

Personal Investment
Management Service

Corporate Trustee Application Form



You can count on us

RL
360

Contents

Section 1	Policy basis	2
	In this section, tell us if you require the life assurance or capital redemption basis	
Section 2	Policy requirements	2
	In this section, tell us how you would like the PIMS policy to be set up.	
Section 3	Corporate trustee applicant details	3
	In this section, tell us about your company and the trust.	
Section 4	Lives assured (life assurance policies only)	5
	In this section you can name the lives assured that you want on the policy.	
Section 5	Source of funds and settlors' source of wealth	6
	In this section, tell us how you will be funding the PIMS policy and how your wealth was accumulated. It is important that you complete this section so that we can meet Isle of Man anti-money laundering requirements.	
Section 6	Investment requirements	8
	In this section, tell us which investments you would like to link the PIMS policy to.	
Section 7	Regular withdrawals	9
	In this section, tell us if you would like to take regular withdrawals from the PIMS policy. This section is optional and you can arrange for regular withdrawals to be set up on your policy at a later date if you want.	
Section 8	Additional notes	10
	In this section, we provide you with space for additional notes relating to your application. If you haven't been able to fit something in the boxes provided, write it here.	
Section 9	Corporate trustee declaration	11
	In this section you must agree to the terms and conditions of the policy and sign where appropriate. This application along with the PIMS <i>Terms & Conditions</i> then forms the basis of our contract with you. It is important that you fully understand the policy being offered before signing.	
Section 10	Adviser's declaration	13
	This section is for your financial adviser to complete.	
Section 11	Application checklist	14
	In this section, we provide you with a handy checklist. This will help you make sure that you have completed and provided everything we need, in order to process your application.	
Section 12	Choice of payment methods	16
	In this section, we tell you the various ways in which you can make payment.	

Completion

Please complete this form in blue or black ink using BLOCK CAPITALS throughout. Please tick boxes where applicable and follow the instructions provided in each section. Please use Section 1111 - Application checklist before submitting your application, to make sure that you provide us with everything we need to process your application.

You can request a copy of your completed *Application Form* at any time along with our *Terms and Conditions*. You should be aware that your contract with us 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.

Once you have completed and signed the application you should send it along with all requested additional information to your nearest regional office (address on back of form) or to our New Business Team, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Please note that if you do not fully complete this Application Form, or provide suitable evidence where required, this will result in a delay to us accepting your application and issuing your PIMS policy. Remember, if you need any help, our Regional Support teams are on hand to guide you by telephone or by email.

Section 1 Policy basis

Please tick only one:

Life assurance

Capital redemption

Section 2 Policy requirements

Type of policy

Please tick only one:

PIMS Focused

PIMS Flexible

Charging structure

Confirmation of your required charging structure should be supplied by your financial adviser along with this application.

Policy currency

Please tick only one:

GBP

USD

EUR

CHF

AUD

HKD

JPY

Premium

Please remember the minimum premium is GBP50,000 or currency equivalent. Please refer to *The Facts* for currency equivalent minimums. Where you are transferring or exchanging investments please provide an estimated value.

If you are paying your premium in multiple currencies, you must tell us this otherwise we will exchange premiums into your chosen policy currency.

Premium	<input type="text"/>	(Cash amount)
	+	
Investment exchange value (if any)	<input type="text"/>	(Cash amount)
	+	
Investment transfer value (if any)	<input type="text"/>	(Existing investments to be added directly into your policy)
	=	
Total premium	<input type="text"/>	

Sub-policies

Please state your required number of sub-policies. The minimum number of sub-policies is 1 and the maximum is 100.

Number of sub-policies

Valuations

We will provide you with a policy valuation every 6 months from the start of your policy. If you prefer, you can receive a valuation at the end of each calendar half-year or you can choose 2 dates when you want to receive your policy valuations. Please tick and/or specify below:

Every 6 months from start of your policy

OR

At the end of each calendar half-year

OR

Choose your valuation dates **Valuation 1** / dd/mm **Valuation 2** / dd/mm

Section 3 Corporate trustee applicant details

If you require online servicing for your company please download our agreement and registration forms from our website - www.r1360.com. If you wish to link this policy to your existing online service please quote your online reference or existing username below.

