

Request for payment by withdrawal or surrender

Not for use with Global Portfolio, Global Wealth Manager, Global Wealth Advance, Global Wealth Ultra, Global Wealth Builder or Global Wealth Builder Plus policies.

Are you aware of your options? Do you need to fully surrender your policy?
For more information, please call us on **+44 (0) 1624 821212**.

Policy details

Full name(s) of policyholder(s)	<input type="text"/> <input type="text"/>	
Address (including postcode)	<input type="text"/> <input type="text"/> <input type="text"/>	
Is this your residential address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, in which country are you resident?	<input type="text"/>	
Name of policy, e.g. Premier	<input type="text"/>	
Policy Number(s)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	
Fax number	<input type="text"/>	
Email address (mandatory)	<input type="text"/>	
Financial adviser's email address (for copy correspondence)	<input type="text"/> <input type="text"/>	

Withdrawal details

It can sometimes be more tax-efficient to surrender individual policies rather than take a withdrawal.

Important: UK residents will be subject to tax if they take withdrawals (including regular withdrawals and adviser fees) in excess of 5% per year of the total premium. Please seek guidance from your financial adviser. For more information, please call us on **+44 (0) 1624 821212**.

If you would like to make a sale of assets, please give dealing instructions (see **Important note 5**) by completing the 'Sale of assets' form on page 4.

Withdrawal amounts are subject to minimum/maximum limits specified by Friends Provident International Limited.

I/We request Friends Provident International Limited to make the following withdrawal:

Withdrawal amount GBP EUR USD HKD SGD

Amount

or % of total premium

or maximum withdrawal without triggering a surrender penalty (please tick box)

Frequency (tick one) Once only Yearly Half-yearly

 Quarterly Termly (every four months) Monthly

Date the regular withdrawal is due to commence. (For portfolio bonds, please select your preferred date between the 1st and 14th of the month.) Please speak to your adviser for more information.

These instructions cancel any previously held withdrawal instructions.
Termly withdrawals are not available on Reserve.

Surrender details

Important: The full or part surrender of your policy may have tax consequences. Please seek guidance from your financial adviser. If you are surrendering your policy in full and use a Bank Standing Order to pay the premiums, please contact your bank to cancel the regular payment instruction and stop future payments.

If the surrender is to include a transfer of assets, please complete the 'Transfer of assets' form on page 5.

Please select surrender option Full surrender of policy Full surrender of policy at the Option Date (regular premium policies only)

 Full surrender of policy segments Number of segments to be surrendered (e.g. 1-10)

Early surrender or withdrawal

Please complete the following section if you are surrendering your policy or taking a withdrawal of more than 30% of the total premiums. Reason for full or part surrender, or withdrawal (please give details)

Important notes

- 1 As early encashment charges or surrender fees may apply, we strongly recommend you obtain a surrender quotation before completing this form. Please note that all charges will be deducted from the amount payable. For details of the charges, please refer to the Summary of Charges in the relevant product brochure and product guide (if applicable).
- 2 All payments will be made in the currency of the policy, unless otherwise requested.
- 3 No action will be taken on any request to surrender, until we have received this written notification, signed by all policyholders, at our registered address. The payment of surrender benefits may be delayed until all necessary documentation has been received.
- 4 We will accept faxed instructions. However, no money will be released until all original documentation has been received and verified. Please fax to **+ 44 (0) 1624 821142**.
- 5 To surrender individual policies which make up part of the policy or portfolio bond, please state the policies to be surrendered, and give dealing instructions to cancel sufficient units to cover the value of the policies being surrendered.
- 6 If you have a portfolio bond, we will debit all withdrawals to your General Transaction Account (GTA). If this causes the GTA to go overdrawn, we will charge debit interest to the account. To avoid this, you or your adviser should give us dealing instructions to credit the account.
- 7 The surrender of your contract may have taxation consequences in your country of residence. We suggest, therefore, that you contact your financial adviser to discuss these implications.
- 8 UK residents' reporting requirements – any policyholder who is UK-resident has an obligation, under the UK self-assessment tax regime, to report to HM Revenue & Customs (HMRC) any chargeable event arising in relation to the contract. Under UK law, we have a statutory requirement to supply information to HMRC about UK-resident policyholders in certain circumstances.
- 9 Friends Provident International, which has underwritten your policy, is a member of The Association of International Life Offices (AILO). This note is designed to ensure that investors are made aware of the potential consequences of the surrender of policies, particularly when the early surrender of an existing policy is followed by a new proposal to another life office.
The costs involved in establishing a life assurance policy for an investor are generally passed on to the investor in the form of charges payable upon the taking up of the policy, or upon its ultimate surrender. For this reason, AILO member companies endeavour to ensure that the investor is aware at the outset that such a policy should be regarded as a medium to long-term investment. In most cases, the policy will also provide that early surrender is subject to a surrender penalty.
Investors should therefore be aware that the surrender of an existing policy in favour of a new proposal to another life office will in most cases necessitate the further payment of at least one and possibly more sets of charges by the policyholder. Investors are accordingly advised to examine carefully the level of charges payable upon surrender of one policy in favour of another and to consult their professional advisers when considering such a change. It may, for example, be that your present policy offers switching facilities, which allow a change of investment strategy at minimum cost, without the need for surrender.
The purpose of this note is to ensure that the investor is made fully aware of the potential costs of transferring from one policy to another. It is not a substitute for independent investment advice and investors should consult their own professional advisers.
- 10 Any incomplete instruction will result in a delay in processing your instruction and we will not be liable for any direct, indirect, special or consequential loss or damages arising from such delay.
- 11 If this form is incomplete and your instruction cannot be processed completely, we will not process any of the instruction.

Declaration

I/We hereby confirm that I/we have read and agreed with the content of the 'Important notes' and all notes specified in the relevant sections above. I/We warrant to Friends Provident International Limited that no proceedings in bankruptcy or insolvency have been instituted or are pending against me/us.

I/We request that Friends Provident International Limited make a payment by withdrawal or surrender from the Policies listed above in accordance with the Policy conditions. I/We acknowledge that a payment by Friends Provident International Limited in accordance with the information contained in this form will discharge Friends Provident International Limited's liability for all claims under the Policies.

I/We enclose the original policy documents (surrenders only). If any policies are lost, a Lost Policy Declaration form must be completed.

All policyholders have signed the declaration.

	First (or only) applicant	Second applicant
Signature(s)	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Additional information/Special instructions

Please let us know in the space below of any additional information we need to be aware of relating to the application.

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 from our Data Protection Officer.

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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. 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.

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