Friends Provident International

Single Premium Policy

Application form

Pension Trustee

For use with the following products:

	QROPS	SIPP
Reserve	☐	☐
Summit	☐	☐
Zenith	☐	☐

Please tick appropriate product and pension choice.
Complete sections relating to your product choice.

Financial adviser and policy details

Company name

Friends Provident International agency number

Contact details for acknowledgement/queries on the application.

Contact name

Phone number

Email address

Policy number (if known)

Please contact us to obtain a pre-allocated policy number if desired.

Please tick to confirm you have included with this application

Personal charging structure (Reserve only) ☐

Details of information required for source of wealth can be found on page 8.

This form should be read in conjunction with the current edition of the following documents:

- the relevant Principal brochure
- the relevant Product Guide(s) where appropriate.

Specimen policy conditions are available from us on request.

Please complete all details in Section 1

Please provide all relevant information and documentation so that we can process your application as soon as possible. If you do not provide all relevant information, it may cause a delay in the processing of your application. Further information may be required during the validation process (i.e. questions arising from the information provided).

Please complete this form in English, using block capitals. If you make a mistake, please cross it out and correct it, initialling any amendments. Please do not use correction fluid or any other method for deleting incorrect information.

Your bond structure (for Reserve only)

Capital redemption ☐

Whole of life ☐

Please ensure your Personal Charges illustration reflects the structure of your bond.

Your investment structure (for Reserve only)

Collective ☐

Personalised ☐

QROPS trustees and members should take advice when they are about to return to the UK.

Discretionary Fund Manager (for Reserve only)

Do you wish to appoint a Discretionary fund manager?

Yes – full ☐ Yes – partial ☐

No ☐

If Yes, please complete the Discretionary Fund Manager and Custodian Form on page 21.

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.

Account name:

Please write in ink and use block capitals.

Section 1: Setting up your policy

Corporate trustees

Company name	Sovereign Trust International Limited
Registered address	Suite 2B, 143 Main Street
Country of registration	Gibraltar
Registration number	44491
Regulated by	FSC
Authorisation number	FSC00215B
Telephone number	+35 (0)200 76173
Fax number	+35 (0)200 41536
Email address (mandatory)	gibraltarpensions@SovereignGroup.com
Correspondence address (if different from above)	As above
Correspondence address phone number	As above
Contact name	Christopher Roworth
Telephone number	00350 200 76173
Fax number	00350 200 41536

You will receive your policy documents and all correspondence relating to your policy, unless you indicate otherwise below. Copies will also be sent to your financial adviser. (Please refer to page 6 to provide instructions regarding valuation statements dispatch.)

Alternatively, please tick here if you would prefer us to send your policy documents and all correspondence relating to your policy to your financial adviser only. ☐

Lives assured details

(If more than two lives assured are required, please complete the supplementary form for Additional lives assured)

Name(s) to be stated as they appear on either your ID card or passport, as applicable.
Please leave blank if Capital Redemption option is chosen.

	First Life Assured	Second Life Assured
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐	Mr ☐ Mrs ☐ Miss ☐ Ms ☐
	Other	Other
Surname (as shown on passport/ID card)		
Forename(s) (as shown on passport/ID card)		

Section 1: Setting up your policy (continued)

Lives assured details (continued)

Date of birth (DD/MM/YYYY)

Country of residence

Nationality

Residential address

Relationship to scheme

Politically Exposed Persons

If you, the trustee, or any party connected to this application, could be defined as a politically exposed person (PEP) (for examples and guidance, refer to important notes), please provide details.

Name

Connection to policy

Position held as a PEP

In what country was/ is the position held?

Entity tax compliance questionnaire

Please answer **all** questions.

1 Is the applicant a US specified person? Yes ☐ No ☑ **If Yes, please state the tax identification number below.**

2 Is the applicant UK resident? Yes ☐ No ☑ **If Yes, please state the tax identification number below.**

If you have answered No to either of Questions 1 and 2, please state the countries where the trust is resident for tax purposes.

Country 1 Gibraltar

Tax identification number 127456

Country 2

Tax identification number

Country 3

Tax identification number

3 Is the applicant a Financial Institution issued with a GIIN? Yes ☑ No ☐ **If Yes, please indicate GIIN number** XT9MKN.00003.ME.292

If a GIIN is yet to be issued, please notify us when received.

Section 1: Setting up your policy (continued)

Entity tax compliance questionnaire (continued)

4 Is the applicant a Financial Institution without a GIIN?
Yes ☐ No ☑ **If Yes, please state the reason. If you have answered Yes, you may wish to contact us prior to submitting this application.**

5 Is the applicant a trustee of a UK pension scheme registered under Part 4 of the Finance Act 2004?
Yes ☐ No ☑

6 Is the applicant exempt from FATCA/UK IGA reporting?
Yes ☐ No ☑ **If Yes, please state the reasons.**

7 Is the applicant a trustee documented trust?
Yes ☑ No ☐ **If Yes, please indicate the sponsoring entity's GIIN number.** XT9MKN.00003.ME.292

Please contact us if you believe that none of the above are applicable to the Entity.