Online reference or existing username

Details of the trust

Name of the trust

Date trust was established (dd/mm/yyyy)

Nature and purpose of the trust

Corporate trustee details

Corporate trustee name

Global Intermediary Identification Number (FATCA GIIN)

Registered address and postcode (in full)

Country

Contact name

Contact position

Telephone number

Email address

Correspondence details

Please note that any correspondence we are required to send to you will be sent to the address you provide here. If no correspondence address is supplied we will use your registered address.

Address for correspondence and postcode

Country

Is this address for Your company Your adviser Your solicitor

Other (please specify)

Directors or partners

You will need to provide us with a list of all directors or partners for your business, but we also need you to name two directors, one an executive director, for identity verification purposes. Please state their details here

Executive Director/Partner 1 (must be completed)

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Current residential address and postcode (in full)

Director/Partner 2 (must be completed)

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Current residential address and postcode (in full)

Section 3 Corporate trustee applicant details continued

	Executive Director/Partner 1 (must be completed)	Director/Partner 2 (must be completed)
Country	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>

Authorised signatories

You will need to provide us with a list of all authorised signatories, but please tell us how many signatories will need to sign in order to action changes to the policy (including any special instructions, for example - one from category 'A' and one from category 'B')

Number of signatories required	<input type="text"/>
Special instructions	<input type="text"/>

Shareholders and beneficial interest

Please tell us who in your company has a shareholding or beneficial interest of 25% or more. You will have to provide verification of identity for those listed.

First name(s)	Last name(s)	Position	Shareholding (%)
<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"/>

Evidence required

As a corporate trustee applicant, please tick to confirm that you have supplied the following:

For the company

- A full list of all directors.
- Suitably certified certificate of incorporation.
- A copy of the latest annual report and accounts.
- Suitably certified documentation verifying registered address of the company.
- Suitably certified identity and address documentation for at least two directors, one of whom must be an Executive Director.
- A full list of authorised signatories (including board resolution for public limited companies) showing officers from whom we can take instructions and including specimen signatures.
- Suitably certified identity and address documentation for all shareholders with a beneficial interest of 25% or more.

For the trust

- Suitably certified copy of the trust deed and any subsequent deed(s) of appointment or retirement.

If not shown in the trust deed we will require details for each of the following:

	Settlor(s)	Protector(s)	Beneficiaries (where named)
First name	✓	✓	✓
Last name	✓	✓	✓
Date of birth	✓	✓	✓
Current residential address	✓	✓	✓
Occupation	✓	x	x
Date of death	✓#	x	x

for settlor(s) no longer alive.

Section 4 Lives assured (life assurance policies only)

You may have up to six lives assured on your PIMS policy, inclusive of any applicants chosen as lives assured. At least one life assured must be younger than age 85 when the policy starts. Please complete the details of any additional lives assured below.

Life assured 1

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Life assured 2

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Life assured 3

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Life assured 4

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Life assured 5

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Life assured 6

Sex (please tick) Male Female

Title (please tick) Mr Mrs Miss

Other (in full)

First name(s)

Last name(s)

Date of birth (dd/mm/yyyy)

Nationality

Current residential address and postcode (in full)

Country

Section 5 Source of funds and settlors' source of wealth

In order for us to comply with our obligations under the Isle of Man Insurance and Pensions Authority Insurance (Anti-Money Laundering) Regulations 2008, you must answer the following questions fully.

Source of funds for the trust

Please provide us with the details of the trust's bank account that you will use to fund the PIMS policy.

Bank name	<input type="text"/>		
Bank address and postcode	<input type="text"/>		
Account holder's name	<input type="text"/>		
Branch Swift Code (for all non-GBP and International payments) Swift Code must be either 8 or 11 digits	<input type="text"/>	OR	Bank Sort Code <input type="text"/> - <input type="text"/> - <input type="text"/> (for UK GBP payments only)
IBAN (all non-GBP accounts)	<input type="text"/>	OR	Account number <input type="text"/> (GBP UK Bank only)
Account held for	Years <input type="text"/>	Months <input type="text"/>	

If the trust is funding the PIMS policy from more than one bank account, please provide the additional bank details in Section 8. Please also provide the reasons for doing this.

