Friends Provident International

Asset Exchange Scheme

To be completed if an existing portfolio is to be transferred into a Reserve, Reserve +, Reserve Advance or Succession Planning Bond. Please write in INK and use BLOCK CAPITALS.

Asset Exchange Scheme

This form must be completed if an existing asset/share portfolio is to be transferred into a new bond. A Power of Attorney is included to enable the transfer on your behalf if you wish (not suitable for use by Trustees, 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 Limited.

1. The document must be signed in ink by every person who is a registered holder of any of the assets listed in Section 8 overleaf, 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.

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. We will require documentary evidence to show how the wealth was acquired for the original purchase.

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

*Delete as appropriate

Authority for Asset Exchange

1 As the registered owner(s) of the Assets listed in Section 8 ("the Assets") I/we*

in connection with my/our* Application for Reserve, Reserve +, Reserve Advance and Succession Planning Bond hereby irrevocably authorise **Friends Provident International Limited**:

(i) To enter in the Schedule printed after this Authority the current holdings of Assets represented by the certificates listed in Section 8.

(ii) To transfer any or all of these funds to the relevant Managers on my/our* behalf at its absolute discretion and to account to me/us* for the full value of the transfer.

(iii To transfer any or all of these securities on my/our* behalf at its absolute discretion and in accordance with Stock Exchange practice, to Friends Provident International Limited at the bid price or mid price quoted in the Financial Times or, if not quoted in the Financial Times, quoted by a stockbroker, at the time of the transfer and to receive on my/our* behalf and to account to me/us* for the full value of the transfer.

(iv) Return to me/us* any of the assets that are not transferred as aforesaid.

2 I/We* understand that the exchange of these assets/shares may result in a Capital Gains Tax liability, depending on my/our* country of residence, and I/we* further understand that no allowance will be made for the discharge of this liability, which I/we* shall have to meet from other sources.

3 I/We* understand that any transfers effected under 1 (ii) or (iii) 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 I/We* undertake that I/we* shall account to Friends Provident International Limited for all dividends, interest or other rights or benefits received or receivable by me/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 I/we* hereby appoint Friends Provident International Limited as my/our* attorney on my/our* behalf to execute or sign any such deed, transfer or other document as may be required and to do any other act, matter or thing which they consider necessary or expedient 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 I/we* could do if personally present.

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

6 I/We* hereby undertake to ratify everything that Friends Provident International Limited shall do or purport to do under the said power and upon request, to sign and return to Friends Provident International Limited forthwith, all documents necessary to effect such transfers. I/We* hereby confirm that I/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. I/We* confirm that I am/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 154 of the United Kingdom Companies Act 1948) of such company. I/We* agree to indemnify Friends Provident International Limited for any loss suffered in connection with this authority.

7 I/We* understand that for the purpose of the Asset Exchange Scheme I am/we are* execution only customer(s) of Friends Provident International Limited (within this context, "execution only" means that advice is not sought by or given to the investor in relation to the transfer of these assets).

8 Provisional List of assets for exchange (Note: minimum value GBP 5,000)
Please enclose relevant certificates, up to date statements and contact details (see page 4) for all assets shown. (If there is insufficient space, please continue on a separate sheet of paper, which should also be signed.)

A Bonds/number of shares/units to be exchanged	B Full name of asset	C ISIN/SEDOL number 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 I/We* hereby request the transfer of the Assets listed above on the terms set out in this Asset Exchange Authority.

*Delete as appropriate

Notes

1 This form must be signed by every person who is a registered holder of any of the assets listed in Section 8 above.

2 The form must also be signed by a witness.

3 If a trust corporation holds the assets this form should be signed by any authorised official of the corporation.

4 List the funds which you wish to transfer into Reserve, Reserve +, Reserve Advance and Succession Planning Bond. Each fund must have a minimum value of GBP 5,000 or the equivalent in other currencies.

5 The stock transfer forms may be sent to the UK Inland Revenue Stamp Duty Office. When they are received back from the Inland Revenue (this can take several weeks) the following documents are sent to the Registrars for re-registration:

(a) Stock Transfer Form

(b) Certificate

(c) 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 in the nominee name of Friends Provident International Limited, and sent to us for retention.

Signed as a Deed and Delivered

Signatures	Dated this day of 20___	Dated this day of 20___
Full name		

In the Presence of

Signatures of Witness	Dated this day of 20___	Dated this day of 20___
Full name		
Address		
Occupation/Capacity† of Witness		

† 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 Supreme Court
- 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.

10 Supplementary cash investment

A cash investment is required to at least cover charges. Please attach a Cheque or Banker's Draft for the appropriate amount, payable to **Friends Provident International Limited.**

Value of enclosed Cheque/Draft	GBP/USD/Other*

Where a bankers draft is chosen please ensure that your bank makes the draft payable to **Friends Provident International Limited (Ref: Policyholder).** Please also include a copy of the bank's acknowledgement letter when you forward the bank draft to us.

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

11 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 (see page 2), or applicable identifier code for each holding
- How are the client's holdings currently held?

  In the client's own name: ☐

  Via a counterparty / other service provider: ☐
- Contact details

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

Name	
Address	
Telephone	
Email address	

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

Name	
Address	
Telephone	
Email address	

  Counterparty – A service provider, offering investment services.

Name	
Address	
Telephone	
Email address	

- Re-registration details for the necessary parties, for each of the holdings (available from the applicable Registrar / Fund Manager / Counterparty).

The benefit of providing this information at the outset is that it will decrease settlement period applicable to the Asset Transfer.

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.

For Reserve + : Each policy is governed by and construed in accordance with the laws of the United Arab Emirates.

For Reserve + : An Arabic version of this document will be made available upon request.

Data Privacy

We take the responsibility of handling your personal data very seriously and we will only ask you for details required to process your requests to us. Please be aware of our privacy policy – please visit **www.fpinternational.com/legal/privacy-and-cookies** to view the full policy, or this can be provided on request.

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.

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