Reserve

Friends Provident International

# Pension trustee Application form

## Financial adviser and policy details

| | |
|---|---|
| Company name | |
| Friends Provident International agency number | |
| Adviser/Consultant name | |

**Contact details for acknowledgement/queries on the application.**

| | |
|---|---|
| Contact name | |
| Phone number | |
| Email address | |

**Details of information required for source of funds can be found on pages 11, 12 and 13.**

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

- the relevant brochure
- the relevant product guide(s) where appropriate.
- Key Information Document

Specimen policy conditions are available from us on request.

## Please complete all details

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 ☐ **Please ensure your Personal Charges illustration reflects the structure of your bond.**

Whole of life ☐

## Your investment structure

Collective ☐

Personalised ☐

## Your investor status

Friends Provident International Limited (FPIL) 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 Limited's definitions of a Retail & 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 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;

## Your investor status (continued)

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.

As the proposed underlying scheme member, I confirm that I have read and understood the information with regard to my investor status.

Name

Signed

Date (dd/mm/yyyy) ☐☐ ☐☐ ☐☐☐☐

Please write in ink and use block capitals.

# Section 1: Setting up your policy

## Corporate trustees

Company name

Registered address

Country of registration

Registration number

Regulated by

Authorisation number

Telephone number

Fax number

Email address (mandatory)

Correspondence address
(if different from above)

Correspondence address phone number

Contact name

Telephone number

Fax number

**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. (Please refer to page 9 to provide instructions regarding valuation statements dispatch.)**

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. ☐

## Member as trustee details

If the member is to be a trustee, please complete the following information.

**Member as trustee**

Title — Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname (as shown on passport/ID card)

First name(s) (as shown on passport/ID card)

Previous/Known by any other names (maiden/alias) — Yes ☐ No ☐

(If Yes, please specify)

ID card/ Passport number

Date of birth (DD/MM/YYYY)

Country of residence

## Section 1: Setting up your policy (continued)

### Member as trustee details (continued)

Residential address

Email address

Position or occupation (if retired, please state former occupation)

Please tick here if the member is to be a life assured ☐

### Lives assured details

(If more than two lives assured are required, please complete the supplementary form for Additional lives assured)

**Name(s) to be stated as they appear on either your ID card or passport, as applicable.**
**Please leave blank if Capital Redemption option is chosen.**

| | First Life Assured | Second Life Assured |
|---|---|---|
| Title | Mr ☐ Mrs ☐ Miss ☐ Ms ☐ | Mr ☐ Mrs ☐ Miss ☐ Ms ☐ |
| | Other | Other |
| Surname (as shown on passport/ID card) | | |
| First name(s) (as shown on passport/ID card) | | |
| Previous/Known by any other names (maiden/alias) | Yes ☐ No ☐ | Yes ☐ No ☐ |
| (if Yes, please specify) | | |
| Date of birth (DD/MM/YYYY) | | |
| Country of residence | | |
| Nationality | | |
| Dual nationality (if applicable) | | |
| Residential address | | |
| Relationship to scheme | | |

## Section 1: Setting up your policy (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

3 Forename(s)

4 Position held as PEP

5 Country position held

6 Date position held From ☐☐ ☐☐ ☐☐☐☐ To ☐☐ ☐☐ ☐☐☐☐

7 If the PEP is a family member or close associate, please confirm the relationship

### Entity tax compliance questionnaire

Please answer **all** questions.

1 Is the applicant a US specified person? Yes ☐ No ☐ **If Yes, please state the tax identification number below.**

2 Is the applicant UK resident? Yes ☐ No ☐ **If Yes, please state the tax identification number below.**

**If you have answered 'No' to either of the above, please state the countries where the trust is resident for tax purposes.**

Country 1

Tax Identification number

**Tax number type**

**Tax number**

☐ Individual Taxpayer ID (ITIN) ☐ National Insurance Number (NINO)

A functional equivalent should only be provided if you do not have a tax number. We can only accept a passport or driving licence number that has been issued by the country in which you are resident and deemed tax resident in.