Total premium

I wish to pay Sterling (GBP) ☐ US dollars (USD) ☐ Euro (EUR) ☐ Other ☐ Amount Apx.

Please refer to the relevant principal brochure for the minimum premium.
Reserve only: In the event of Asset Exchanges, please complete the asset exchange form, which is available from your financial adviser.

Number of policy segments

For Reserve, please indicate number of policy segments required (maximum 100, minimum 5) ☐ **If this box is left blank, then 100 policies will be issued.**

If you require Reserve to be issued as a single policy, please tick ☐

For Summit, please indicate number of policy segments required (maximum 25, minimum 5) ☐ **If this box is left blank, then 5 policies will be issued.**

For Zenith, please indicate number of policy segments required (maximum 100, minimum 5) ☐ **If this box is left blank, then 10 policies will be issued.**

Plan currency

Please select the currency in which you wish your policy to be denominated (this will be the currency in which your bond is valued, and total premium figure calculated). Please refer to the relevant brochure for currency options.

Sterling (GBP) ☐ US dollars (USD) ☐ Euro (EUR) ☐ Other ☐

Note: For Summit and Zenith only GBP, USD, EUR and HKD currencies can be used.

Valuations (for Reserve only)

We confirm that we require quarterly valuations to be sent to us by electronic mail to the email address provided on page 4. A copy will be sent to our introducing financial adviser. We understand if this option is selected paper copies will not be provided to us, we will receive a valuation in digital format. If this option is selected, we will also be sent the trade contract notes by electronic mail. All emails will be encrypted using WINZIP software and a PDF reader will be required. A password will be sent to us directly to access this file. ☐

We confirm that we require quarterly valuations to be sent to us by post. A copy will be sent to our introducing financial adviser. We understand if this option is selected email copies will not be provided to us. If this option is selected we will also be sent the trade contract notes in paper format. ☐

If both of the above boxes are left blank, valuations will be sent direct to the introducing financial adviser.

Section 2: Policy details

Investment instructions (for Reserve only)

If you would like us to place the investments within your Reserve policy, and for our appointed custodian to hold custody of them, please state your chosen investments below. If you are using the services of a discretionary fund manager, please leave blank. If there is insufficient room, please use a separate sheet, signed by all applicants. **Charges will be deducted from your General Transaction Account.**

Currency	Units Shares/Bonds/ Cash amount	SEDOL/ISIN (essential)†	Full security/fund name description

† If no SEDOL or ISIN is provided, Friends Provident International accepts no liability for the funds selected.

Choice of funds (Summit and Zenith only)

Please indicate the funds in which you wish your policy to invest, up to a maximum of 10, showing the percentage of each investable premium you wish to be invested in each fund. The total percentage must add up to 100% (please note we can only accept whole percentages). **Failure to include all relevant information accurately may delay the processing of your application.**

Fund code	Fund	Percentage of premium
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
	Total	**100%**

Section 2: Policy details (continued)

Source of wealth

Please provide details below of the source(s) of the premium for your policy.

Transfer of pension ☐

Pension name

Pension account number

Pension currency and value Currency Amount

Transfer date

Pension name

Pension account number

Pension currency and value Currency Amount

Transfer date

Pension name

Pension account number

Pension currency and value Currency Amount

Transfer date

Pension name

Pension account number

Pension currency and value Currency Amount

Transfer date

Pension name

Pension account number

Pension currency and value Currency Amount

Transfer date

The following declarations are for Reserve only. **For Zenith or Summit, please go to page 12.**

Important notes – Reserve

1 A specimen policy document and/or copy of this completed form are available on request.

2 You are advised to satisfy yourself/selves that, under any taxation, exchange control or insurance legislation to which you may be subject, you are permitted to effect the policy.

3 You should seek guidance from your financial adviser as to the suitability of the policy to your own particular circumstances. Reserve should be regarded as a medium to long-term investment (five years or more).

4 You are obliged to provide the information as required in this application – we will be unable to proceed with your application unless all relevant information is provided. Information which you provide in connection with this application and any subsequent policy will be held (whether stored electronically or otherwise), used or disclosed by Friends Provident International or any associated company that exists from time to time. You have the right to obtain access to and to request a correction of any personal information about you. Requests can be made to the Data Protection at Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.

5 Each policy is governed by and shall be construed in accordance with the law of the Isle of Man.

6 A politically exposed person is a person appointed by a foreign government or an international organisation to a high profile position, who has held that position within the last 2 years. It is also a family member or a close business associate of such a person. This includes: heads of state; Government ministers; senior government officials; senior judges or military officers; senior executives of publicly owned companies; important political representatives, such as an ambassador. This applies to the applicant, policyholder, life assured, premium payer, beneficiary and any other party connected to the application.

7 **Investment acknowledgement**

Reserve gives you an investment choice from a very wide-ranging menu of investments. Some of the funds which are available to you are classed as specialist funds aimed at professional or experienced investors. If you were investing in such a fund directly yourself, rather than through your Reserve policy, you may have to declare that:

- You have read and understood the information supplied to you and understand the nature of any risks involved.
- You have discussed with your financial adviser whether such an asset is appropriate to your investment portfolio.
- You are eligible and able to invest into the fund and have the level of investment knowledge and experience required by the fund manager.
- You meet certain minimum financial requirements.

