

novia / Offshore Bond Withdrawal Instruction

Please complete this form to request a withdrawal from a Novia Offshore Bond. **Please note that income withdrawals from the Novia SIPP must be made using the Amend Income Drawdown form, and withdrawals from the GIA/ISA must be made using the GIA/ISA Withdrawal Form.** If you wish to make a withdrawal from more than one Product Wrapper please complete a form for each wrapper. Once completed, return this form and any additional enclosures to Novia Client Services, PO Box 4328. Bath, BA1 0LR. If you need any help completing this instruction, please speak to one of our Client Services Executives on 0345 680 8000. PLEASE COMPLETE THIS FORM IN CAPITALS USING BLACK INK.

1 Investor Details

Wrapper Number

Offshore Bond policy number

Investor name(s)

Please include here any notes regarding this withdrawal (please do not use a cover letter for key information)

2 Withdrawal Instruction

Payments will typically take up to 21 business days to reach your nominated bank account.

Please make this withdrawal by selecting **one** of the following options.

Withdrawing an equal amount across the sub-policies (It is the responsibility of the Adviser to ensure that the cash facility holds sufficient funds to enable payment).

Amount of withdrawal (min £100) £ or %

OR

Surrendering one or more sub policies (Please return the original policy document when surrendering. The withdrawal may take longer whilst sub policy calculations are completed as RL360 will need to confirm units to be sold by your adviser).

Please provide the number of sub-policies required for this withdrawal

Withdrawals in excess of 5% of the total premiums paid into an Offshore Bond in any policy year may give rise to a chargeable event and may result in a tax charge. Please consult your Adviser for guidance. This is based on our current understanding of applicable law and HM Revenue & Customs practice, which is subject to change.

Partial withdrawals: 2% of your total investment must be held in the Cash Facility for each product wrapper. Where your withdrawal leaves less than 2% in your Cash Facility this will trigger a sale of investments. Please see Terms & Conditions for further information.

3 Payment Details

Please make payment by: BACS CHAPS (£25 charge) (if left blank we will pay by BACS)

For CHAPS please indicate who will pay the £25 charge. Adviser Client (taken from Cash Facility)

Please ensure that payment option is completed to ensure that there are no delays in payment.

4 Bank Details

If you are asking us to pay a withdrawal into a bank account that we have not previously made payments to or received payments from, please provide us with a copy of your latest bank statement for this account.

Name of Bank/Building Society

Account Name

Branch Sort Code - -

Account Number

Please note: If you choose to pay the money to a bank account other than the one registered against your account, either a passport or driving licence will be required as proof of signature(s) for the account holder(s). We are only able to make payments to bank/building society accounts in your name.

5 Client Signature

Signature Date

Print name

Country of residence for tax purposes

National Insurance Number*

Are you a US Specified Person Yes No

Signature
(if applicable)

Date

Print name

Country of
residence
for tax purposes

National Insurance
Number*

Are you a US
Specified Person

Yes

No

Signature
(if applicable)

Date

Print name

Country of
residence
for tax purposes

National Insurance
Number*

Are you a US
Specified Person

Yes

No

Signature
(if applicable)

Date

Print name

Country of
residence
for tax purposes

National Insurance
Number*

Are you a US
Specified Person

Yes

No

If you are signing on behalf of a Company or a Corporate Trustee, please provide the company tax number(s) and country(ies) of tax residency or a FATCA GIIN.

Country of
residence
for tax purposes

Company tax/
GIIN number

*Where you do not have a National Insurance Number, please provide your Tax Identification Number or functional equivalent.

IMPORTANT NOTES

Withdrawals

Any withdrawals taken from your policy will be subject to the minimum withdrawal amounts as detailed in your policy literature. The withdrawal amount may need to be reduced if it will take your policy below the minimum allowable policy value.

Tax

UK residents may be subject to a tax charge if withdrawals are in excess of the 5% cumulative withdrawals available (of initial and any additional investments) in any given Policy year. The tax treatment of withdrawals paid from your Policy will depend upon your personal circumstances at that time. We recommend that you speak to your financial adviser or tax professional about your tax situation before taking action on your Policy.

General

Depending on the investment(s) to which the value of your policy is linked, some investment managers may have terms and conditions that prevent us from realising a cash value in a timely fashion, and this could delay your withdrawal payment.

Where applicable, please ensure that the authorised signatory list(s) that we hold for this policy are up-to-date before submitting withdrawal instructions. Where authorised signatories have changed and we are unable to match those on this form with our records, this will delay the withdrawal. We may also require further information for the purposes of Anti-Money Laundering.

US Specified Person means a US citizen or tax resident individual, who either holds a US Passport, a US Green Card, has a US residential/correspondence address or who was born in the US and has not yet renounced their US citizenship. More information on US FATCA can be found at www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA.

Privacy and cookie policies

Our full privacy and cookie policies can be viewed at www.rl360.com/privacy or can be obtained by requesting a copy from our Data Protection Officer.