Settlors' source of wealth

The Insurance (Anti-Money Laundering) Regulations 2008 requires all Isle of Man life companies to "make enquiries as to how an applicant has acquired the monies to be used as premium for, or contribution to, a policy." 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.

RL360° has adopted a risk-based approach to meet these regulations, categorising all countries that we will accept business from into 1 of 3 tiers. Each tier has different source of wealth requirements. We have categorised countries according to their level of compliance with international regulatory standards.

Full details on the source of wealth procedures can be obtained from your financial adviser or can be downloaded from www.rl360.com/sourceofwealth.pdf

You must complete the relevant questions in full in all cases based on how the settlors accumulated their wealth. Please use Section 8 if you require more space for details.

	Settlor 1	Settlor 2 (if any)
Annual salary plus bonuses		
Income this year (include currency)	<input type="text"/>	<input type="text"/>
Income last year (include currency)	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Employer's company name	<input type="text"/>	<input type="text"/>
Nature of business	<input type="text"/>	<input type="text"/>
Other unearned income		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Received from	<input type="text"/>	<input type="text"/>
Date received (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
If you are retired please tell us your previous occupation, salary, employer and date of retirement.		
Previous occupation	<input type="text"/>	<input type="text"/>
Salary (include currency)	<input type="text"/>	<input type="text"/>
Employer's company name	<input type="text"/>	<input type="text"/>
Date retired (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Section 5 Source of funds and settlors' source of wealth continued

Where the settlors' source of wealth is from any of the following, please provide details.

	Settlor 1	Settlor 2 (if any)
Savings		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Bank where savings were held	<input type="text"/>	<input type="text"/>
How were savings accumulated?	<input type="text"/>	<input type="text"/>
Pension transfer		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Received from	<input type="text"/>	<input type="text"/>
Date received (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Received from	<input type="text"/>	<input type="text"/>
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		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Address of property sold or asset type	<input type="text"/>	<input type="text"/>
How long held	<input type="text"/>	<input type="text"/>
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		
Profits this year (include currency)	<input type="text"/>	<input type="text"/>
Profits last year (include currency)	<input type="text"/>	<input type="text"/>
Industry	<input type="text"/>	<input type="text"/>
Company sale		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Company name	<input type="text"/>	<input type="text"/>
Company industry	<input type="text"/>	<input type="text"/>
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 a lottery or betting win, gift or inheritance)		
Amount received (include currency)	<input type="text"/>	<input type="text"/>
Source	<input type="text"/>	<input type="text"/>
Date received (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Section 6 Investment requirements

If you wish to use an investment adviser you should tick our quick selection option below or complete the rest of this section and our *Investment Adviser Appointment Form*, returning it along with your application. If you need additional space to complete this section, please use Section 8 – Additional notes.

The premium and any investment exchange value will be used to calculate the amount linked to each of your chosen investments. Investment transfers will be added into the policy directly.

Quick selection

Please allocate the premium to the PIMS cash account (we will supply a *Dealing Form* at a later date)

Your PIMS investments

Please tell us the percentages of the premium that you want to be applied to each investment.

PIMS cash account (mandatory ¹)			Percentage
You must place at least 2% of your total premium into the PIMS cash account			%
Bank or building society name ²		Cash deposit name	Percentage
			%
ISIN or Sedol code ³	Investment manager	Investment name (including currency)	Percentage
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
Total			100%

¹ If you do not specify a percentage we will reduce your selected investment percentages proportionally to ensure that 2% is allocated to the PIMS cash account.

² If you want to hold a bank or building society cash account within your PIMS policy you can, but only through PIMS Flexible.

³ Please be aware that investment managers may impose minimum amounts that they will allow to be sold or purchased. Any income from distributing investments will automatically be credited to your PIMS cash account.

