

Non-Retail

☐

If you have ticked the box above to indicate you are a Non-Retail Investor, and you have chosen to invest in Non-Retail (qualified/professional) assets, there may be a requirement for you to complete and sign an additional – asset specific – declaration(s). If this is required, the relevant declaration(s) will be provided by our Technical Investments Team at the time the trade is placed.

Additional information

To be completed by each investor who is the current legal owner of the payment. Name(s) to be stated as they appear on either your passport or ID card, as applicable.

Please refer to 'What you need to provide' for requirements to support verification of identity and address on page 31.

Section 1: Setting up Reserve

Company

Company name	<input type="text"/>
Registered address	<input type="text"/>
Country of registration	<input type="text"/>
Registration number	<input type="text"/>
Telephone number	<input type="text"/>
Email address (mandatory)	<input type="text"/>

You will receive your policy documents and all correspondence relating to your policy, unless you indicate otherwise below. Copies will also be sent to your financial adviser.

Alternatively, please tick here if you would prefer us to send your policy documents and all correspondence relating to your policy to your financial adviser only. ☐

Tax compliance – please answer ALL questions

1 Is the applicant a US specified person?	Yes <input type="checkbox"/>	Tax identification number	<input type="text"/>
	No <input type="checkbox"/>		
2 Is the applicant UK resident?	Yes <input type="checkbox"/>	Tax identification number	<input type="text"/>
	No <input type="checkbox"/>		
If you have answered No to either of the above, please state the country in which the applicants are resident for tax purposes.	Country	<input type="text"/>	Country <input type="text"/>
	Tax identification number	<input type="text"/>	Tax identification number <input type="text"/>
<p>Not entering a tax identification number may hold up the issue of your policy. If you have left any of the tax identification number boxes above blank, please give your reason in the additional information box on page 3.</p> <p>If you are unsure of your status as a tax resident, your tax identification number, or you have any other tax queries, we strongly recommend you seek professional tax guidance in order to avoid delaying your application.</p>			
3 Is the applicant a financial institution issued with a GIIN?	Yes <input type="checkbox"/>	Insert GIIN	<input type="text"/>
If a GIIN is yet to be issued, please notify us when received.	No <input type="checkbox"/>		

Section 1: Setting up Reserve (continued)

Tax compliance – please answer ALL questions (continued)

- 4 Is the applicant a financial institution without a GIIN? Yes ☐ State reason
If you have answered Yes, you may wish to contact us prior to submitting this application. No ☐
- 5 Is the applicant exempt from FATCA/CRS reporting? Yes ☐ State reason
No ☐
- 6 Is the applicant an actively trading non-financial institution? Yes ☐ No ☐
This includes trading companies.
- 7 Is the applicant a non-trading entity? Yes ☐ If Yes, complete pages 5 and 6 (Controlling persons) for all controlling persons.
This includes investment holding companies. No ☐

Please contact us if you believe that none of the above are applicable to the Entity.

Controlling persons

This includes shareholders with a share of 25% or more and any other person who can exercise overall control over the entity.

- | | First controlling person | Second controlling person |
|--|--|--|
| 1 Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Other <input type="text"/> | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Other <input type="text"/> |
| 2 Surname (as shown on ID card/passport) | <input type="text"/> | <input type="text"/> |
| 3 Forename(s) (as shown on ID card/passport) | <input type="text"/> | <input type="text"/> |
| 4 ID card/Passport number | <input type="text"/> | <input type="text"/> |
| 5 Date of birth (DD/MM/YYYY) | <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"/> |
| 6 Nationality | <input type="text"/> | <input type="text"/> |
| 7 Residential address | <input type="text"/> | <input type="text"/> |
| 8 Are you a Specified US Person?
Please see the Completion notes for a definition of Specified US Person and for the information a Specified US Person must provide. | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9 Tax Identification Number (TIN)
If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number). | <input type="text"/> | <input type="text"/> |

Section 1: Setting up Reserve (continued)

Controlling persons (continued)

10 What makes this individual a controlling person?

Third controlling person

Fourth controlling person

1 Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other

Other

2 Surname (as shown on ID card/passport)

3 Forename(s) (as shown on ID card/passport)

4 ID card/Passport number

5 Date of birth (DD/MM/YYYY)

6 Nationality

7 Residential address

8 Are you a Specified US Person?

Please see the Completion notes for a definition of Specified US Person and for the information a Specified US Person must provide.

Yes ☐ No ☐

Yes ☐ No ☐

9 Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number).

10 What makes this individual a controlling person?

Section 1: Setting up Reserve (continued)

Directors' details

	First Director	Second Director
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
3 Forename(s) (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
4 Date of birth (DD/MM/YYYY)	<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"/>
5 Residential address	<input type="text"/>	<input type="text"/>
6 Nationality	<input type="text"/>	<input type="text"/>
	Third Director	Fourth Director
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
3 Forename(s) (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
4 Date of birth (DD/MM/YYYY)	<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"/>
5 Residential address	<input type="text"/>	<input type="text"/>
6 Nationality	<input type="text"/>	<input type="text"/>

If more than four directors, please provide details on a separate sheet.

Section 1: Setting up Reserve (continued)

Lives assured details

Please leave blank if Capital Redemption option is chosen.

	First Life Assured	Second Life Assured
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
3 Forename(s) (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
4 Date of birth (DD/MM/YYYY)	<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"/>
5 Nationality	<input type="text"/>	<input type="text"/>
6 Country of residence	<input type="text"/>	<input type="text"/>
7 Residential address	<input type="text"/>	<input type="text"/>
8 Relationship to Company	<input type="text"/>	<input type="text"/>
9 Are you in good health? If No , please give details on a separate piece of paper, but please first refer to our Data Protection section on pages 17 and 18.		Yes <input type="checkbox"/> No <input type="checkbox"/>

	Third Life Assured	Fourth Life Assured
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
3 Forename(s) (as shown on ID card/passport)	<input type="text"/>	<input type="text"/>
4 Date of birth (DD/MM/YYYY)	<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"/>
5 Nationality	<input type="text"/>	<input type="text"/>
6 Country of residence	<input type="text"/>	<input type="text"/>
7 Residential address	<input type="text"/>	<input type="text"/>
8 Relationship to Company	<input type="text"/>	<input type="text"/>
9 Are you in good health? If No , please give details on a separate piece of paper, but please first refer to our Data Protection section on pages 17 and 18.		Yes <input type="checkbox"/> No <input type="checkbox"/>

If more than four lives assured are required, please complete the supplementary form for Additional Lives Assured.

Section 1: Setting up Reserve (continued)

Politically exposed persons

A Politically Exposed Person (PEP) is a person who is, or who has been, entrusted with prominent public functions. This also includes their close family members and their close associates.

Examples of PEPs include political figures, member of the judiciary, diplomatic service officers, managers and supervisors of state owned enterprises and senior ranking military officers.