**Functional equivalent**

☐ Passport ☐ Driving License ☐ Visa ☐ Resident Permit

**If providing us with a functional equivalent please provide more information about why you are unable to provide a tax number**

## Section 1: Setting up your policy (continued)

### Entity tax compliance questionnaire (continued)

Country 2

Tax Identification number

**Tax number type**

**Tax number**

☐ Individual Taxpayer ID (ITIN) ☐ National Insurance Number (NINO)

A functional equivalent should only be provided if you do not have a tax number. We can only accept a passport or driving licence number that has been issued by the country in which you are resident and deemed tax resident in.

**Functional equivalent**

☐ Passport ☐ Driving License ☐ Visa ☐ Resident Permit

**If providing us with a functional equivalent please provide more information about why you are unable to provide a tax number**

3 Is the applicant a Financial Institution issued with a GIIN?

Yes ☐ No ☐ **If Yes, please indicate GIIN number**

**If a GIIN is yet to be issued, please notify us when received.**

4 Is the applicant a Financial Institution without a GIIN?

Yes ☐ No ☐ **If Yes, please state the reason. If you have answered Yes, you may wish to contact us prior to submitting this application.**

5 Is the applicant a trustee of a UK pension scheme registered under Part 4 of the Finance Act 2004?

Yes ☐ No ☐

6 Is the applicant exempt from FATCA/UK IGA reporting?

Yes ☐ No ☐ **If Yes, please state the reasons.**

7 Is the applicant a trustee documented trust?

Yes ☐ No ☐ **If Yes, please indicate the sponsoring entity's GIIN number.**

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

## Section 1: Setting up your policy (continued)

### Total premium

I wish to pay Sterling (GBP) ☐ US dollars (USD) ☐ Euro (EUR) ☐ Other ☐ Amount ☐

Minimum payment:

a) Establishment charging structure:
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) 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 indicate number of policy segments required (maximum 100, minimum 1) ☐

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

### Plan currency

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

Sterling (GBP) ☐ US dollars (USD) ☐ Euro (EUR) ☐ HK dollars (HKD) ☐

Swiss franc (CHF) ☐ Australian dollar (AUD) ☐ Swedish krona (SEK) ☐ Japanese yen (JPY) ☐

### 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.)

# Section 2: Policy details

## Investment instructions

If you would like us to place the investments within your Reserve policy, 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, please leave blank. If there is insufficient room, please use a separate sheet, signed by all applicants. **Charges will be deducted from your General Transaction Account.**

| Currency | Units Shares/Bonds/ Cash amount | SEDOL/ISIN (essential)† | Full security/fund name description |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

† If no SEDOL or ISIN is provided, Friends Provident International accepts no liability for the funds selected.

## Discretionary Fund Manager

Do you wish to appoint a Discretionary fund manager?

Yes – full ☐ Yes – partial ☐

No ☐

**If Yes, please complete the appointment of discretionary fund manager and custodian section on pages 23 and 24.**

## Section 2: Policy details (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) | | |
| 2 Bonuses this year (include currency) | | |
| 3 Annual income last year (include currency) | | |
| 4 Bonuses last year (include currency) | | |
| 5 Employment status | ☐ Employed Full Time ☐ Retired<br>☐ Employed Part Time ☐ Student<br>☐ Self Employed ☐ Homemaker<br>☐ Unemployed | ☐ Employed Full Time ☐ Retired<br>☐ Employed Part Time ☐ Student<br>☐ Self Employed ☐ Homemaker<br>☐ Unemployed |
| 6 Employment role | ☐ Employee ☐ Key Controller<br>☐ Business Owner ☐ Sole Trader | ☐ Employee ☐ Key Controller<br>☐ Business Owner ☐ Sole Trader |
| 7 Occupation | | |
| 8 Employer's company name | | |
| 9 Country of employment | | |
| 10 If available company website | | |
| 11 Nature of business | | |
| If you are retired, please tell us your previous occupation, salary, employer and date of retirement. | | |
| 12 Previous occupation | | |
| 13 Salary (include currency) | | |
| 14 Employer's company name | | |
| 15 If available company website | | |
| 16 Country of employment | | |
| 17 Date retired (DD/MM/YYYY) | ☐☐ ☐☐ ☐☐☐☐ | ☐☐ ☐☐ ☐☐☐☐ |