Section 7 Regular withdrawals

If you do not wish to set-up regular withdrawals on the PIMS policy at this stage, then please continue to Section 8 - Additional notes.

Please remember that the minimum regular withdrawal is GBP250 or currency equivalent. Regular withdrawals will be paid in the policy currency unless you tell us otherwise in Section 8 - Additional notes.

How do you want to take the withdrawals?
(choose only one) As fixed amount Tell us the amount

OR

As a percentage Tell us the percentage of the total initial premium %

Withdrawal frequency Monthly Quarterly Half-yearly Yearly

Date of first withdrawal
(dd/mm/yyyy)

Payment method BACS TT

BACS payments require up to three days to clear and can only be used for GBP payments to a UK bank account. A GBP20 (or currency equivalent) charge applies to payments made by TT.

If you would like withdrawals to be paid back to the same bank account as detailed in Section 5 - Source of funds and settlors' source of wealth, please tick below. Otherwise please specify the bank account to be used to receive withdrawals. Payments can only be made to bank accounts in the trust's name, as the applicant.

Please use the bank account details in Section 5

OR

Bank name

Bank address and postcode

Account holder's name

Branch Swift Code

(for all non-GBP and International payments)

Swift Code must be either 8 or 11 digits

OR

Bank Sort Code - -

(for UK GBP payments only)

IBAN

(all non-GBP accounts)

OR Account number

(GBP UK Bank only)

Account held for Years Months

Section 8 Additional notes

If you have no additional notes, please continue to Section 9 - Corporate trustee declaration.

Section 9 Corporate trustee declaration

PIMS literature

We confirm that we have read a copy of the PIMS product literature including the *Brochure, The Facts, Key Features, Guide to Investment* and *Terms and Conditions*.

Our application

By signing this application we agree to the policy being governed by the PIMS *Terms & Conditions*. We confirm that all of the information we have provided in this application, along with any supporting forms, questionnaires, statements, reports or other information are true and complete.

Availability

We confirm that to the best of our knowledge and belief, we are not subject to any legislation that would make this investment into PIMS unlawful.

Financial adviser

We have appointed (company name) to act as our financial adviser.

We agree to RL360 Insurance Company Limited (RL360°), disclosing all information relating to our PIMS policy to our appointed financial adviser. We will let RL360° know in writing if we decide to change our appointed financial adviser. We agree to and realise that trail commission of % per year will be paid to our financial adviser on a quarterly basis from the policy.

Investment

We are aware that RL360° does not provide investment advice and that any published acceptable investment list should not be considered a recommendation.

We request that RL360° allocate the premium to the investments detailed in Section 6 of this application. In order for RL360° to do this, we confirm the following:

- a) We agree to RL360° acting on investment instructions received from us or our appointed adviser, despite the fact we may not have read all of the documentation issued by the investment manager for each investment.
- b) Where the premium is allocated in full or in part to any cash deposit account(s), we are aware that we may not be covered by any depositors compensation scheme should the deposit account provider become insolvent. We are aware that this is because RL360° holds this account on our behalf.

We acknowledge the risks associated with linking a cash deposit account to the policy and accept that in the event of the insolvency of our chosen deposit account provider, RL360° will have no responsibility for any loss and we could lose the full amount invested.

We are aware and acknowledge that the deposit provider we choose to invest with may not be an institution or subsidiary with which RL360° would normally hold balances or deposits.