Ordinarily some of these funds could only be held by professional/experienced investors rather than the general public. Also, information relating to such investments may not be available for distribution in certain jurisdictions. However, when the investment is made through your Reserve policy, we are treated as the professional or experienced investor and this enables policyholders that may not have been able to do so, to access these funds.

Please note that different jurisdictions may impose different criteria on the generally accepted definition of a professional/experienced investor. Full definitions, restrictions and investor requirements can be found in each fund's prospectus/terms and conditions, which are available from the fund manager or your financial adviser. We recommend that you obtain, read and fully understand a copy of the prospectus/terms and conditions for your chosen investment.

8 **Liquidity information**

Some funds may have restrictions on their ability to pay redemptions due to the type of underlying investments they hold. This could limit your ability to raise cash from the fund in the future.

Investment into specialist funds should be considered a long-term investment. You, in conjunction with your financial adviser, should consider the amount you invest via your policy if it is likely that you will need access to your capital quickly in the future.

Declarations – Reserve

Attention is drawn to the following declarations. Where we have asked for information that we need to assess before we can accept your application, you must disclose all facts which are material. Such facts are those which an insurer would regard as likely to influence the assessment and acceptance of a proposal. If you are in doubt as to the relevance of any particular information you should disclose it, as failure to do so could result in the policy being invalid.

1 **Investment declarations**

Before you invest in any assets through your Reserve policy, we want to ensure that you are aware of the nature and possible risks associated with them. Would you therefore please make the following declarations:

a) We understand that we may choose the investments to which our Reserve policies are to be linked.

b) We acknowledge that it is our responsibility to ensure that the asset is suitable, considering our underlying investment objectives and attitude to risk.

c) We confirm that we understand certain assets may have restrictions on their ability to raise cash in the future, and that further details are included in the prospectus or terms and conditions for the respective underlying investment. We understand the risks associated with investing in these assets.

d) If we choose to invest into specialist funds aimed at professional investors, we acknowledge that it is our responsibility to obtain, read and understand the fund prospectus.

e) We acknowledge that Friends Provident International is not responsible for the investment performance or any loss suffered or reduction in the value of our Reserve policy, arising from my/our chosen investment. Friends Provident International does not have any responsibility for the investment management of the assets within our policy and Friends Provident International does not approve any asset as a suitable investment.

Declarations (continued)

Declarations – Reserve (continued)

f) We acknowledge that Friends Provident International reserves the right to reject any asset, for example, if certain administration criteria are not met.

g) We acknowledge the purchase of our investments may be delayed if Friends Provident International requires a signed declaration in respect of our chosen investments.

h) We acknowledge that the purchase of our investments are processed according to the terms and conditions of the relevant institution that cash is being invested with.

i) We acknowledge that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance policies.

2 General declarations

We, the current trustees of the trust created on the 7 day of September (month) 2012 (year)

Calpe Lite Retirement Benefit Scheme (name of the trust)

confirm the following to Friends Provident International:

a) That we have the necessary powers of investment to invest in policies of life assurance.

b) That the trustees detailed in Section 1 of this application form are the current trustees of the trust.

c) The principal beneficiary/member is;

Full name		Address	
Nationality		Date of birth	

d) That without prejudice to the generality of this clause, the trust company's required number of authorised signatories must sign all types of instructions (for example, instructions to change underlying investments, make cash withdrawals, totally surrendering the policy.

e) That we will advise Friends Provident International in writing immediately of any changes in the trustees.

3 Premium tax/Witholding tax

We acknowledge that in the event of any premium tax or withholding tax being levied in our country of residence, it will be our responsibility to increase the payment by an appropriate amount or to settle the liability directly with the relevant tax authorities.

4 Cancellation rights

If you are resident in the UK, or have signed this application form in the UK, you will be able to cancel your investment up to 30 days from the day you receive the cancellation notice. You will receive a refund of the premium less a deduction for shortfall to reflect any fall in the markets in the interim and, where applicable, less any initial fee which was facilitated by us to your financial adviser. A cancellation notice that provides you with more detail, including when the cancellation period begins or ends and how to exercise it will be issued by post to you when the policy documents are produced.

5 Data protection

We consent that any personal information collected or held by Friends Provident International (whether contained in this application or otherwise) is provided and may be held (whether stored electronically or otherwise), used or disclosed by Friends Provident International and transferred between its offices and other members of the Friends Life group of companies wherever they are situated. I understand that Friends Provident International and other members of the Friends Life group will:

a) use and transfer the information to professional advisers, IT service providers, financial advisers, mailing houses, agents, underwriters and reinsurers for the purposes of administration, underwriting, claims, research or statistical purposes. Such processing is subject to contractual restrictions and appropriate security steps to protect the information;

b) communicate with us, our financial adviser and investment adviser whether directly or indirectly for any purpose; and

c) transfer information to relevant regulatory bodies or authorities, for example the Insurance and Pensions Authority, the United Arab Emirates Insurance Authority, the US Internal Revenue Service and other tax authorities to enable them to carry out their regulatory and statutory functions;

d) supply the details or provide a copy of the information to any financial services company wherever they are situated to enable the purchase of assets requested to be linked to the policy; and

Declarations (continued)

Declarations – Reserve (continued)

e) disclose information to third parties in order to comply with anti-money laundering laws and for other purposes such as the prevention of crime or detection of fraud, enabling assets to be rightfully claimed or where required by law or regulation.

