

# WITHDRAWAL REQUEST



HANSARD

We will act on faxed instructions, unless the payment is to be made to a third party. Where a third party payment is required, we will commence the transaction on a faxed instruction but the original must be received at our offices before we are able to release the proceeds. Please ensure that the legal owner(s) complete this form as fully as possible to avoid any delays with payments.

**Please read the important notes overleaf prior to completing this form.**

## Payment details

Name(s) of Contract Holder(s)			
Contract Number			
Withdrawal Amount – this will be in Contract currency unless otherwise instructed.	Currency	Figures	Words
<b>Do you want this payment to be -</b> Spread proportionately across all funds <input type="checkbox"/> <b>OR</b> Fund Specific (see note 2) <input type="checkbox"/>			
For fund link specific withdrawal, please specify how much is to come from which fund link.			

**NB** The actual payment may be less than requested (see note 3).

## Bank details

Name of Account holder, as it appears on Bank records			
Bank name and full address			
Sort code for BACS and CHAPS payments only	SWIFT/BIC code# or ABA No. for all other payments		
Account number and, if we are paying to a Building Society, the roll number	IBAN#		
Any other information e.g. for further credit to -			

**If this is a third party payment complete the following: (see note 4)**

1. Name of third party:			
2. Details of relationship:	3. Why payment requested		

**Please select payment method.** Please see note 5 for guidance.

BACS  CHAPS  TT (SWIFT)

**If the payment is not to the account holder by crossed cheque or electronic transfer, we shall require: (see note 6)**

- Suitably certified copy of your passport together with a utility bill (not more than 3 months old) for all Contract Holders Yes  No
- Original of this form duly signed by the Contract Holder(s)
- If a third party payment is requested a suitably certified copy of the third party's passport together with utility bill (not more than 3 months old)

Contact telephone number

## Declaration and Signature(s)

- I the undersigned, as Contract Holder(s)/Trustee(s)/Assignee(s)/Executor(s)/ Administrator(s) of the above Contract (delete as appropriate) have read and understood the Important Notes and request that Hansard International Limited ("the Company") make the above withdrawal payment from my Contract.
- I hereby request that the Company sell units from my Contract in accordance with the terms and conditions of the Contract
- I hereby certify that I am entitled to the proceeds of the Contract, less any sums owing to the Company, and that no receiving order has been made against me and that I am not an undischarged Bankrupt and that the Contract has not been assigned or transferred, nor has any person any rights to the Contract, other than myself.

Signature	<input type="text"/>	Date	DD	MM	YYYY
Signature	<input type="text"/>	Date	DD	MM	YYYY

# The SWIFT Code is also the Bank Identification Code (BIC). For all Euro transactions between EU member states, it is ESSENTIAL to quote both the BIC and the IBAN (International Bank Account Number).

## IMPORTANT NOTES

1. When requesting a withdrawal, please note that where a Contract holds a mixture of fund links with different pricing dates, we will sell fund links as they are priced and the money will be held in a non-interest bearing cash account until we make the payment. The latest pricing date of any fund link (e.g. a monthly fund where all others in the Contract are daily) will be the earliest date we can process your payment request.
2. We will normally create a payment by selling proportionately across all fund links. However you may select a particular fund link or fund links if you prefer, provided that there is sufficient value in the fund link(s). Please specify the fund(s) you wish us to sell in the box provided and the withdrawal payment will be taken across the fund link(s) selected. Please note the contents of note 1 above, with regard to pricing dates.
3. In the case of products that have initial units (e.g. Universal Retirement Programme, Focus or Pinnacle) the actual withdrawal amount, independent of payment charges, may be less than the amount requested. This will happen if the withdrawal amount requested reduces the value of the remaining accumulator units to less than £1,000 (or currency equivalent). Should the value of these accumulator units fall to less than £1,000 an enforced surrender of your Contract may be carried out. Please refer to your independent financial advisor for further explanation.
4. Payments are generally paid to the Contract Holder(s). Where payments are required to be made to a third party (anyone other than the Contract Holders) it is a regulatory requirement that we are told to whom the payment is made and why. Please include this information in the space provided, along with a telephone number where we can contact you between the UK hours of 9am – 5pm Monday to Friday. **You will need to confirm third party payment at outset, both in writing and verbally. We will not be able to make any payment until these regulatory requirements have been met. We require the original form to be returned to us before we will release any proceeds to a third party. Due to the extra administration incurred, third party transfers bear an additional charge of, currently £100.**
5. Please select the method for your withdrawal payment to be paid. All time spans refer to the time taken for the payment to reach your account after we have dispatched it. **The time taken to prepare the payment will depend on the pricing date of the funds selected and the length of time taken for us to receive any outstanding requirements. When we receive your withdrawal request, we will confirm in writing the earliest date that we can make the payment, providing there are no outstanding requirements.**

Method	Charge	Time	Suitable for
BACS	Free of charge transfer to your account	3 working days	Sterling payments within the UK Banking system
CHAPS	£10	Same day as payment is sent	Sterling payments within the UK Banking system
TT (telegraphic transfer) or SWIFT	£15 (or currency equivalent) and upwards depending on amount and Country of destination	Usually 3-5 working days, depending on destination	Non Sterling payments and/or payments to a bank outside the UK

6. A Suitable Certifier is an individual who, by personal qualification the position they hold within their organisation or approval by Hansard, is deemed suitable to certify any copy documents provided to Hansard as part of the “Know Your Customer” due diligence.
    - These charges are approximate and liable to change.
    - Any charges for payment will be taken from the withdrawal proceeds before they are paid to you or your third party.
  7. Where the context requires, the singular shall include the plural and vice versa and words importing one gender shall include the other.
- N.B. We recommend that you discuss any changes to your Contract with your independent financial advisor before completing this form.