- c) We are aware that some investments (including cash deposits) may have terms and conditions that could
 - i) restrict RL360° from realising a cash value when requested and prevent RL360° paying out benefits from the policy in a timely fashion.
 - ii) result in RL360° receiving the cash value from a sale in multiple instalments. If this should happen RL360° has the right not to re-invest or pay in full, benefits from the policy until the amount has been received in full.
 - iii) result in RL360° receiving a payment from a sale by a means other than cash. If this should happen RL360° may require us to surrender some or all of the policy.
 - iv) result in RL360° having to pay back some or all of the sale proceeds if an adjustment has to be made after the payment. If RL360° is required to make such a repayment and the policy value is too low to cover it, or we have surrendered the policy, we agree to compensate RL360° for any loss that it has suffered as a result.
- d) We accept that RL360° has the right to sell investments linked to the policy without requiring our permission. RL360° may do this if it decides that an investment may have harmful legal or tax consequences under law.
- e) We are aware that there may be fees to pay when RL360° sells one or more of the investments linked to the policy. Any fees due when selling an investment should be detailed by the investment manager in the investment documentation.
- f) We acknowledge that some of the investments made available by RL360° 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. We are aware that RL360° will be regarded as the investor for the purposes of these types of investment. We accept that these investments usually 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. We accept that RL360° may require us to confirm that we have read and understood the investment documentation and risk warnings. In all cases we acknowledge that RL360° will require us to sign a declaration confirming that we qualify and meet the required standards to be able to invest. We are aware that the declaration must be signed before RL360° can place the investment and, in all cases, RL360° has the right to decline the investment without providing a reason.
- g) We confirm that we are aware of the fees that must be paid in relation to our chosen investments. We realise that these fees are required to cover the costs of promoting and distributing the investments, including any commission paid to our appointed adviser(s).

Section 9 Corporate trustee declaration continued

Corporate, corporate trustee and individual trustee applications

We confirm that we have the necessary powers to take out this policy and enter into a contract with RL360°.

We also confirm that our company has not been, and is not in the process of being, struck-off, dissolved, wound-up or terminated.

We agree that we will notify RL360° in writing immediately when any of our directors, list of authorised signatories or trustees change. We agree that we will provide evidence of identity and current residential address when asked by RL360°. We also acknowledge that RL360° can ask for an up-to-date authorised signatory list at any time.

We are aware that RL360° is authorised to obtain a bank reference at any time.

Data Protection

Any data you provide to RL360° may be shared, if allowed by law, with other companies both inside and outside of the RL360° Group and to persons who act on your behalf. Data and information about you can be transferred outside of the Isle of Man and RL360° may be required to provide it to its regulator, its government or anyone else required by law.

RL360° will use your data and information to allow for the administration of your policy, prevent crime, prosecute criminals and for market research and statistics. RL360° will, at all times, make sure that your data and information is only used in ways that are allowed by law.

The Isle of Man Data Protection Act 2002 allows you, after paying a small fee, to receive a copy of the data and information RL360° holds about you. For further information please write to: Data Protection Officer, RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Legal

We agree to the policy being governed by Isle of Man law and to the Isle of Man Courts having the right to decide any case that may be brought in relation to the policy.

Political Exposed Persons

A Politically Exposed Person (“PEP”) is a person entrusted with prominent public functions, their immediate family members or persons known to be close associates of such persons. Examples of PEP’s include political figures, members of the judiciary, diplomatic service officers, managers and supervisors of state owned enterprises and senior ranking military officers. Please add the names of any PEP’s associated with this application in the box below.

Where this is left blank, you are confirming that no person associated with this application is politically exposed.

Final agreement

We agree to the following documents forming the basis of the contract between us and RL360°:

- this *Application Form*
- the *Terms and Conditions*
- the *Policy Schedule*
- any *Endorsements to the Policy Schedule*
- any other communication, signed by one of our authorised signatories, that evidences a change in the contract

We accept that RL360° can bring the contract to an end if we have failed to detail any facts that may influence the decision to accept this application.

We confirm that this application was signed in (give country)

	Authorised Signatory 1	Authorised Signatory 2
Signed	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Date (dd/mm/yyyy)	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>
	Authorised Signatory 3	Authorised Signatory 4
Signed	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Date (dd/mm/yyyy)	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>

Section 10 Adviser's declaration

This section is to be completed by your financial adviser.

The RL360° adviser number can be obtained from your regional office.

Company name

RL360° adviser number

Name of regulatory or
authorising body (e.g. FCA)

Regulatory number
(if applicable)

Financial adviser's stamp
(if this does not state an
address, please complete
company address details too)

Full name

Online services username
(if registered)

Work telephone number

Mobile telephone number

Email address

I confirm that I have seen documentary proof of the relevant evidence required and have, where applicable, attached suitably certified copies.