## Section 2: Policy details (continued)

### Source of funds (continued)

| | Applicant 1 | Applicant 2 |
|---|---|---|
| **Other unearned income** | | |
| 18 Amount received (include currency) | | |
| 19 Received from | | |
| 20 Date received (DD/MM/YYYY) | | |

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

| | | |
|---|---|---|
| **Savings** | | |
| 21 Amount received (include currency) | | |
| 22 Bank where savings held | | |
| 23 How and for how long were the savings accumulated? | | |
| **Pension transfer** | | |
| 24 Amount received (include currency) | | |
| 25 Received from | | |
| 26 Date received (DD/MM/YYYY) | | |
| **Property or asset sale** | | |
| 27 Amount received (include currency) | | |
| 28 Address of property sold or asset type | | |
| 29 How long held | | |
| 30 Date of sale (DD/MM/YYYY) | | |
| **Company profits** | | |
| 31 Profits this year (include currency) | | |
| 32 Profits last year (include currency) | | |
| 33 Industry | | |

## Section 2: Policy details (continued)

### Source of funds (continued)

**Company sale**

| | Applicant 1 | Applicant 2 |
|---|---|---|
| 34 Amount received (include currency) | | |
| 35 Company name | | |
| 36 Company industry | | |
| 37 Date received (DD/MM/YYYY) | | |

**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).**

| | | |
|---|---|---|
| 38 Amount received (include currency) | | |
| 39 Source | | |
| 40 Date received (DD/MM/YYYY) | | |

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

**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 law of the Isle of Man.

5 **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 Non-Retail funds aimed at Non-Retail (Qualified/Professional) 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 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) investor. Full definitions, restrictions and investor requirements can be found in each fund's prospectus/terms and conditions, which are available from the fund manager or your financial adviser. We require 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 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

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 facts which are material. 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 the policy being invalid.

1 **Investment declarations**

Before you invest in any assets through your 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 policies are 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 assets 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 investment. We understand the risks associated with investing in these assets.

d) If we choose to invest into assets aimed at Professional investors, we acknowledge that it is our 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 my/our chosen investment. Friends Provident International does not have any responsibility for the investment management of the assets within our 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.

# Declarations (continued)

## Declarations

**1 Investment declarations (continued)**

g) We acknowledge the purchase of our investments may be delayed if Friends Provident International requires a signed declaration in respect of our chosen investments. In the event that a declaration is required, this must be signed by the underlying client(s) and reflect their knowledge and circumstances, rather than that of the appointed Pension Trustees.

h) We acknowledge that the purchase of 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) We have declared our investor status on the application form and understand that if we do not declare this, Friends Provident International will assume I am a retail investor.

k) We 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. We realise that these types of investment are not intended for general sale to retail investors.

l) We are aware that Friends Provident International will be regarded by the asset manager as the investor for the purposes of investment.

m) We accept that some investments involve a high level of risk and that it is our responsibility to read the investment documentation, including any risk warnings, provided by the investment manager.

n) We have discussed with our independent financial adviser whether such an asset is appropriate to our investment portfolio.

o) We accept that Friends Provident International requires us to confirm that we have read and understood the investment documentation and risk warnings for any asset we wish to invest in.

p) For investment into Non-Retail assets, we acknowledge that Friends Provident International will require us to sign an additional declaration confirming that we qualify and meet the required standards to be able to invest.

q) We are 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.

