

# Portfolio Bond Dealing Instruction

**This form can be used with the following products:** Reserve, Reserve Capital Redemption, Global Portfolio, International Portfolio Bond and Managed Portfolio Account  
**Please complete using block capitals or by typing into the field areas.**

Contact Name:	Telephone Number:
Company Name:	Fax Number:
Email Address:	Date of Instruction:
Policyholder Name:	Policy Number:

Order size				Asset details		
	Buy, Sell or Switch	Currency   Cash Amount (see below for buy orders)	Number of Units	SEDOL, ISIN or Friends Provident International Limited Mirror Fund Code	Fund/Stock Name (Where applicable please confirm which share class you wish to purchase and your choice of Income/Accumulation units – we will default to Income Asset unless informed otherwise.)	Fund/Stock Currency
1						
2						
3						
4						
5						
6						
7						
8						

Please instruct currency conversions here	
Additional Instructions:	

**The Policyholder(s) or the appointed Investment Adviser undertakes by instructing FPIL on an execution only basis that they have an understanding of the nature and suitability of the investment(s) selected and all of the associated risks.**

**When investing specific cash amounts:** Please ensure that the portfolio contains sufficient cash in the same currency as you have instructed to invest. Failure to do so may incur overdraft charges. If there is sufficient money but in a different currency, please instruct a currency conversion in the space provided. If uncertain, please contact the Dealing Department.

Client(s) signature ..... OR Investment Adviser signature.....

# Guidance Notes – Completing a Dealing Instruction Form

For use with Portfolio Bond products

## Section 1 – Policy and Contact Details

- Please complete these details fully to avoid unnecessary delays in the event of our Dealing Department needing to contact you regarding the instructions.

## Section 2 – Investment Instructions

**Buy/Sell/Switch:** Enter Buy, Sell or Switch.

**Currency/Cash Amount:** Enter the currency and the amount of cash to be traded. If you intend to instruct a number of units/shares, leave this section blank.

**Number of Units:** Please instruct the number of units/shares to transact. If you have instructed a cash amount, please leave this section blank.

**SEDOL/ISIN (essential):** Many funds have different classes and currency denominations, which all have different ISIN and SEDOL codes. To avoid ambiguity it is essential that this code is included. The omission of an ISIN or SEDOL code may result in delay.

**Fund/Stock Name:** This field should include the full name of the fund together with the desired fund class.

**Fund/Stock Currency:** This should be completed with the denomination of the asset involved.

**Currency conversions:** Please note that any currency conversions to be actioned must be outlined here. We are unable to convert without an instruction to do so. (Please see general notes opposite for clarification.)

## General Notes

- The minimum investment for Reserve is **GBP 5,000** (or currency equivalent). The minimum investment for Global Portfolio is **USD 7,500** (or currency equivalent). Fund managers retain the right to specify higher minimums for certain funds.
- We will accept instructions via fax. There is no requirement for you to post the original copy to us.
- Emailed instructions are not accepted; signed instructions sent as an attachment to an email are.
- All instructions must be signed by a party with the relevant authority.
- If you are unable to obtain a SEDOL or ISIN number, please state the full name of the fund together with the desired fund class and currency denomination, and where the fund is based (UK or Offshore).
- If the currency you instruct to invest differs from the currency of the fund being invested into, we will perform a currency conversion to facilitate the investment; however,
- If, for example, you wish to invest US Dollars into a US Dollar fund, and the portfolio only contains available cash in Euros, we will not assume to convert sufficient Euros to US Dollars. We must be instructed to do so by you or your financial adviser.
- Sale proceeds will be received in the denomination of the asset traded unless specifically instructed otherwise in the Additional Instructions' section.
- If you instruct to sell a specific number of units from a fund, the proceeds will be credited to the portfolio in the same currency as the fund unless advised otherwise.
- If a choice of Income or Accumulation is offered by the fund, we will opt for Income units unless advised otherwise.
- For Income units we will only accept the cash option rather than reinvested dividends.

**Friends Provident International Limited:** Registered and Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Telephone: +44 (0)1624 821212 | Fax: +44 (0)1624 824405 | Website: [www.fpinternational.com](http://www.fpinternational.com). 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. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. **Singapore branch:** 4 Shenton Way, #11-04/06 SGX Centre 2, Singapore 068807. Telephone: +65 6320 1088 | Fax: +65 6327 4020 | Website: [www.fpinternational.sg](http://www.fpinternational.sg). 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:** 803, 8/F., One Kowloon, No.1 Wang Yuen Street, Kowloon Bay, Hong Kong. Telephone: +852 2524 2027 | Fax: +852 2868 4983 | Website: [www.fpinternational.com.hk](http://www.fpinternational.com.hk). Authorised by the Insurance Authority of Hong Kong to conduct long-term insurance business in Hong Kong. **Dubai branch:** PO Box 215113, Emaar Square, Building 6, Floor 5, Dubai, United Arab Emirates. Telephone: +9714 436 2800 | Fax: +9714 438 0144 | Website: [www.fpinternational.ae](http://www.fpinternational.ae). Registered in the United Arab Emirates with the UAE Insurance Authority 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.

When completed, please fax to the Dealing Department, or email them a signed copy. For assistance, please phone the Dealing Department. Contact details below:

Asia:	Rest of World:
Fax +44 1624 721856	Fax +44 1624 721899
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**Our Dealing Department will confirm receipt of each instruction either by fax or email.**