Signed

Date (dd/mm/yyyy)

Section 11 Application checklist

Corporate, corporate trustee and individual trustee applicants only

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

Verification of identity – must be provided for all directors/partners or trustees named in Section 3.

Please send a suitably certified copy* of their passport or National Identity Card showing their photograph(s) – If you are unable to provide either of these please provide a reason why and contact us to discuss other acceptable documents before sending in your application.

Directors

We 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.

Please send a suitably certified copy* of at least one of the following documents for each director named in Section 3.

Please tick which documents you are sending us	Acceptable document
<input type="checkbox"/>	Latest bank account or credit card statement
<input type="checkbox"/>	Utility, rates or council tax bill (less than 3 months old). Printouts of online bills are not acceptable. Mobile telephone bills are not acceptable
<input type="checkbox"/>	Current driving licence
<input type="checkbox"/>	Proof of ownership or rental at current residential address
<input type="checkbox"/>	Mortgage statement
<input type="checkbox"/>	Tax assessment document
<input type="checkbox"/>	State pension, benefit book or other government produced document showing benefit entitlement
<input type="checkbox"/>	Extract from official register of electors
<input type="checkbox"/>	Proof of payment for a PO Box service (which must also show the residential address) where the PO Box shown is also the correspondence address of the applicant
<input type="checkbox"/>	Entry in local telephone directory.

Confirmation of policy requirements

Please make sure you have completed Sections 1 and 2 and have included appropriate evidence of the charging structure required.

We have provided policy details (please tick to confirm).

Our adviser has provided details of the charging structure required (please tick to confirm).

Section 11 Application checklist continued

Evidence required

As a corporate trustee applicant, please tick to confirm that you have supplied the following:

Please tick which documents you are sending us	Acceptable document
<input type="checkbox"/>	A full list of all directors.
<input type="checkbox"/>	Suitably certified certificate of incorporation or equivalent document showing date and place of incorporation.
<input type="checkbox"/>	A copy of the latest annual report and accounts.
<input type="checkbox"/>	Suitably certified documentation verifying registered address of the company.
<input type="checkbox"/>	Suitably certified identity and address documentation for at least 2 directors, one of whom must be an Executive Director.
<input type="checkbox"/>	A full list of authorised signatories (including board resolution for public limited companies) showing officers from whom we can take instructions and including specimen signatures.
<input type="checkbox"/>	Suitably certified identity and address documentation for all shareholders with a beneficial interest of 25% or more.

Additional evidence - Corporate trustee

Suitably certified copy* of the trust deed and any subsequent deed(s) of appointment or retirement

If not shown in the trust deed we will require details for each of the following:

	Settlor(s)	Protector(s)	Beneficiaries (where named)
First name	✓	✓	✓
Last name	✓	✓	✓
Date of birth	✓	✓	✓
Current residential address	✓	✓	✓
Occupation	✓	x	x
Date of death	✓#	x	x

for settlor(s) no longer alive.

* Suitably Certified Copy Documentation

Your financial adviser can certify your copy documents, if they hold established Terms of Business with us and, where appropriate, have been granted Suitable Certifier status. Please consult your financial adviser to check if they can certify your documents.

If your financial adviser cannot certify your documents, we will accept certification by one of the following 'Suitable Certifiers'

- A Notary Public (or equivalent)
- A lawyer or advocate
- A formally appointed member of the judiciary
- An employee of RL360°
- A Commissioner for Oaths
- A registrar or other civil or public servant authorised to issue or certify copy documents

If you cannot have your documents certified by one of the above, please contact us.

Section 12 Choice of payment methods

The premium can be paid using any of the following methods.

Cheque

Please send your cheque, made payable to RL360 Insurance Company Limited to RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP.

Your cheque must come from the bank account you have detailed in Section 5.

Please note that GBP cheques can take up to five working days to clear. Other currency cheques may take considerably longer to clear. If you have chosen investments with a dealing deadline, you may wish to consider a Telegraphic Transfer. These will usually provide cleared funds on the same day.

Banker's draft

Please send your banker's draft, made payable to RL360 Insurance Company Limited to RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP.

