REQUEST FOR MATURITY PROCEEDS

HANSARD INTERNATIONAL

In order to ensure the smooth & timely processing of the information contained within this form, please ensure that you are using the latest version. The latest version can be found here or on our document library hansard.com/document-library.

Please complete this form in block capitals and black ink and return it to: Hansard International Limited, 55 Athol Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles.

Prior to completing this form, please read the *Important Notes* section in full. We recommend that you discuss any changes to your contract with your independent financial advisor.

1. Personal information

First contract owner

Second contract owner

Contract number(s)

Residential address

2. Bank account information

For payment of your proceeds

If you intend to invest the payment from your contract with another provider, please confirm with whom

Bank name

Bank country

If this is not your residential country please provide an explanation

Account holders name

Sort code - -

Account number

SWIFT code -

IBAN number

If your bank requires inward payments to be routed through an intermediary bank, please complete the details below. If you are unsure, please contact your bank for clarification.

SWIFT code -

Bank name

Bank country

Reference

3. Guidance notes

Supporting documentation

Providing your proceeds are being transferred to your personal bank account, an electronic copy (uploaded, emailed or faxed) of this form is sufficient for us to initiate the payment of your matured contract.

In order that we may complete the maturity process and remit the funds to you, we should be in possession of valid identification, together with a document proving your current residential address. Please note these documents are required for each contract holder.

If you have provided this information within the last 2 years and the information is still valid, i.e. your identification document has not expired and you reside at the same address, then you need to take no further action.

If however the information we hold was provided more than 2 years ago, has expired, or you have recently moved address, then we will require new certified paperwork.

What we require

Your identification document can be your current Passport or current National Identity Card. If not available, suitably certified copies of two other formal documents such as a tax assessment, driving licence or similar document.

Your residential address document should display the residential address of each applicant. Such documents include a utility, rates or council tax bill, an entry in a local telephone directory, a bank or credit card statement, a mortgage statement, a tax assessment document, or proof of ownership or rental of the residential address. Please note this document should not be more than **six months** old.

Examples of individuals who are acceptable as a suitable certifier include:

- your independent financial advisor provided he/she has been appointed a suitable certifier by Hansard International Limited
- an authorised representative of an embassy or consulate of the country who issued the identification document
- a notary public, commissioner for oaths, lawyer or advocate, a registrar or other civil or public servant authorised to issue or certify copy documents
- an accountant who is a member of an institute, or other professional organisation.

The individual certifying your documents must state their name, position and the date on which the certification took place.

4. Important notes

1. Upon the maturity of your contract, your units are sold using prices and exchange rates prevailing on that date, or the next available date.
2. If your contract contains unit funds whose pricing has been suspended, the units within in the funds can therefore not be realised and will not be included in your maturity proceeds until such time that the unit funds become unsuspended.
3. The duration to prepare your payment, following maturity, is five working days.
4. Please note a bank transfer charge will apply upon the relaying of funds to your specified bank account.
5. We are not responsible for any delay incurred as a result of insufficient bank information being provided.
6. If we do not receive all appropriate information and documentation to allow payment of your proceeds with 3 months of the maturity date, we reserve the right to request a new instruction.

5. Personal Information

Any personal information that you have provided on this form will be processed for the intended purpose. We may also use this information for any other purpose specified in the Hansard International Privacy Policy (HO2410O) which is available to view on our website; hansard.com. If you have any questions about the usage of your personal information, please contact our Data Protection Officer by emailing data.protection@hansard.com, or Hansard directly, using the details at the end of this form.

6. Declaration

I HEREBY DECLARE that:

- I have read and understood the Supporting Documentation and Important Notes and request that Hansard International Limited action my instructions in accordance with the Contract Terms and Conditions.
- I have read and understood the Privacy Policy document (HO2410O).
- I am entitled to the proceeds of the contract, less any sums owed to Hansard International Limited, and that no receiving order has been made against me and that I am not an un-discharged bankrupt and that the contract has not been assigned or transferred, nor has any person any rights to the contract other than myself.
- I will indemnify and will keep Hansard International Limited indemnified against any claim made against it by a fund house or a third party (where the unit fund was linked to the contract) arising out of or in connection with the maturity proceeds.

First Contract Owner

Signature

Date D D M M Y Y Y Y

Please print full name

Country of residence

Email

Telephone number

Country code | Area code | Phone number

Second Contract Owner

Signature

Date D D M M Y Y Y Y

Please print full name

Country of residence

Email

Telephone number

Country code | Area code | Phone number

Hansard International Limited
55 Athol Street, Box 192, Douglas, Isle of Man IM99 1QL, British Isles
Telephone: +44 1624 688000 Website: hansard.com
Registered Number: 032648C
Regulated by the Isle of Man Financial Services Authority