1 Are you, any of your family members or any of your close associates a PEP? Yes ☐ No ☐

If Yes, please provide the following details and complete the supplementary Source of Wealth Form.

2 Surname	<input type="text"/>									
3 Forename(s)	<input type="text"/>									
4 Position held as PEP	<input type="text"/>									
5 Country position held	<input type="text"/>									
6 Date position held	From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 If the PEP is a family member or close associate, please confirm the relationship	<input type="text"/>									

Total premium

We wish to pay GBP ☐ EUR ☐ USD ☐ Other Currency Amount

- Minimum payment:
- a) Establishment charging structure – Whole of life:
USD, 75,000; GBP 50,000; EUR 75,000; HKD 600,000; JPY 10,000,000;
AUD 150,000; SEK 650,000; CHF 125,000.
 - b) Establishment charging structure – Capital redemption:
USD 150,000; GBP 100,000; EUR 150,000; HKD 1,200,000; JPY 20,000,000;
AUD 300,000; SEK 1,300,000; CHF 250,000.
 - c) Annual policy charging structure:
USD 150,000; GBP 100,000; EUR 150,000; HKD 1,200,000; JPY 20,000,000;
AUD 300,000; SEK 1,300,000; CHF 250,000.

Note: When investing monies, please indicate your chosen investments in **Investment instructions**.

Please be aware that the minimum payment may differ if you choose to appoint a Discretionary Fund Manager to manage your investment either in full or in part. Please speak with your financial adviser for more information.

Number of policy segments

Please specify how many policies you wish your Reserve policy to be issued in.

The minimum number of individual policies is 1 and the maximum is 100.

If box is left blank, then 100 policies will be issued.

Plan currency

Please select the currency in which you wish your Reserve plan to be denominated (this will be the currency in which your plan is valued, and total payment figure calculated).

Sterling (GBP)	<input type="checkbox"/>	US dollars (USD)	<input type="checkbox"/>	Euro (EUR)	<input type="checkbox"/>	HK dollars (HKD)	<input type="checkbox"/>
Swiss francs (CHF)	<input type="checkbox"/>	Australian dollars (AUD)	<input type="checkbox"/>	Swedish krona (SEK)	<input type="checkbox"/>	Japanese yen (JPY)	<input type="checkbox"/>

Section 1: Setting up Reserve (continued)

Optional withdrawals

Investors may choose to receive regular payments from their plan. The current minimum individual withdrawal is USD 375 (or GBP 250, EUR 375, HKD 3,000, CHF 625, AUD 750, SEK 3,250, JPY 50,000). The level of withdrawals may be varied or stopped altogether by giving us written notice. **No assets will be sold to meet regular withdrawals without instructions.**

Regular withdrawals must be funded by either available cash in the General Transaction Account (GTA) or by the provision of a dealing instruction which can be downloaded from our website. Failure to ensure available funds could result in delays with regular withdrawal payments.

Withdrawal instructions

Note that we dispatch payments on the 1st and 14th of the month — please indicate the date you prefer in the appropriate box below.

We wish to receive	GBP <input type="checkbox"/>	EUR <input type="checkbox"/>	USD <input type="checkbox"/>	Other <input type="checkbox"/>	Amount <input type="text"/>
Payable (tick one box only)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-yearly <input type="checkbox"/>	Yearly <input type="checkbox"/>	
Commencing (tick the date which applies)	1st <input type="checkbox"/>	14th <input type="checkbox"/>	of <input type="text"/>	(month)	<input type="text"/> (year)
Sort code (if applicable)	<input type="text"/> - <input type="text"/> - <input type="text"/>				
SWIFT/BIC code (if applicable)	<input type="text"/>				
IBAN (if applicable)	<input type="text"/>				
Account number	<input type="text"/>				
Account name	<input type="text"/>				
Bank name	<input type="text"/>				
Bank address	<input type="text"/>				

Section 1: Setting up Reserve (continued)

Source of funds

SOURCE OF FUNDS DETAILS

The Isle of Man Financial Services Authority requires all Isle of Man life companies to make enquiries as to how an applicant has acquired the monies to be used as payment for their plan. This reflects the Isle of Man's commitment to maintain the highest possible standards of business practice and to counter money laundering and the financing of terrorism.

Friends Provident International has adopted a risk-based approach to meet these regulations, categorising our products and countries that we will accept business from into Standard or Higher risk. We have categorised countries according to their level of compliance with international regulatory standards.

Full details of the source of funds procedures can be obtained from your financial adviser or can be downloaded from <https://advisers.fpinternational.com/documents/source-of-funds.pdf>.

You must complete the following details below in all cases and for both applicants as applicable.

	Applicant 1	Applicant 2
Annual salary plus bonuses		
1 Annual salary this year (include currency)	<input type="text"/>	<input type="text"/>
2 Bonuses this year (include currency)	<input type="text"/>	<input type="text"/>
3 Annual income last year (include currency)	<input type="text"/>	<input type="text"/>
4 Bonuses last year (include currency)	<input type="text"/>	<input type="text"/>
5 Occupation	<input type="text"/>	<input type="text"/>
6 Employer's company name	<input type="text"/>	<input type="text"/>
7 Nature of business	<input type="text"/>	<input type="text"/>
If you are retired, please tell us your previous occupation, salary, employer and date of retirement.		
8 Previous occupation	<input type="text"/>	<input type="text"/>
9 Salary (include currency)	<input type="text"/>	<input type="text"/>
10 Employer's company name	<input type="text"/>	<input type="text"/>
11 Date retired (DD/MM/YYYY)	<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"/>
Other unearned income		
12 Amount received (include currency)	<input type="text"/>	<input type="text"/>
13 Received from	<input type="text"/>	<input type="text"/>
14 Date received (DD/MM/YYYY)	<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"/>

Where your source of funds for this application is from any of the following, please provide details.

Savings

15 Amount received (include currency)	<input type="text"/>	<input type="text"/>
16 Bank where savings held	<input type="text"/>	<input type="text"/>
17 How and for how long were the savings accumulated?	<input type="text"/>	<input type="text"/>

Section 1: Setting up Reserve (continued)

Source of funds (continued)

	Applicant 1	Applicant 2
Pension transfer		
18 Amount received (include currency)	<input type="text"/>	<input type="text"/>
19 Received from	<input type="text"/>	<input type="text"/>
20 Date received (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Property or asset sale		
21 Amount received (include currency)	<input type="text"/>	<input type="text"/>
22 Address of property sold or asset type	<input type="text"/>	<input type="text"/>
23 How long held	<input type="text"/>	<input type="text"/>
24 Date of sale (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Company profits		
25 Profits this year (include currency)	<input type="text"/>	<input type="text"/>
26 Profits last year (include currency)	<input type="text"/>	<input type="text"/>
27 Industry	<input type="text"/>	<input type="text"/>
Company sale		
28 Amount received (include currency)	<input type="text"/>	<input type="text"/>
29 Company name	<input type="text"/>	<input type="text"/>
30 Company industry	<input type="text"/>	<input type="text"/>
31 Date received (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Other such as maturing investment, lottery or betting win, gift or inheritance (for inheritance, please state from who, for maturing investment please confirm how long held).		
32 Amount received (include currency)	<input type="text"/>	<input type="text"/>
33 Source	<input type="text"/>	<input type="text"/>
34 Date received (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Friends Provident International reserves the right to request further documentary evidence of source of funds should it be considered necessary.