**2 General declarations**

We, the current trustees of the trust created on the ____ day of ____ (month) ____ (year)

____ (name of the trust)

confirm the following to Friends Provident International:

a) That we have the necessary powers of investment to invest in policies of life assurance.

b) That the trustees detailed in Section 1 of this application form are the current trustees of the trust.

c) The principal beneficiary/member is;

| | | | |
|---|---|---|---|
| Full name | | Address | |
| Nationality | | | |
| Dual nationality (if applicable) | | Date of birth | |

d) That without prejudice to the generality of this clause, the trust company's required number of authorised signatories must sign all types of instructions (for example, instructions to change underlying investments, make cash withdrawals, totally surrendering the policy).

e) That we will advise Friends Provident International in writing immediately of any changes in the trustees.

We further declare that all the information provided in this application, including this Declaration, is complete and true to the best of our knowledge and belief. We agree that they shall form the basis of the policy under the laws of the Isle of Man.

We have received, read and have been given an explanation of all the printed materials relevant to this policy and we have been acquainted with the management charges made by Friends Provident International.

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

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 any 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.

# Declarations (continued)

## Declarations

**2 General declarations (continued)**

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 contract 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.

**Financial adviser advice declaration**

The advice provided by the financial adviser was received by the principal beneficiary/member in (country)

Signed by financial adviser

**3 Premium tax/Withholding tax**

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

**4 Cancellation rights**

You will be able to 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 shortfall 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 a subsequent premium in relation to that new premium only.

**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** to view the full policy.

Friends Provident International Limited ("FPIL") 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 FPIL 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.**

# Declarations (continued)

## Declarations

**5 Data protection (continued)**

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** 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 Personal illustration and Key Information Document**

We confirm that we have seen and received a personal illustration and the Key Information Document.

**7 Financial adviser**

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 it has such authority.

**8 Fees and commissions**

We are aware that certain investments the financial 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 Reserve policy are available on request from our adviser.

We acknowledge that the above fees and commissions are in addition to Friends Provident International's Reserve policy charges and any annual fee taken on our Reserve policy by our independent financial adviser.

| | **First authorised signatory of trustee company** | **Second authorised signatory of trustee company** |
|---|---|---|
| Signature(s) | | |
| Name (block capitals) | | |
| Date | | |
| This application was signed in | (country) | |

| | **Member as co-trustee (if applicable)** |
|---|---|
| Signature(s) | |
| Name (block capitals) | |
| Date | |
| This application was signed in | (country) |

Only applicable to applications for Reserve.

# Section 3: Investment restrictions

## Investment restrictions

**The following lists show the assets permitted within the collective investments and personalised assets versions of this policy. 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 internal 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 REIT 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*
  *Authorised Contractual Schemes – as defined by section 235A(1) of UK Financial Services and Markets Act 2000.
- Cash, including bank and building society deposits.

† '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 quoted (including Sukuks) on most recognised stock exchanges
- Unit trusts
- Open-ended investment companies
- Investment trusts
- Real Estate Investment Trusts
- Offshore reporting and non-reporting funds
- Government securities
- Hedge funds, funds of hedge funds and exchange-traded funds
- Structured notes and deposits
- Cash, including bank and building society deposits.

In normal circumstances FPIL 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 4: 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 18. 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 investment composition of the Reserve policy with us, and obtain our agreement before any changes are made. **I authorise my adviser to submit written instructions to Friends Provident International on my behalf, without the need to obtain my signature(s) of 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. **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 the Reserve policy howsoever arising.

## 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** ☐ % per annum, paid 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 4: Appointment of investment adviser (continued)

### Part C

**Investment restrictions**

I agree to the investment restrictions listed on page 18.

### 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 authorised signatory of trustee company** | **Second authorised signatory of trustee company** |
|---|---|---|
| Signature(s) of applicant(s) | | |
| Name (block capitals) | | |
| Date | | |

This application was signed in (country)

**Member as co-trustee (if applicable)**

| | |
|---|---|
| Signatures(s) | |
| Name (block capitals) | |
| Date | |

## Section 4: Appointment of investment adviser (continued)

### Part D (continued)

### Important note

**If you are licensed to provide financial advice 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.**

### 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 4: Appointment of investment adviser (continued)

**Part F**

## Identification requirements – notes

**These notes apply only if Part E 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 5: Appointment of discretionary fund manager and custodian

## Part A

Reserve policy number

Name of discretionary fund manager ('the manager')

Address of the manager

Name of custodian ('the custodian')

Address of the custodian

**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 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, but 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 for the custodian to hold safe custody of the assets.