We understand and agree that we shall update Friends Provident International immediately on any changes of our personal information and any other information provided in relation to this policy.

By signing this form we consent to this use of our personal data. We understand that Friends Provident International would like to keep us informed about other products and services provided by companies within the Friends Life group and other carefully selected organisations.

I do not wish you to contact me by: Post ☐ Phone ☐ Email ☐

You may change your mind at any time by writing to the International Data Protection Officer, Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Otherwise we will assume that you are happy to be contacted in this way until instructed otherwise.

6 Financial adviser

We acknowledge that Friends Provident International and our financial adviser have entered into an agreement ('terms of business') which sets out the basis upon which Friends Provident International is prepared to accept applications submitted by the financial adviser on our behalf. This agreement categorically states that the financial adviser acts as my agent, and not the agent of Friends Provident International. We acknowledge that our financial adviser, or any other, has no authority to act as the agent of Friends Provident International or to state, suggest or imply that it has such authority.

7 Fees and commissions

We are aware that certain investments the financial adviser makes from time to time may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to our adviser. We understand that full details of any commissions paid in respect of certain investments held within the Reserve policy are available on request from our adviser.

We acknowledge that the above fees and commissions are in addition to Friends Provident International's Reserve policy charges and any annual fee taken on our Reserve policy by our independent financial adviser.

	First trustee	Second trustee
Signature(s) of applicant(s)		
Name (block capitals)		
Date		

This application was signed in _____ (country)

and that, to the best of our knowledge and belief, all the above statements are true. We agree that they, together with any other statements made to Friends Provident International, now or in the future, shall form the basis of the policy under the laws of the Isle of Man.

We have read and understood all the printed materials relevant to this policy and we have acquainted ourselves with the management charges made by Friends Provident International.

We understand that this application can only be accepted by employees of Friends Provident International situated at the Company's Head Office in the Isle of Man and that no other employees or third parties have the necessary authority to create a binding contract.

We are aware that tax evasion is a criminal offence. We are responsible for our own tax affairs and we hereby declare that we understand our personal tax obligations and responsibilities and we have complied with all legal requirements to make declarations to tax authorities and pay the tax that we owe. As appropriate and necessary we have taken, or will take, legal advice in relation to our tax affairs and in particular, our tax obligations as they apply to this application.

Financial adviser advice declaration

The advice provided by the financial adviser was received by the principal beneficiary/member in _____ (country)

Signed by financial adviser _____

The following declarations are for Zenith or Summit only. **For Reserve, please go to page 9.**

Important notes – Zenith or Summit

1 A specimen policy document and/or copy of this completed form are available on request.

2 You are advised to satisfy yourself/selves that, under any taxation, exchange control or financial legislation to which you may be subject, you are permitted to effect the policy.

3 You should seek guidance from your financial adviser as to the suitability of the policy to your own particular circumstances. Summit or Zenith should be regarded as a medium to long-term investment.

4 You are obliged to provide the information as required in this application – we will be unable to proceed with your application unless all relevant information is provided. Information which you provide in connection with this application and any subsequent policy will be held (whether stored electronically or otherwise), used or disclosed by Friends Provident International or any associated company that exists from time to time. You have the right to obtain access to and to request a correction of any personal information about you. Requests can be made to the Data Protection Officer at Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.

5 Each policy is governed by and shall be construed in accordance with the laws of the Isle of Man.

6 A politically exposed person is a person appointed by a foreign government or an international organisation to a high profile position, who has held that position within the last 2 years. It is also a family member or a close business associate of such a person. This includes: heads of state; Government ministers; senior government officials; senior judges or military officers; senior executives of publicly owned companies; important political representatives, such as an ambassador. This applies to the applicant, policyholder, life assured, premium payer, beneficiary and any other party connected to the application.

7 Underlying fund prospectuses are available from Friends Provident International on request.

8 **Specialist Fund Acknowledgement**

We offer products that provide access to a wide range of funds, known as mirror funds, that invest in all the major asset classes and geographic regions of the word. Some of these mirror funds invest into funds which are classed as specialist funds, aimed at professional or experienced investors. If you were investing into such a fund yourself, rather than through one of our mirror funds, you may have to declare that:

- You have read and understood the information supplied to you and understand the nature of any risks involved.
- You have discussed with your financial adviser whether such an asset is appropriate to your investment portfolio.
- You are eligible and able to invest into the fund and have the level of investment knowledge and experience required by the fund manager.
- You meet certain minimum financial requirements.

Ordinarily some of these funds could only be held by professional/experienced investors rather than retail investors. Also, information relating to such investments may not be available for distribution in certain jurisdictions. However, when the investment is made through your policy, Friends Provident International is treated as the professional or experienced investor and this enables policyholders that may not have been able to do so, to access these funds.