Section 1: Setting up Reserve (continued)

Payment methods

Option 1

Use this option if you are paying by cheque or if you wish us to collect the payment from your bank on your behalf. Please tick the appropriate box and follow the instructions carefully.

By telegraphic transfer

☐

Please complete the **bank instruction letter** and return it to us with this application form.

By cheque

☐

Please make cheques payable to **Friends Provident International Limited**.

Option 2

Use this option if you are making your own arrangements for payment by **banker's draft** or **electronically**. Please tick the appropriate boxes and complete the **Source of payment** section below.

We have arranged for the payment to be paid by **banker's draft**, as indicated below, payable to Friends Provident International Limited (Ref: policyholder). I have forwarded a certified copy of the Bank Acknowledgement Letter to Friends Provident International with this draft.

☐

Please tick one box only.

US dollar draft, drawn on a bank in New York

☐

Swedish krona draft, drawn on a bank in Sweden

☐

Sterling draft, drawn on a bank in the United Kingdom

☐

Swiss franc draft, drawn on a bank in Switzerland

☐

Euro draft, drawn on a bank in the European Economic and Monetary Union (EMU)

☐

Australian dollar draft, drawn on a bank in Australia

☐

HK dollar draft, drawn on a bank in Hong Kong

☐

Japanese yen draft, drawn on a bank in Japan

☐

We have arranged for the payment to be paid **electronically** and I have forwarded a certified copy of the bank application form to Friends Provident International.

☐

Source of payment

We confirm the banker's draft/telegraphic transfer is to be paid for by debit of funds from our personal/company bank account. The details of this account are:

Sort code (if applicable)

SWIFT/BIC code (if applicable)

IBAN (if applicable)

Account number

Account name

Bank name

Bank address

Section 1: Setting up Reserve (continued)

Valuations

Please register on Friends Provident International Limited's Portal on our website to access your Quarterly Bond Valuations online.

☐

In addition, I understand that quarterly valuations will be sent to me by email to the email address provided, and a copy sent to my financial adviser.

I understand that trade contract notes will also be sent to me by email.

(All emails will be encrypted using WINZIP software and a PDF reader will be required. A password will be sent to you directly to access this file.)

Investment instructions

If you would like us to place the investments within Reserve and for our appointed custodian to hold custody of them, please state your chosen investments below. If you are using the services of a Discretionary Fund Manager, external custodian or fund platform, please leave blank. If there is insufficient space, please use a separate sheet, signed by all applicants. Charges will be deducted from your General Transaction Account (GTA); therefore, if an overdrawn balance is to be avoided, please ensure sufficient cash is retained in line with your investment strategy.

Currency	Units Shares/ Bonds/Cash amount	SEDOL/ISIN (essential) [†]	Full security/fund name description
<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[†] If no SEDOL or ISIN is provided, Friends Provident International accepts no liability for any errors in the funds selected.

Your investment options

Investment adviser (go to page 20)

☐

Please complete this section if you would like an adviser to be the authority on your investments.

Discretionary fund manager
(go to page 24)

☐

Please complete this section if you would like to appoint a discretionary fund manager for your investments.

Asset exchange scheme
(go to page 26)

☐

Please complete this section if you wish to transfer an existing asset(s) into your new Reserve.

Section 1: Setting up Reserve (continued)

Friends Provident International will require you to declare that you meet the criteria for a professional (Non-Retail) investor if you or your adviser wish to trade professional (Non-Retail) assets in your Reserve.

Important notes

- 1 A specimen policy document and/or copy of this completed form are available on request.
- 2 You are advised to satisfy yourself/selves that, under any taxation, exchange control or insurance legislation to which you may be subject, you are permitted to effect the policy.
- 3 You should seek guidance from your financial adviser as to the suitability of the policy to your own particular circumstances. Reserve should be regarded as a medium to long-term investment (five years or more).
- 4 Each policy is governed by and shall be construed in accordance with the laws of the Isle of Man.

5 Specialist investment acknowledgement

Reserve gives you an investment choice from a very wide-ranging menu of investments. Some of the funds which are available to you are classed as specialist funds aimed at professional or experienced investors.

If you were investing in such a fund directly yourself, rather than through your Reserve policy, you may have to declare that:

- You have read and understood the information supplied to you and understand the nature of any risks involved.
- You have discussed with your independent financial adviser whether such an asset is appropriate to your investment portfolio.
- You are eligible and able to invest into the fund and have the level of investment knowledge and experience required by the fund manager.
- You meet certain minimum financial requirements.

Please note that different jurisdictions may impose different criteria on the generally accepted definition of a Non-Retail (Qualified/Professional) investors. Full definitions, restrictions and investor requirements can be found in each fund's prospectus/terms and conditions, which is available from the fund manager or your independent financial adviser. We recommend that you obtain, read and fully understand a copy of the prospectus/terms and conditions for your chosen investment.

6 Liquidity information

Some funds may have restrictions on their ability to pay redemptions due to the type of underlying investments they hold. This could limit your ability to raise cash from the fund in the future.

Investment into specialist funds should be considered a long-term investment. You, in conjunction with your independent financial adviser, should consider the amount you invest via your policy if it is likely that you will need access to your capital quickly in the future.

Declarations

Your attention is drawn to the following declarations. Where we have asked for information that we need to assess before we can accept your application, you must disclose all material facts. Such facts are those which an insurer would regard as likely to influence the assessment and acceptance of a proposal. If you are in doubt as to the relevance of any particular information you should disclose it, as failure to do so could result in you being quoted the wrong terms, a claim being rejected or reduced, or the Reserve policy being invalid.

1 General declarations

On behalf of Limited ('the Company')

We, the undersigned, confirm the following:

1 That

of

is/are* the beneficial owner(s) of the Company.

Section 1: Setting up Reserve (continued)

Declarations (continued)

2 That

are the Company's appointed auditors, to whom Friends Provident International may refer for confirmation of 1 above.

That at a meeting of the Board of Directors held on the

day of

(month)

(year)

at

(place)

it was AGREED and RESOLVED THAT:

- (i) The Company has the capacity to enter into policies of Life Assurance.
- (ii) All/ Any* of the current Directors and Authorised signatories of the Company, as per the enclosed signatory list, may give all types of instructions (including without prejudice to the generality of the foregoing instructions to change underlying investments, make cash withdrawals, totally surrender the policy) relating to this policy.
- (iii) All changes in Directors and Authorised Signatories will be immediately notified to Friends Provident International in writing.
- (iv) A certified copy of the Certificate of Incorporation/Trading Certificate to be sent to Friends Provident International.