Your banker's draft must come from the bank account you have detailed in Section 5.

Please note that currency drafts can take up to 8 weeks to clear. If you have chosen investments with a dealing deadline, you may wish to consider a Telegraphic Transfer. These will usually provide cleared funds on the same day.

Telegraphic transfer

If you are paying into the policy by telegraphic transfer please instruct your bank to quote the trust's name as a reference.

Your payment must come from the bank account you have detailed in Section 5.

Please make your payment to RL360 Insurance Company Limited through the appropriate bank below.

Currency	IBAN Account number	Swift code Sort code	Bank name	Account name
AUD	GB45 CITI 1850 0813 1419 34 13141934	CITIGB2L 18-50-08	Citibank, London	RL360
CHF	GB26 CITI 1850 0813 1418 88 13141888	CITIGB2L 18-50-08	Citibank, London	RL360
EUR	GB20 CITI 1850 0813 1418 02 13141802	CITIGB2L 18-50-08	Citibank, London	RL360
GBP	GB34 CITI 1850 0813 1420 35 13142035	CITIGB2L 18-50-08	Citibank, London	RL360
HKD	GB10 CITI 1850 0813 1416 91 13141691	CITIGB2L 18-50-08	Citibank, London	RL360
JPY	GB26 CITI 1850 0813 1415 00 13141500	CITIGB2L 18-50-08	Citibank, London	RL360
USD	GB54 CITI 1850 0813 1415 78 13141578	CITIGB2L 18-50-08	Citibank, London	RL360

Bank address

The bank address for all the above accounts is: Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK.

Investment Adviser Appointment

Who is this form for?

This form is for applicants of PIMS who wish to appoint an investment adviser to their policy. Investment advisers may act on a non-discretionary or discretionary basis. This is your choice and an agreement that you must make with your investment adviser.

Completing this form

By completing this form you will be requesting the appointment of a company to act as an investment adviser to your policy. They will have the power to place dealing instructions on your behalf.

We can only accept original written instructions that have been signed by all policyholders, trustees or authorised signatories. Please complete in BLOCK capitals throughout.

Section 1 Investment adviser appointment

Applicant(s) to complete

We wish to appoint

Investment adviser company name

to act in the capacity of an investment adviser to our policy

Application dated (dd/mm/yyyy)

We understand that our investment adviser will be able to act on our behalf, subject to the terms and conditions set out in Section 2 below, to advise on and change the funds to which the value of our policy is linked. We authorise RL360 Insurance Company Limited (RL360°) to release all relevant information relating to our policy to our investment adviser when requested.

We understand that RL360° is not responsible for any loss or liability incurred to our policy as a result of advice given, or negligence by, our appointed investment adviser. We also understand that RL360° is not responsible for the performance of any investments linked to our policy.

We confirm that all communications in relation to investment instructions should be directed to our investment adviser.

Please confirm on what basis you wish the investment adviser to be appointed, non-discretionary or discretionary, by ticking the appropriate box below.

We confirm that our investment adviser will be acting on a non-discretionary basis. Dealing instructions may only be forwarded to RL360° after our investment adviser has consulted us. Our investment adviser has confirmed to us that they have the necessary regulatory authorisations in order to perform this role. We understand that RL360° is not required to obtain proof that our investment adviser has consulted with us, prior to acting on any instructions received.

We confirm that our investment adviser will be acting on a discretionary basis. Dealing instructions may be forwarded to RL360° without our prior consultation. Our investment adviser has confirmed to us that they have the necessary regulatory authorisations in order to perform this role.

We authorise RL360° to take an advice fee from the policy in line with the following:

A percentage

% per year, taken quarterly as a percentage of the policy value

(the fee should not be more than 1.5% per year inclusive of any trail commission being paid from the policy)

Section 1 Investment adviser appointment continued

We are aware that for as long as we have an appointed investment adviser we will be unable to access online dealing facilities.

We confirm that should we change our investment adviser, or bring this agreement to an end in the future, we agree to inform RL360° in writing (originals only), immediately.

We acknowledge that RL360° has the right to reject the appointment of our investment adviser at its discretion.