Please note that different jurisdictions may impose different criteria on the generally accepted definition of a professional/experienced investor. Full definitions, restrictions and investor requirements can be found in each fund's prospectus/terms and conditions, which is available from the fund manager or your independent financial adviser. Friends Provident International recommends that you obtain, read and fully understand a copy of the prospectus/terms and conditions for your chosen investment.

9 **Liquidity Information**

Some of our mirror funds may have restrictions on their ability to pay redemptions due to the type of underlying investment they hold. This could limit your ability to raise cash from the fund in the future.

Investing in funds should be considered a long-term investment. You in conjunction with your financial adviser, should consider the amount you invest via your policy if it is likely that you will need access to your capital quickly in the future.

Declarations – Zenith or Summit

Attention is drawn to the following declarations. If the application form requests information which has to be assessed by Friends Provident International before acceptance, you must disclose all facts which are material. Such facts are those which an insurer would regard as likely to influence the assessment and acceptance of a proposal. If you are in doubt as to the relevance of any particular information you should disclose it, as failure to do so could result in you being provided with the wrong terms, a request being rejected or reduced, or the policy being invalid.

1 **Fund Acknowledgement**

Before you invest in any assets through your policy, we want to ensure that you are aware of the nature and possible risks associated with them. Would you therefore please make the following declarations:

a) We understand that we may choose the investments to which our policies are to be linked.

b) We acknowledge that it is our responsibility to ensure that the asset is suitable, considering our underlying investment objectives and attitude to risk.

c) We confirm that we understand certain assets may have restrictions on their ability to raise cash in the future, and that further details are included in the prospectus or terms and conditions for the respective underlying fund. We understand the risks associated with investing in these funds and understand that we may be investing into funds not aimed at the general public and agree to investments in such funds.

Declarations (continued)

Declarations – Zenith or Summit (continued)

d) If we choose to invest into mirror funds which in turn invest into specialist funds aimed at professional investors, we acknowledge that it is our responsibility to obtain, read and understand the underlying fund's prospectus.

e) We acknowledge that Friends Provident International is not responsible for the investment performance or any loss suffered or reduction in the value of our policy, arising from our chosen investment. Friends Provident International does not have any responsibility for the investment management of the assets within our policy and Friends Provident International does not approve any asset as a suitable investment.

f) We acknowledge that the purchase of our investments may be delayed if Friends Provident International requires a signed declaration in respect of our chosen investments.

g) We acknowledge that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance contracts.

2 General declarations

We, the current trustees of the trust created on the 7 day of September (month) 2012 (year)

Calpe Lite Retirement Benefit Scheme (name of the trust)

confirm the following to Friends Provident International:

a) That we have the necessary powers of investment to invest in policies of life assurance.

b) That the trustees detailed in Section 1 of this application form are the current trustees of the trust.

c) The principal beneficiary/member is:

Full name		Address	
Nationality		Date of birth	

d) That without prejudice to the generality of this clause, the trust company's required number of authorised signatories must sign all types of instructions (for example, instructions to change underlying investments, make cash withdrawals, totally surrender the plan).

e) That we will advise Friends Provident International in writing immediately of any changes in the trustees.

Declarations (continued)

Declarations – Zenith or Summit (continued)

3 Premium tax/Witholding tax

We acknowledge that in the event of any premium tax or withholding tax being levied in our country of residence, it will be our responsibility to increase the payment by an appropriate amount or to settle the liability directly with the relevant tax authorities.

4 Cancellation rights

If you are resident in the UK, or have signed this application form in the UK, you will be able to cancel your investment up to 30 days from the day you receive the cancellation notice. You will receive a refund of the premium less a deduction for shortfall to reflect any fall in the markets in the interim and, where applicable, less any initial fee which was facilitated by us to your financial adviser. You will be told of this right in more detail, including when it begins or ends and how to exercise it, in documents that we will send you at the relevant time.

5 Data protection

We consent that any personal information collected or held by Friends Provident International (whether contained in this application or otherwise) is provided and may be held, used or disclosed by Friends Provident International and transferred between its offices and other members of the Friends Life group of companies wherever they are situated. We understand that Friends Provident International and other members of the Friends Life group will:

a) use and transfer the information to professional advisers, IT service providers, financial advisers, mailing houses, agents, underwriters and reinsurers for the purposes of administration, underwriting, claims, research or statistical purposes. Such processing is subject to contractual restrictions and appropriate security steps to protect the information;

b) communicate with us, our financial adviser and fund adviser whether directly or indirectly for any purpose;

c) transfer information to relevant regulatory bodies or authorities, for example the Insurance and Pensions Authority, the United Arab Emirates Insurance Authority, the US Internal Revenue Service and other tax authorities to enable them to carry out their regulatory and statutory functions;

d) supply the details or provide a copy of the information to any financial services company wherever they are situated to enable the purchase of assets requested to be linked to the policy; and

e) disclose information to third parties in order to comply with anti-money laundering laws and for other purposes such as the prevention of crime or detection of fraud, enabling assets to be rightfully claimed or where required by law or regulation.