* Delete as appropriate and enter the number of signatories required on each instruction.

3 That the company has not been, or is not in the process of being dissolved, struck off, wound up or terminated.

We declare that this application was signed in

(country)

and the advice was received in

(country)

and that, to the best of our knowledge and belief, all the above statements are true. We agree that they, together with any other statements made to Friends Provident International, now or in the future, shall form the basis of the policy under the laws of the Isle of Man.

We have read and understood all the printed materials relevant to this policy and we have acquainted ourselves with the management charges made by Friends Provident International.

We further declare that we understand and agree that the policy shall not become effective until it is issued with the premium paid in full and all requirements have been met.

We understand that this application can only be accepted by employees of Friends Provident International situated at Friends Provident International's Head Office in the Isle of Man and that no other employees or third parties have the necessary authority to create a binding policy.

We are aware that tax evasion is a criminal offence and we will not use this policy to evade tax. We understand that Friends Provident International has statutory obligations to report suspicions of criminal wrongdoing including tax evasion to law enforcement agencies or other relevant authorities in the locations where it operates. We are responsible for our own tax affairs and we hereby declare that we understand our personal tax obligations and responsibilities and we have complied with all legal requirements to make declarations to tax authorities and pay the tax that we owe. As appropriate and necessary we have taken, or will take, legal advice in relation to our tax affairs and in particular, our tax obligations as they apply to this application.

We understand that the Isle of Man Government has and will be entering into a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other territories. We understand that there is a requirement to collect information about customers' tax residence and nationality as part of Isle of Man legislation and that as a financial services company Friends Provident International is legally obliged to collect it. We are aware that Friends Provident International is required to request the entity's tax residency and tax identification number/global intermediary identification number (where applicable), and where controlling persons are potentially reportable their tax residency, tax identification number (where applicable) and nationality and will record this information. We understand that for reportable controlling persons, the information that will be reported to the Isle of Man Government is:

- The controlling person's name, address, jurisdiction of tax residence, tax identification number and date of birth.
- The Friends Provident International policy number.
- The balance or value of the account at the end of the calendar year or at the date the policy was cashed in.
- The sum of any withdrawals taken within the relevant reporting year

2 Investment declarations

Before you invest in any assets through a Reserve policy, we want to ensure that you are aware of the nature and possible risks associated with them. Would you therefore please make the following declarations:

- a) We understand that we may choose the investments to which our Reserve policy is to be linked.
- b) We acknowledge that it is our responsibility to ensure that the asset is suitable, considering our underlying investment objectives and attitude to risk.
- c) We confirm that we understand certain funds may have restrictions on their ability to raise cash in the future, and that further details are included in the prospectus or terms and conditions for the respective underlying fund. We understand the risks associated with investing in these assets.

Section 1: Setting up Reserve (continued)

Declarations (continued)

- d) If I choose to invest in assets aimed at a Non-Retail (Qualified/Professional) investor, I acknowledge that it is my responsibility to obtain, read and understand the fund prospectus or equivalent offering documents, as appropriate.
- e) We acknowledge that Friends Provident International is not responsible for the investment performance or any loss suffered or reduction in the value of our Reserve policy, arising from our chosen investment. Friends Provident International does not have any responsibility for the investment management of the assets within our Reserve policy and Friends Provident International does not approve any asset as a suitable investment.
- f) We acknowledge that Friends Provident International reserves the right to reject any asset, for example if certain administration criteria are not met.
- g) We acknowledge that the purchase of our investments may be delayed if Friends Provident International requires a signed declaration in respect of our chosen investments.
- h) We acknowledge our investments are processed according to the Terms and Conditions of the relevant institution that cash is being invested with.
- i) We acknowledge that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance policies.
- j) I have declared my investor status on the application form and understand that if I do not declare this, Friends Provident International will assume I am a Retail investor.
- k) I acknowledge that some of the investments made available by Friends Provident International may be Experienced, Professional, Qualified or Sophisticated Investor Funds as defined under the applicable legislation. I realise that these types of investment are not intended for general sale to Retail investors.
- l) I am aware that Friends Provident International will be regarded by the asset manager as the investor for the purposes of investment.
- m) I accept that some investments involve a high level of risk and that it is my responsibility to read the investment documentation, including any risk warnings, provided by the investment manager.
- n) I have discussed with my independent financial adviser whether such an asset is appropriate to my investment portfolio.
- o) I accept that Friends Provident International requires me to confirm that I have read and understood the investment documentation and risk warnings for any asset I wish to invest in.
- p) For investment into Non-Retail assets, I acknowledge that Friends Provident International will require me to sign an additional declaration confirming that I qualify and meet the required standards to be able to invest.
- q) I am aware that the declaration must be signed before Friends Provident International can place the investment and, in all cases, Friends Provident International has the right to decline the investment without providing a reason.

3 Cancellation

You can cancel your investment up to 30 days from the day you receive the cancellation notice and contract documents. You will receive a refund of the payment less a deduction for any shortfall in value to reflect any fall in the markets in the interim and, where applicable, less any initial fee which was facilitated by us to your financial adviser. The cancellation period begins when you receive the cancellation notice and all contractual documentation and lasts for 30 days. If you wish to cancel you should follow the instructions in the cancellation notice.

A separate cooling off period will apply to any subsequent premium(s) in relation to that new premium only.

4 Premium tax/Withholding tax

I acknowledge that in the event of any Premium tax or Withholding tax being levied in my country of residence, it will be my responsibility to increase the payment by an appropriate amount or to settle the liability directly with the relevant tax authorities.

5 Data protection

Please read this privacy notice carefully. Please be aware that this is a short version of our privacy policy and you should visit www.fpinternational.com/legal/privacy-and-cookies.jsp to view the full policy.

Friends Provident International Limited ("FPI") is the controller of your personal data processed in connection with this application and product. The data which we process is that which you provide in this form such as your names, contact details and information about medical history. As well as obtaining data directly from yourself, we may obtain additional information from your doctor(s) as further described in this application form.

We use your information to process and underwrite your application, administer your policy and handle any claims, to help detect and prevent fraudulent activity, and for customer profiling and marketing. We only retain your data for as long as is necessary for the maintenance of your contract, or for legal or regulatory requirements.

We may share your data with third parties who provide services to us, some of whom may be located outside of the Isle of Man, European Economic Area (EEA), or country in which your data was collected. In these cases we make sure that your data is protected to the same standards as in the Isle of Man, EEA, or country of data collection. We may also share your data with law enforcement and regulatory bodies, other insurers, your insurance intermediary and their service providers.