	Authorised Signatory 1	Authorised Signatory 2
Signed	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
Trust or Company name (if applicable)	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
	Authorised Signatory 3	Authorised Signatory 4
Signed	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
Trust or Company name (if applicable)	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Section 2 Investment adviser details and conditions

Investment adviser to complete

Full name	<input type="text"/>
Online services username (if registered)	<input type="text"/>
Company name	<input type="text"/>
Adviser number	<input type="text"/>
Investment adviser company address	<input type="text"/>
Email address	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Name of regulatory or authorising body (if applicable)	<input type="text"/>
Regulatory number (if applicable)	<input type="text"/>
Category of authorisation and relevant permitted activity	<input type="text"/>

Section 2 Investment adviser details and conditions continued

If you do not have Terms of Business with RL360°, please contact your Regional Sales Manager before submitting this form.

In accepting the appointment of investment adviser to the above stated policy, we agree to the following terms and conditions:

1. All instructions relating to the purchase, sale or switching of investments will be in respect of the range agreed by RL360° as being eligible for the policy.
2. All instructions should be provided to RL360° in a format as agreed by RL360°.
3. RL360° will purchase, sell or switch investments at the open market price as available at the time of placing an instruction.
4. RL360° has the right to accept or reject any instruction from the investment adviser at its own discretion.
5. RL360° has the right to request evidence of the investment adviser's discussions with the Policyholder where the investment adviser is acting on a non-discretionary basis. It is the duty of the investment adviser to maintain these records.
6. The investment adviser must maintain such authorisation as is necessary to act as an investment adviser under the legislation and regulation in the country in which advice is given. Where the investment adviser is carrying on investment business in the United Kingdom, under the terms of the Financial Services and Markets Act 2000, they must have the necessary authorisation for the activity of "Managing Investments".
7. RL360° and the Policyholder cannot be held responsible for any future tax liability, that may accrue to the investment adviser, as a result of a failure to levy tax where it later transpires that tax should have been charged. The investment adviser is responsible for deciding whether or not the service they are providing is subject to the levy of additional taxes.
8. The investment adviser must notify RL360° in writing, immediately, should their authorisation change, cease or the regulator takes or threatens disciplinary action.
9. RL360° has the right to remove the investment adviser from the policy, without specifying a reason, and on giving one month's written notice to the Policyholder and the investment adviser.
10. The investment adviser may resign their appointment by giving one month's written notice to the Policyholder and RL360°.
11. This investment adviser appointment shall cease immediately upon the death, bankruptcy, dissolution or insolvency of the investment adviser, or any composition with creditors, or if the investment adviser is in breach of any regulatory requirement, or it becomes illegal for the investment adviser to act in this capacity.
12. This appointment and agreement shall be subject to, and interpreted in, accordance with the laws of the Isle of Man.

Please submit a current certified copy of your company's Authorised Signatory list with this form. If you have an additional list for persons authorised to sign dealing instructions, please also submit a certified copy with this form.

If your company is not regulated in the UK, Isle of Man, Channel Islands, Hong Kong or Gibraltar, please provide identification and address verification for each person on the Authorised Signatory list.

Investment adviser

Signed

Date (dd/mm/yyyy)

New Business

RL360 House, Cooil Road,
Douglas, Isle of Man, IM2 2SP, British Isles.
Tel: +44 (0)1624 681 578 Fax: +44 (0)1624 690 578
Email: newbusiness@rl360.com

Servicing

RL360 House, Cooil Road,
Douglas, Isle of Man, IM2 2SP, British Isles.
Tel: +44 (0)1624 681 682 Fax: +44 (0)1624 677 336
Email: csc@rl360.com

Representative Office - Dubai

Office 1402, 14th Floor, Single Business Tower,
Sheikh Zayed Road, Dubai, UAE.
Tel: +971 4378 2700
Email: dubai@rl360.com

Regional Office - Hong Kong

Suite 3605, The Center,
99 Queen's Road Central, Hong Kong
Tel: +852 3929 4333 Fax: +852 2169 0181
Email: hongkong@rl360.com

Website

www.rl360.com