We understand and agree that we shall update Friends Provident International immediately on any changes of our personal information and any other information provided in relation to this policy.

By signing this form we consent to this use of our personal data. We understand that Friends Provident International would like to keep us informed about other products and services provided by companies within the Friends Life group and other carefully selected organisations.

I do not wish you to contact me by: Post ☐ Phone ☐ Email ☐

You may change your mind at any time by writing to the International Data Protection Officer, Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Otherwise we will assume that you are happy to be contacted in this way until instructed otherwise.

Declarations (continued)

Declarations – Zenith or Summit (continued)

6 Financial adviser

We acknowledge that Friends Provident International and our financial adviser have entered into an agreement ('terms of business') which sets out the basis upon which Friends Provident International is prepared to accept applications submitted by the financial adviser on our behalf. This agreement categorically states that the financial adviser acts as my agent, and not the agent of Friends Provident International. We acknowledge that our financial adviser, or any other, has no authority to act as the agent of Friends Provident International or to state, suggest or imply that it has such authority.

	First trustee	Second trustee
Signature(s) of applicant(s)		
Name (block capitals)		
Date		

This application was signed in _____ (country)

and that, to the best of our knowledge and belief, all the above statements are true. We agree that they, together with any other statements made to Friends Provident International, now or in the future, shall form the basis of the policy under the laws of the Isle of Man.

We have read and understood all the printed materials relevant to this policy and we have acquainted ourselves with the management charges made by Friends Provident International.

We understand that this application can only be accepted by employees of Friends Provident International situated at the Company's Head Office in the Isle of Man and that no other employees or third parties have the necessary authority to create a binding contract.

We are aware that tax evasion is a criminal offence. We are responsible for our own tax affairs and we hereby declare that we understand our personal tax obligations and responsibilities and we have complied with all legal requirements to make declarations to tax authorities and pay the tax that we owe. As appropriate and necessary we have taken, or will take, legal advice in relation to our tax affairs and in particular, our tax obligations as they apply to this application.

Financial adviser advice declaration

The advice provided by the financial adviser was received by the principal beneficiary/member in _____ (country)

Signed by financial adviser

Only applicable to applications for Reserve.

Section 2: Appointment of investment adviser

Investment restrictions – Reserve

The following lists show the assets permitted within the collective investments and personalised assets versions of this policy. It is important that you understand which version you will be investing in and do not invest outside of these parameters.

a) Collective investments

This option allows you to invest in the following:

- UK authorised unit trusts
- UK authorised investment trusts (excluding warrants)
- open-ended investment companies
- an interest in an overseas collective investment scheme†, that is structured as one of the following:
  - an open-ended investment company
  - a unit trust
  - offshore reporting and non-reporting funds.
- hedge funds and exchange-traded funds are permitted provided they comply with one of the structures above
- cash, including bank and building society deposits.

† 'Collective Investment' as defined in Section 235 of the UK Financial Services and Markets Act 2000.

b) Personalised assets

The personalised assets option allows you to invest in the following:

- equities and fixed-interest securities quoted (including Sukuks) on most recognised stock exchanges
- unit trusts
- open-ended investment companies
- investment trusts
- offshore reporting and non-reporting funds
- government securities
- hedge funds, funds of hedge funds and exchange-traded funds
- structured notes and deposits
- cash, including bank and building society deposits.

We reserve the right to refuse certain assets, including:

- shares in the Friends Life group of companies
- commodities
- real property
- futures and options
- precious metals
- UK National Savings and investments products
- US and Canadian mutual funds
- Friends Provident International mirror funds.

This list is not exhaustive; we may refuse other assets which we believe are unsuitable.

Friends Provident International is the beneficial owner of all of the assets held within the policy, which are held in Friends Provident International's name.

Section 2: Appointment of investment adviser (continued)

Part A – Reserve

Reserve policy number (if obtained)

Name of investment adviser company ('the adviser')

Address of the adviser

Declaration

We declare that we wish to appoint the adviser to be the investment adviser of the underlying assets held within our Reserve policy, in accordance with the Investment restrictions specified on page 16. We request Friends Provident International to enter into any formal agreements required by the adviser to facilitate this appointment.

Authority granted

We grant the adviser authority to act in the following capacity (please read the three options carefully before indicating the authority you have granted to your investment adviser):

Please tick one box only.

Option 1: Advisory basis only, my signed consent required ☐

We declare that the adviser will discuss any proposed alterations to the composition of our Reserve policy with us, and Friends Provident International will only act upon investment instructions that we, as policyholder(s), have signed. **Friends Provident International will not action any instructions that have not been signed by us.**

Option 2: Advisory basis only, without signed consent ☐

We declare that the adviser will discuss any proposed alterations to the investment composition of the Reserve policy with us, and obtain our agreement before any changes are made. **Friends Provident International will not action any instructions that have not been signed by us.**

Option 3: Delegated investment management ☐

We declare that we have delegated investment decisions to the adviser, who has complete **discretionary** authority, without consulting us first, to make all investment decisions to buy or sell assets, hold cash or other investments, within the boundaries of the investment restrictions detailed on page 16. **We authorise Friends Provident International to act upon the investment instructions of the adviser as if the adviser was the policyholder.**

We agree that Friends Provident International shall not be responsible for any loss or liability to our Reserve policy, as a result of the actions, or failure to take action, on the adviser's part, or the part of any legal or natural person appointed by the adviser, which gives rise to any loss in value to the Reserve policy howsoever arising.

We promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the adviser and any legal or natural person appointed by the adviser, (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments held by the adviser). I authorise Friends Provident International to act upon this authority until I revoke this authority in writing.

Part B – Reserve

Remuneration (please tick one box)

We have agreed with the adviser that a fee will not be paid. ☐

We authorise Friends Provident International to make a quarterly withdrawal from the Reserve policy of GBP ☐ EUR ☐ USD ☐ Other ☐ Amount ☐ a quarter

or ☐ % per annum, paid at the quarterly valuation point.

We understand that an amount equivalent to this withdrawal shall be payable by Friends Provident International to the adviser on our behalf.

Section 2: Appointment of investment adviser (continued)

Part C – Reserve

Investment restrictions

I agree to the investment restrictions listed on page 16.

Part D – Reserve

Fees and commissions

We are aware that certain investments the adviser makes from time to time may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to our adviser. We understand that full details of any commissions paid in respect of certain investments held within the policy are available on request from our adviser.

We acknowledge that the above fees and commissions are in addition to Friends Provident International's policy charges and any investment adviser fee taken under Part B.

	First trustee	Second trustee
Signature(s) of trustee(s)		
Name (block capitals)		
Position		
Date		

Section 2: Appointment of investment adviser (continued)

Part E – Reserve

Important note

If you are licensed to provide financial advice in one of the following jurisdictions, please complete Part E below.

Australia, Canada, Gibraltar, Guernsey, IOM, Jersey, Mauritius, New Zealand, South Africa, Sweden, Taiwan, UK

If you are not licensed in a country or jurisdiction listed above, please complete Part G.

Declaration

On behalf of the 'Investment adviser' named in Section 2, Part A, I have read and understood the Investment options specified on page 16 and agree to act in accordance with them. The capacity in which I will act as investment adviser will be: (please indicate below by ticking the appropriate box).

Please tick one box only.

Advisory basis only, (the Trustees have selected Option 2 in Part A)	☐	I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Trustee(s). I understand that Friends Provident International can only act upon investment instructions that have been signed by the Trustee(s).
Advisory basis only, (the Trustees have selected Option 2 in Part A)	☐	I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Trustee(s). I understand that I must obtain the Trustee(s) agreement to any investment advice given and that I may be asked to provide such agreement to Friends Provident International, if requested.
Delegated Investment Management, (the Trustees have selected Option 3 in Part A)	☐	I confirm that I hold the appropriate authorisation enabling me to provide investment instructions to Friends Provident International and that I have the agreement of the Trustee(s) to issue investment instructions on their behalf.

Part F – Reserve

I confirm that I am licensed by a regulatory body located in one of the following jurisdictions:

Australia, Canada, Gibraltar, Guernsey, IOM, Jersey, Mauritius, New Zealand, South Africa, Sweden, Taiwan, UK

and I am required by my regulatory body to comply with legislation in accordance with (or equivalent to) the EU Money Laundering Directives.

I am regulated by _____ (name of regulatory body)

in _____ (country) My regulatory licence number is _____

I confirm that I will comply with all legal and regulatory requirements of the country where I am licensed to provide financial advice.
I confirm that I will notify you of any changes to my authorisation including any disciplinary action taken against me.

Signature of adviser

Date ☐☐ ☐☐ ☐☐☐☐

Name of adviser

For and on behalf of (name of firm)

Address of firm

Telephone number

Fax number

Email address

Section 2: Appointment of investment adviser (continued)

Part G – Reserve

Identification requirements – notes

These notes apply only if Part G is completed.

The principal requirement is to look behind the corporate entity to identify those who have ultimate control over the business and company's assets. Where the shareholder is a holding company, trust or nominee, then Friends Provident International is required to look behind this to the ultimate beneficial owner and verification of identity of the ultimate beneficial owner must be obtained, together with evidence demonstrating beneficial ownership.

Verification of the identity: this is deemed to comprise:

- Certified copy of the Certificate of Incorporation.
- A list of all Directors and certified ID & VOA for two, one of which must be an executive, (we will require full name, residential address and date of birth of each director).
- Evidence of the registered office address (if this is not the address on the application we require evidence that the address is being used and confirmation of why there is a difference).
- Confirmation that the company has not been, or is not in the process of being dissolved, struck off, wound up or terminated.
- A list of shareholders and certified ID and address verification for those holding 25% or more of the shares (we will require full name, residential address and date of birth for all shareholders).

I understand that its principal regulator requires Friends Provident International to complete an identification check on the investment adviser firm and I must provide identification requirements as in the above notes, if not previously provided, before this appointment of investment adviser form can be accepted.

I confirm that I will comply with all legal and regulatory requirements of the Isle of Man. I confirm that I will notify you of any changes to the brokerage including any disciplinary action taken against me or the company.