Data protection laws require us to tell you what legal basis we use for processing your personal data. In general, the processing is necessary to perform a contract with you, or to take steps requested by you before entering into this contract.

We will not normally carry out any direct marketing campaigns but if we do, we will always contact you first and give you the opportunity to opt in to direct marketing before any communications of this nature take place.

We may process data about you which the law considers to be sensitive, in particular health information. In this case, we base our processing on your freely given, informed, specific consent or that the processing is necessary for the establishment, exercise or defence of legal claims. We may also process this type of data about other people you wish to insure such as family members. Please tell these people to read this privacy notice and our privacy policy so that they understand how FPI may use their personal data.

By proceeding with this application:

- **You understand that we will use information about you, including information about health, for the above purposes.**
- **You are confirming that any other person (eg a family member or other individual covered by your insurance policy, or whose information is relevant to use providing this policy coverage) whose information you are providing understands and has no concerns about their information being used in this way.**

NOTE: If you have any concerns about use of information for these purposes, you should not proceed with this application as we may be unable to provide you with a policy. You can also contact us at any time if you would like to ask us to cease using your information, but this may result in your policy being cancelled.

You have various rights in relation to your personal data including accessing your data, and in some limited circumstances objecting to processing or having your data erased.

You can find out more information about how to exercise these rights and details of who to contact with queries on our privacy practices by viewing our full privacy policy available on our website www.fpinternational.com/legal/privacy-and-cookies.jsp or it can be provided upon request from our Data Protection Officer, Friends Provident International Limited, Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.

By signing this form we consent to this use of our personal data.

- 6 We acknowledge that Friends Provident International and our financial adviser have entered into an agreement ('terms of business') which sets out the basis upon which Friends Provident International is prepared to accept applications submitted by the financial adviser on our behalf. This agreement categorically states that the financial adviser acts as my agent, and not the agent of Friends Provident International. We acknowledge that our financial adviser, or any other, has no authority to act as the agent of Friends Provident International or to state, suggest or imply that they have such authority.
- 7 We can confirm that we have seen and received the Key Information Document.

Financial adviser

I have appointed (company name) to act as my financial adviser.

I agree to FPI disclosing all information relating to my plan to my appointed financial adviser. I will let FPI know in writing if I decide to change my appointed financial adviser.

	First applicant (Director)	Second applicant (Director)
Signature(s) of director(s)	<div></div>	<div></div>
Name (block capitals)	<div></div>	<div></div>
Date	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
	Third applicant (Director)	Fourth applicant (Director)
Signature(s) of director(s)	<div></div>	<div></div>
Name (block capitals)	<div></div>	<div></div>
Date	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>

Section 2: Investment restrictions

Investment restrictions

The following lists details the assets permitted within the collective investments and personalised assets versions of Reserve. It is important that you understand which version you will be investing in and do not invest outside of these parameters.

Each asset will be vetted on an individual basis against our criteria and we reserve the right to refuse any asset.

Friends Provident International is the beneficial owner of all of the assets held within the policy, which are held in Friends Provident International's name.

a) Collective investments

This option allows you to invest in the following:

- UK authorised unit trusts
- UK authorised investments trusts or an overseas equivalent (excluding warrants)
- UK real estate investment trusts or an overseas equivalent
- open-ended investment companies
- an interest in an overseas collective investment scheme[†], that is structured as one of the following:
 - an open-ended investment company
 - a unit trust
 - offshore reporting and non-reporting funds.
- hedge funds and exchange-traded funds are permitted provided they comply with one of the structures above
- authorised contractual schemes*
- cash, including bank and building society deposits.

* authorised contractual schemes – as defined by section 235A(1) of UK Financial Services and Markets Act 2000.

[†] 'Collective investment' as defined in section 235 of the UK Financial Services and Markets Act 2000.

b) Personalised assets

The personalised assets option allows you to invest in the following:

- equities and fixed-interest securities (including Corporate/Government/Sukuks) quoted on most recognised stock exchanges
- UK authorised unit trusts or overseas equivalent
- open-ended investment companies
- UK authorised investments trusts or an overseas equivalent
- UK real estate investment trusts or an overseas equivalent
- hedge funds, funds of hedge funds and exchange-traded funds
- structured notes and deposits
- cash, including bank and building society deposits.

In normal circumstances Friends Provident International will not accept the following assets:

- shares in any company which is part of the group of companies of which Friends Provident International Limited is a member
- commodities
- real property
- futures and options
- precious metals
- UK National Savings and investments products
- US mutual funds, unless a fund is discretionary-managed
- Friends Provident International mirror funds.

Section 3: Appointment of investment adviser

Part A

Reserve policy number (if obtained)

Name of investment adviser company
(‘the adviser’)

Address of the adviser

Declaration

We declare that we wish to appoint the adviser to be the investment adviser of the underlying assets held within our Reserve policy, in accordance with the Investment restrictions specified on page 19. We request Friends Provident International to enter into any formal agreements required by the adviser to facilitate this appointment.

Authority granted

We grant the adviser authority to act in the following capacity (please read the three options carefully before indicating the authority you have granted to your investment adviser):

Please tick one box only.

Option 1: **Advisory basis only,
my signed consent required**☐

We declare that the adviser will discuss any proposed alterations to the composition of our Reserve policy with us, and Friends Provident International will only act upon investment instructions that we, as policyholder(s), have signed. **Friends Provident International will not action any instructions that have not been signed by us.**

Option 2: **Advisory basis only,
without signed consent**☐

We declare that the adviser will discuss any proposed alterations to the composition of our Reserve policy with us, and obtain our agreement before any changes are made. **We authorise our adviser to submit written instructions to Friends Provident International on our behalf, without the need to obtain our signature(s) on these instructions.**

Option 3: **Delegated investment
management**☐

We declare that we have delegated investment decisions to the adviser, who has complete discretionary authority, without consulting us first, to make all investment decisions to buy or sell assets, hold cash or other investments, within the boundaries of the investment restrictions detailed. **We authorise Friends Provident International to act upon the investment instructions of the adviser as if the adviser was the policyholder.**

We agree that Friends Provident International shall not be responsible for any loss or liability to our Reserve policy, as a result of the actions, or failure to take action, on the adviser's part, or the part of any legal or natural person appointed by the adviser, which gives rise to any loss in value to our Reserve policy howsoever arising.

We promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the adviser and any legal or natural person appointed by the adviser (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments held by the adviser). We authorise Friends Provident International to act upon this authority until we revoke this authority in writing.

Part B

Remuneration (please tick one box)

We have agreed with the adviser that a fee will not be paid.

☐

We authorise Friends Provident International to make a quarterly withdrawal from the Reserve policy of

GBP EUR USD Other Amount a quarter

or

 %

a year, up to a maximum of 1.5% a year, of the value of the Reserve policy at the quarterly valuation point.

We understand that an amount equivalent to this withdrawal shall be payable by Friends Provident International to the adviser on our behalf.