**4** We agree that Friends Provident International shall not be responsible for any loss or liability to the 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 the Reserve policy howsoever arising.

**5** 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 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, or any legal or natural person appointed by 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 of the manager or custodian at any time as deemed necessary by giving written notice to us and the manager or custodian.

## 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 VAT. We acknowledge that the provision of discretionary fund management services by UK and non-UK discretionary fund managers is subject to value added tax (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 5: 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 strategy** (for example, cautious, balanced, aggressive)

**2 Risk criteria** (for example, low, medium, high)

**3 Investment restrictions** I agree to the investment restrictions listed on page 18.

**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.

| | **First authorised signatory of trustee company** | **Second authorised signatory of trustee company** |
|---|---|---|
| Signature(s) | | |
| Name (block capitals) | | |
| Date | | |

| | **Member as co-trustee (if applicable)** |
|---|---|
| Signature(s) | |
| Name (block capitals) | |
| Date | |

# 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.

| **Applicant 1** (please tick which documents you have sent us) | **Applicant 2** (please tick which documents you have sent us) | **Type of document** | **Conditions** |
|---|---|---|---|
| ☐ | ☐ | A recent account statement from a regulated bank, building society or credit card company | The document must be no more than 6 months old<br>If the statement or bill has been issued electronically, it must clearly show the address of your property |
| ☐ | ☐ | A recent mortgage statement from a regulated lender | |
| ☐ | ☐ | A recent rates, council tax or utility bill (mobile phone bills are not acceptable) | |
| ☐ | ☐ | 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 |
| ☐ | ☐ | A photographic driving licence | The document must be in date and valid<br>The same document cannot be used to evidence your identity |
| ☐ | ☐ | A photographic national identity card | |
| ☐ | ☐ | A full tenancy agreement | The agreement must be in date<br>The agreement must be signed by all parties |
| ☐ | ☐ | 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

# Further information

The information given in this document is based on the understanding of Friends Provident International of current laws and Isle of Man taxation practice, as at November 2022, 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 contracts.

For complaints that we are unable to settle, you may wish to refer them to the Financial Services Ombudsman Scheme for the Isle of Man.

Some telephone communications with Friends Provident International are recorded.

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 jurisdiction of the courts of the United Arab Emirates.

**Friends Provident International Limited:** Registered and Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Isle of Man incorporated company number 11494C. Authorised and regulated by the Isle of Man Financial Services Authority. Provider of life assurance and investment products. **Singapore branch:** 182 Cecil Street, Level 17 Frasers Tower, Singapore 069547. Registered in Singapore No. T06FC6835J. Licensed by the Monetary Authority of Singapore to conduct life insurance business in Singapore. Member of the Life Insurance Association of Singapore. Member of the Singapore Financial Dispute Resolution Scheme. **Hong Kong branch:** A122, 16/F, Tower 5, The Gateway, Harbour City, Tsim Sha Tsui, Kowloon, Hong Kong. Authorised by the Insurance Authority of Hong Kong to conduct long-term insurance business in Hong Kong. **Dubai branch:** PO Box 215113, Unit 706, One Za'abeel - The Offices, Za'abeel Palace Street, Za'abeel First, Dubai, UAE. Registered in the United Arab Emirates (UAE) with the Central Bank of the UAE as an insurance company. Registration date, 18 April 2007 (Registration No. 76). Registered with the Ministry of Economy as a foreign company to conduct life assurance and funds accumulation operations (Registration No. 2013). Friends Provident International is a registered trademark and trading name of Friends Provident International Limited.

RES15c 08/26