Signature of adviser	
Date	
Name of adviser	
For and on behalf of (name of firm)	
Address of firm	
Telephone number	
Fax number	
Email address	

Only applicable to applications for Reserve.

Section 3: Appointment of discretionary fund manager and custodian

Part A – Reserve

Reserve policy number

Name of discretionary fund manager ('the manager')

Address of the manager

Name of custodian ('the custodian')

Address of the custodian

1 We declare that we wish for the underlying assets held within our Reserve policy to be placed in a discretionary account, which will be managed on a on a discretionary basis by the manager. We further declare that we wish for the custodian, or any other legal or natural person appointed by the custodian, to hold safe custody of these assets.

2 We acknowledge that these investments are held in the name of Friends Provident International and therefore it is necessary for Friends Provident International to enter into a formal agreement ('the agreement') appointing the manager and custodian. We acknowledge that Friends Provident International may modify the agreement at its absolute discretion, for example where the agreement allows for the provision of certain investments, but which can not be held within our Reserve policy.

3 We acknowledge that Friends Provident International is only prepared to enter into the agreement as a result of our request to appoint the manager to manage and for the custodian to hold safe custody of the assets.

4 We agree that Friends Provident International shall not be responsible for any loss or liability to the Reserve policy, as a result of the actions, or failure to take action, on the manager's or custodian's part, or on the part of any legal or natural person appointed by the manager or custodian, which gives rise to any loss in value to the Reserve policy howsoever arising.

5 We promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the manager or custodian and any legal or natural person appointed by the manager or custodian, (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments). We agree that if Friends Provident International is obliged to pay any money to the manager or custodian, or any legal or natural person appointed by the manager or custodian, under the terms of the agreement, such money shall be deducted from our Reserve policy.

6 We acknowledge that Friends Provident International may terminate the appointment of the manager or custodian at any time as deemed necessary by giving written notice to us and the manager or custodian.

Part B – Reserve

We acknowledge that the manager will deduct a fee of GBP ☐ EUR ☐ USD ☐ Other ☐ Amount ☐ a quarter

or ☐ % a year

of the value of the discretionary account at the quarterly valuation point, plus VAT. We acknowledge that the provision of discretionary fund management services by UK and non-UK discretionary fund managers is subject to value added tax (VAT) at the applicable UK rate. We agree that if Friends Provident International is obliged to apply VAT for discretionary fund management services, such money shall be deducted from our Friends Provident International policy.

We also acknowledge that other fees, including but not limited to buying and selling, safe custody and delivery charges will be deducted from the discretionary account, in accordance with the manager's and custodian's rates for such charges in force from time to time.

Section 3: Appointment of discretionary fund manager and custodian (continued)

Part C – Reserve

We wish to request that Friends Provident International appoints the manager to manage the assets contained in the discretionary account in accordance with the following investment and risk criteria:

1 Investment strategy (for example, cautious, balanced, aggressive)

2 Risk criteria (for example, low, medium, high)

3 Investment restrictions

I agree to the investment restrictions listed on page 16.

	First trustee	Second trustee
Signature(s) of trustee(s)		
Name (block capitals)		
Date		

Further information

The information given in this document is based on the understanding of Friends Provident International of current laws and Isle of Man taxation practice, as at January 2015, which may change in the future. No liability can be accepted for any personal tax consequences of this policy or for the effect of future tax or legislative changes.

Investment involves risk. Past performance should not be viewed as a reliable guide of future performance. Fund prices may go up and down depending upon underlying investment performance, and the value of your investment cannot be guaranteed. Investments held within a fund may not be denominated in the currency of that fund and the value of those assets can go up and down simply because of movements in currency exchange rates. All fund performance is quoted net of annual charges.

All policyholders are protected by the Life Assurance (Compensation of Policyholders) Regulation 1991 of the Isle of Man, wherever their place of residence.

Investors should be aware that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance contracts.

Complaints we cannot settle can be referred to the Financial Services Ombudsman Scheme for the Isle of Man.

Some telephone communications with Friends Provident International are recorded.

Each policy is governed by and shall be construed in accordance with the law of the Isle of Man. However, this will not preclude the right to bring legal action in a Hong Kong court. If you effect a policy whilst resident in the United Arab Emirates, all disputes regarding your investment will be subject to the non-exclusive jurisdiction of the courts of the United Arab Emirates.

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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 821 212 | Fax: +44(0) 1624 824 405 | Website: www.fpinternational.com. Incorporated company limited by shares. Registered in the Isle of Man, number 11494. Authorised by the Isle of Man Insurance and Pensions Authority. Provider of life assurance and investment products. Authorised by the Office of the Commissioner of Insurance to conduct long-term insurance business in Hong Kong. Registered in the United Arab Emirates as an insurance company (Registration No. 76). Registered with the Ministry of Economy as a foreign company (Registration No. 2013): Registration date 19 April 2007. Authorised by the United Arab Emirates Insurance Authority to conduct life assurance and funds accumulation operations. Registered in Singapore No. F06835G. Licensed by the Monetary Authority of Singapore to conduct life insurance business in Singapore. Friends Provident International is a registered trade mark of the Friends Life group.

XIM/TA-PENSION 03.15 (45023)