Section 3: Appointment of investment adviser (continued)

Part C

Investment restrictions

I agree to the investment restrictions listed on page 19.

Part D

Fees and commissions

We are aware that certain investments the adviser makes from time to time may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to our adviser. We understand that full details of any commissions paid in respect of certain investments held within the policy are available on request from our adviser.

We acknowledge that the above fees and commissions are in addition to Friends Provident International's policy charges and any investment adviser fee taken under Part B.

	First applicant (Director)	Second applicant (Director)
Signature(s) of director(s)	<div></div>	<div></div>
Name (block capitals)	<div></div>	<div></div>
Position	<div></div>	<div></div>
Date	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
	Third applicant (Director)	Fourth applicant (Director)
Signature(s) of director(s)	<div></div>	<div></div>
Name (block capitals)	<div></div>	<div></div>
Position	<div></div>	<div></div>
Date	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>

Section 3: Appointment of investment adviser (continued)

Part D (continued)

Important note

If you are licensed to provide financial services in one of the following jurisdictions, please complete Part E below.

Australia, Canada, Gibraltar, Guernsey, Isle of Man, Jersey, Mauritius, New Zealand, South Africa, Sweden, Taiwan, United Kingdom

If you are not licensed in a country or jurisdiction listed above, please complete Part F.

Declaration

On behalf of the 'investment adviser' named in Section 3, Part A, I have read and understood the Investment options and agree to act in accordance with them. The capacity in which I will act as investment adviser will be (please indicate below by ticking the appropriate box).

Please tick one box only.

Advisory basis only, (the Directors have selected Option 1 in Part A).

☐

I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Director(s). I understand that Friends Provident International can only act upon investment instructions that have been signed by the Director(s).

Advisory basis only, (the Directors have selected Option 2 in Part A).

☐

I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Director(s). I understand that I must obtain the Director/Directors' agreement to any investment advice given and that I may be asked to provide such agreement to Friends Provident International, if requested.

Delegated Investment Management, (the Directors have selected Option 3 in Part A).

☐

I confirm that I hold the appropriate authorisation enabling me to provide investment instructions to Friends Provident International and that I have the agreement of the Director(s) to issue investment instructions on their behalf.

Part E

I confirm that I am licensed by a regulatory body located in one of the following jurisdictions:

Australia, Canada, Gibraltar, Guernsey, Isle of Man, Jersey, Mauritius, New Zealand, South Africa, Sweden, Taiwan, United Kingdom

and I am required by my regulatory body to comply with legislation in accordance with (or equivalent to) the EU Money Laundering Directives.

I am regulated by (name of regulatory body)

in (country) My regulatory licence number is

I confirm that I will comply with all legal and regulatory requirements of the country where I am licensed to provide financial advice.

I confirm that I will notify you of any changes to my authorisation including any disciplinary action taken against me.

Signature of adviser

Date

Name of adviser

For and on behalf of (name of firm)

Address of firm

Telephone number

Fax number

Email address

Section 3: Appointment of investment adviser (continued)

Part F

Identification requirements – notes

These notes apply only if Part F is completed.

The principal requirement is to look behind the corporate entity to identify those who have ultimate control over the business and company's assets. Where the shareholder is a holding company, trust or nominee, then Friends Provident International is required to look behind this to the ultimate beneficial owner and verification of identity of the ultimate beneficial owner must be obtained, together with evidence demonstrating beneficial ownership.

Verification of the identity: this is deemed to comprise:

- Certified copy of the Certificate of Incorporation.
- A list of all Directors and certified identification and verification of address for two, one of which must be an executive, (we will require full name, residential address and date of birth of each director).
- Evidence of the registered office address (if this is not the address on the application we require evidence that the address is being used and confirmation of why there is a difference).
- Confirmation that the company has not been, or is not in the process of being dissolved, struck off, wound up or terminated.
- A list of shareholders and certified identification and address verification for those holding 25% or more of the shares (we will require full name, residential address and date of birth for all shareholders).

I understand that its principal regulator requires Friends Provident International to complete an identification check on the investment adviser firm and I must provide identification requirements as in the above notes, if not previously provided, before this appointment of investment adviser form can be accepted.

I confirm that I will comply with all legal and regulatory requirements of the Isle of Man. I confirm that I will notify you of any changes to the brokerage including any disciplinary action taken against me or the company.

Signature of adviser

Date

Name of adviser

For and on behalf of (name of firm)

Address of firm

Telephone number

Fax number

Email address

Section 4: Appointment of discretionary fund manager and custodian

Part A

Reserve policy number (if obtained)	<input type="text"/>
Name of Discretionary Fund Manager ('the manager')	<input type="text"/>
Address of the manager	<input type="text"/>
Name of custodian ('the custodian')	<input type="text"/>
Address of the custodian	<input type="text"/>

- 1 We declare that we wish for the underlying assets held within our Reserve policy to be placed in a discretionary account, which will be managed on a discretionary basis by the Manager. We further declare that we wish for the custodian or any other legal or natural person appointed by the custodian to hold safe custody of these assets.
- 2 We acknowledge that these investments are held in the name of Friends Provident International and therefore it is necessary for Friends Provident International to enter into a formal agreement ('the agreement') appointing the manager and custodian. We acknowledge that Friends Provident International may modify the agreement at its absolute discretion, for example, where the agreement allows for the provision of certain investments, which can not be held within our Reserve policy.
- 3 We acknowledge that Friends Provident International is only prepared to enter into the agreement as a result of our request to appoint the manager to manage and act as the custodian of the assets.
- 4 We agree that Friends Provident International shall not be responsible for any loss or liability to our Reserve policy, as a result of the actions, or failure to take action, on the manager's or custodian's part, or on the part of any legal or natural person appointed by the manager or custodian, which gives rise to any loss in value to our Reserve policy, howsoever arising.
- 5 We and our estates promise to repay to or reimburse Friends Provident International for all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the manager or custodian and any legal or natural person appointed by the manager or custodian, (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments). We agree that if Friends Provident International is obliged to pay any money to the manager or custodian under the terms of the agreement, such money shall be deducted from our Reserve policy.
- 6 We acknowledge that Friends Provident International may terminate the appointment.

Part B

We acknowledge that the manager will deduct a fee of GBP EUR USD Other Amount a quarter

or % a year

of the value of the discretionary account at the quarterly valuation point, plus Value Added Tax (VAT). We acknowledge that the provision of discretionary fund management services by UK and non-UK Discretionary Fund Managers is subject to VAT at the applicable UK rate. We agree that if Friends Provident International is obliged to apply VAT for discretionary fund management services, such money shall be deducted from our Friends Provident International policy.

We also acknowledge that other fees, including but not limited to buying and selling, safe custody and delivery charges will be deducted from the discretionary account, in accordance with the manager's and custodian's rates for such charges in force from time to time.

Section 4: Appointment of discretionary fund manager and custodian (continued)

Part C

We wish to request that Friends Provident International appoints the manager to manage the assets contained in the discretionary account in accordance with the following investment and risk criteria:

- 1 Investment criteria** (for example, cautious, balanced, aggressive)
- 2 Risk criteria** (for example, low, medium, high)
- 3 Investment restrictions** We agree to the investment restrictions listed on page 19.
- 4 Named investor status** Retail ☐ Non-Retail ☐

To assist with client classification, Friends Provident International's definitions of a Retail and Non-Retail investor can be found below:

Retail Investor:

A Retail investor is an investor who is not a Non-Retail (Qualified/Professional) Investor.

Non-Retail Investor (Qualified/Professional):

- 1 A government, governmental institutions and authorities, or the companies fully owned by any of the aforementioned.
- 2 International bodies and organizations.
- 3 A person or entity licensed to engage in a commercial business, provided that one of the purposes of its business is managing investments, including:
 - a) A person, body corporate, partnership, trust or other unincorporated association whose ordinary business or professional activity includes acquiring, underwriting, managing, holding or disposing of investments, whether as principal or agent or giving advice about investments;
 - b) Any director or partner of or consultant to a person referred to in paragraph (a);
 - c) A functionary to a professional investment vehicle or an associate of a functionary to a professional investment vehicle;
 - d) An employee, director or shareholder of or consultant to a person in (c) who is acquiring the investment as part of his remuneration or an incentive arrangement or by way of co-investment;
 - e) A trustee of a family trust settled by or for the benefit of one or more persons referred to in paragraphs (c) or (d);
 - f) A trustee or operator of any employment benefit or executive incentive scheme or trust established for the benefit of persons referred to in paragraphs (c) or (d) or their dependents;
 - g) A government, local authority, public authority or supra-national body in the Isle of Man or elsewhere.
- 4 A natural person who declares that their annual income is not less than £250,000, or their net equity, with the exception of their main home, exceeds £1,000,000.

In addition all managers will be issued with a revised Permitted Investments Schedule, which will illustrate which asset types can be held by clients depending on their status as a Retail or Non-Retail investor.

	Director	Director
Signature(s) of Director(s)	<input type="text"/>	<input type="text"/>
Name (block capitals)	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>
	Director	Director
Signature(s) of Director(s)	<input type="text"/>	<input type="text"/>
Name (block capitals)	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>

Section 5: Asset exchange scheme

This section must be completed if an existing asset/share portfolio is to be transferred into a new plan. A power of attorney is included to enable the transfer on your behalf if you wish (not suitable for use by directors, certain Jersey-based securities or for US securities).

Guidance notes to assist you to complete the form

The authority for asset exchange, which includes a power of attorney, is intended, once signed, to be a legally binding document. Consequently, it is essential that a number of formalities are complied with. We have set out below what we believe to be the matters which will apply to every case. There may however be other issues which apply because of your circumstances or the laws of the country in which you sign the document, and we would therefore suggest that if you have any queries you seek professional advice. The power of attorney included within this form is granted to Friends Provident International.

- 1 The document must be signed in ink by every person who is a registered holder of any of the assets listed in point 8 on page 27, in the presence of a witness.
- 2 The witness must sign the document in ink and should give his or her full name, address and occupation.
- 3 Each signature must be witnessed separately. If the same person witnesses more than one signature, the witness must give the details in respect of each signature.
- 4 If there are any alterations or changes to the document, each one should be initialled (in the margin) by all signatories and all witnesses.
- 5 If it is necessary to use any supplementary sheets, these should also be signed by all signatories and witnesses, and dated.

Authority for asset exchange

- 1 As the registered owner(s) of the assets listed below ('the assets'), we in connection with our application for a Reserve policy we hereby irrevocably authorise Friends Provident International and Citibank** (as Friends Provident International's appointed nominee/custodian):
 - a) To enter in the schedule printed after this authority the current holdings of assets represented by the certificates listed below.
 - b) To transfer any or all of these funds to the relevant managers on my behalf at its absolute discretion and to account to me for the full value of the transfer.
 - c) To transfer any or all of these securities on my behalf at its absolute discretion.

**Citibank may also operate under the name VIDACOS, and/or Fundsettle.

- 2 We understand that the exchange of these assets/shares may result in a capital gains tax liability, depending on our country of residence, and we further understand that no allowance will be made for the discharge of this liability, which we shall have to meet from other sources.
- 3 We understand that any transfers effected under 1 b) or c) above will normally take place as soon as possible following receipt of this completed authority, the relevant share certificates and/or other documents of title and signed application form(s).
- 4 We undertake that we shall account to Friends Provident International for all dividends, interest or other rights or benefits received or receivable by us and to which the purchaser or transferee of the said assets is entitled, and to ensure that such purchaser or transferee shall be entitled to exercise all rights, whether voting or otherwise, in respect of the said assets.
- 5 Power of attorney [†]

For the purpose of carrying the foregoing into effect we hereby appoint Friends Provident International and Citibank (as Friends Provident International's appointed nominee/custodian) as our attorney on our behalf to execute or sign any such deed, transfer or other document as may be required for carrying into effect any of the transfers or other matters authorised hereunder in the same manner and as fully and effectively in all respects as we could do if personally present.

[†] N.B. This authority is not suitable for use by directors, or for certain Jersey-based securities, or for US Securities.

Please provide a signed cover letter from the directors.

- 6 We hereby undertake to ratify everything that Friends Provident International shall do or purport to do under the said power and upon request, to sign and return to Friends Provident International forthwith, all documents necessary to effect such transfers. We hereby confirm that we have all the necessary power and authority to transfer the assets and that none of them is subject to any lien, charge or encumbrance or third party rights. We confirm that we are not a director/directors* (or closely related to a director) of or employed by a company which has issued any of the assets nor of a subsidiary (as defined in Section 1159 of the United Kingdom Companies Act 2006) of such company. We promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from or in connection with this authority.
- 7 We understand that for the purpose of the asset exchange scheme we are an execution only customer of Friends Provident International (within the context 'execution only' means that advice is not sought by the investor or given to the investor by Friends Provident International in relation to the transfer of these assets).

Section 5: Asset exchange scheme (continued)

Source of wealth

Please explain how the monies used to acquire the assets to be transferred were initially accumulated

--

How long have you held these assets?
Or, if the assets are held through an investment wrapper/product, how long has that been held?

--

Additional supporting documentation will be required if the asset (or product/wrapper) has been held for less than two years and the total premium exceeds the premium limits for your country of residence. Please refer to the premium limits table published on our website.

Please note that every case is reviewed on a case by case basis, therefore we reserve the right to request additional information or documentation where it is felt that this may be warranted.

8 Provisional list of assets for exchange (Note: minimum value GBP 5,000 per asset)

Please enclose relevant certificates, up to date statements and contact details for all assets shown. (If there is insufficient space, please continue on a separate sheet of paper, which should also be signed.)

Bonds/number of shares/units to be exchanged	SEDOL/ISIN (essential)	Full name of asset

N.B. If you previously enjoyed special concessions in respect of any of the assets intended for exchange and listed above, these will cease when the exchange takes place. Dividends will be requested as cash.

9 We hereby request the transfer of the assets listed above on the terms set out in this asset exchange authority.

Section 5: Asset exchange scheme (continued)

Important notes

- a) This form must be signed by every person who is a registered holder of any of the assets listed in point 8 on page 27.
- b) The form must also be signed by a witness.
- c) List the funds you wish to transfer into your Reserve plan. Each fund **must** have a **minimum value of GBP 5,000** or the equivalent in other currencies.
- d) The stock transfer forms may be sent to HMRC Stamp Duty Office. When they are received back from HMRC (this can take several weeks) the following documents are sent to the registrars for re-registration:
- i) Stock transfer form
 - ii) Certificate
 - iii) Certified true copies of the power of attorney and form of authority for fund transfer.
- Confirmation should then be issued by the registrar that the stock is registered into the nominee name of Citibank (as Friends Provident International's appointed nominee/custodian), and sent to us for retention.

Signed as a deed and delivered

	Signature	Signature
Signatures	<div></div>	<div></div>
Date	Dated this <div></div> day of <div></div> 20 <div></div>	Dated this <div></div> day of <div></div> 20 <div></div>
Full name	<div></div>	<div></div>

In the presence of

	Signature	Signature
Signatures of witness	<div></div>	<div></div>
Date	Dated this <div></div> day of <div></div> 20 <div></div>	Dated this <div></div> day of <div></div> 20 <div></div>
Full name	<div></div>	<div></div>
Address	<div></div>	<div></div>
Occupation/Capacity [†] of witness	<div></div>	<div></div>

[†] If a Jersey stock is included in the schedule, the witness must be one of the following:

- a notary public
- a judge
- a justice of the peace
- a magistrate
- the mayor or chief officer of any city or municipal corporation
- a commissioner authorised to take oaths or affidavits
- a barrister
- a solicitor of the Senior Courts of England and Wales
- the British consulate, consul or vice-consul (or a person for the time being discharging the duties of any such officer) in any foreign country.

Section 5: Asset exchange scheme (continued)

The following section is to be completed by the adviser. Failure to do so could result in delays to the transfer process.

10 In order for us to arrange delivery of the holdings in a timely manner, please provide the following:

- Up-to-date statement of holdings
- ISIN or applicable identifier code for each holding
- How are the client's holdings currently held?

In the client's own name

☐

Through a counterparty/
other service provider

☐

- Contact details

Registrar – The company responsible for the upkeep of a company's register.

Name

Address

Telephone number

Email address

Fund manager – The company responsible for the administration of a particular fund.

Name

Address

Telephone number

Email address

Counterparty – A service provider, offering investment services.

Name

Address

Telephone number

Email address

- Re-registration details for the necessary parties, for each of the holdings (available from the applicable registrar/fund manager/counterparty).

Please note – the settlement period of transfers may vary significantly, as once our instruction is in place there is reliance upon third party administrators to complete the process.

Any charges requested by third parties to enact a transfer will be passed on to you.

Reserve Corporate Application form

What you need to provide

This checklist will help make sure you have provided everything we need to process your application.

Verification of identity - must be provided for all applicants.

Please send a **suitably certified copy** of your passport, national identity card or drivers licence showing your photograph(s) and signature – if you are unable to provide either of these pieces please provide a reason why and contact us to discuss other acceptable documents before sending in your application.

Applicant 1

☐ I have provided identification (please tick to confirm)

If you are unable to provide ID please confirm why below:

Applicant 2

☐ I have provided identification (please tick to confirm)

If you are unable to provide ID please confirm why below:

Verification of current residential address - must be provided for all applicants

Please send a **suitably certified copy** of at least one of the following documents for each applicant. If you are unable to provide any of the documents listed below, please complete our confirmation of residential address form to provide us with reasons why no documents are available. The document will guide you on what further documents can be obtained

<https://advisers.fpinternational.com/documents/SERV05-Confirmation-of-residential-address.pdf>

Applicant 1 (please tick which documents you have sent us)	Applicant 2 (please tick which documents you have sent us)	Type of document	Conditions
<input type="checkbox"/>	<input type="checkbox"/>	A recent account statement from a regulated bank, building society or credit card company	The document must be no more than 6 months old If the statement or bill has been issued electronically, it must clearly show the address of your property
<input type="checkbox"/>	<input type="checkbox"/>	A recent mortgage statement from a regulated lender	
<input type="checkbox"/>	<input type="checkbox"/>	A recent rates, council tax or utility bill (mobile phone bills are not acceptable)	
<input type="checkbox"/>	<input type="checkbox"/>	Correspondence from a central or local government agency	The document should be no more than 6 months old, or the most recent version where issued annually
<input type="checkbox"/>	<input type="checkbox"/>	A photographic driving licence	The document must be in date and valid The same document cannot be used to evidence your identity
<input type="checkbox"/>	<input type="checkbox"/>	A photographic national identity card	
<input type="checkbox"/>	<input type="checkbox"/>	A full tenancy agreement	The agreement must be in date The agreement must be signed by all parties
<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership of your property, such as lawyer's confirmation of a property purchase or a legal document recognising title to the property	The document must be signed by all appropriate parties

Please refer to our identity and address verification guidelines for further information on who can suitably certify your documentation
<https://advisers.fpinternational.sg/documents/id01-id-and-address-verification-guidelines-individuals.pdf>

Friends Provident International is a business name for Friends Provident International Limited.

The information given in this document is based on the understanding of Friends Provident International of current law and Isle of Man taxation practice, which may change in the future. No liability can be accepted for any personal tax consequences of this policy or for the effect of future tax or legislative changes.

Investment involves risk. Past performance should not be viewed as a reliable guide of future performance. Fund prices may go up and down depending upon underlying investment performance, and the value of your investment cannot be guaranteed. Investments held within a fund may not be denominated in the currency of that fund and the value of those assets can go up and down simply because of movements in currency exchange rates. All fund performance is quoted net of annual charges.

All policyholders are protected by the Life Assurance (Compensation of Policyholders) Regulation 1991 of the Isle of Man, wherever their place of residence.

Investors should be aware that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance policies.

Complaints we cannot settle can be referred to the Financial Services Ombudsman Scheme for the Isle of Man.

Some telephone communications with Friends Provident International are recorded and may be randomly monitored.

Each policy is governed by and shall be construed in accordance with the law of the Isle of Man. However, this will not preclude the right to bring legal action in a Hong Kong court. If you effect a policy whilst resident in the United Arab Emirates, all disputes regarding your investment will be subject to the non-exclusive jurisdiction of the courts of the United Arab Emirates.

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