



Veritas**life**



VERITAS LIFE

VERITAS LIFE INVESTMENT BOND

SURRENDER OR WITHDRAWAL FORM

Checklist

This is the key information we need to fulfil your request. Please tick each box to confirm you have supplied this information when completing the form:

- ☐ I have provided the policy number.
- ☐ Where my country of residence and country of beneficiary bank does not match I have given a clear explanation.
- ☐ I have provided certified verification of address and proof of identity (if applicable).
- ☐ I have provided my tax information and where applicable I have provided details of other countries I am resident in for tax in the Additional Information section (if applicable).
- ☐ I have selected the desired currency in which to be paid for the withdrawal.
- ☐ Where payment is being made to bank account I have not previously told you about, I have provided a copy of the bank statement.
- ☐ Where applicable, I have checked my cash account and I have sufficient cash available for the withdrawal. Where I do not have sufficient cash to pay the withdrawal I have completed the Sale of Assets section or I have completed a dealing instruction.
- ☐ I have ensured the form is not in an editable format when submitting and I have not pasted on any signatures.
- ☐ All policyholders have read and signed the declaration.
- ☐ I have either signed the form by hand in blue ink or by using an acceptable digital format which includes the audit report.

We can accept the following digital signatures:

- DocuSign
- AdobeSign

Please ensure the relevant audit report is included when sending the form in.

We take the security of your policy very seriously. Therefore, from time to time we may contact you by telephone to verify your identity. Without completing this short call, we may not be able to action your request.

- ☐ I understand a member of Veritas Life may contact me to verify my identity.

Introduction

Send documents via email to: clientservices@veritasguernsey.com

Artex Axcell (Guernsey) PCC Limited - Veritas Cell

P.O. Box 230
Heritage Hall
Le Marchand Street
St Peter Port
Guernsey
GY1 4JH

T: +44 (0) 208 0445 705

Details of Policyholders(s)

Policyholder 1

Policy Number:

Title: *(please tick)* ☐ Mr ☐ Mrs ☐ Miss
 Other *(in full)*

First name(s):

Last name(s):

Date of birth (dd/mm/yyyy):

Current residential address and postcode (in full)

Country:

Home tel. no.:

Mobile tel. no.:

Email address:

Trust Name or Corporate Name:

Policyholder 2

☐ Mr ☐ Mrs ☐ Miss
 Other *(in full)*

One Off Withdrawal Request

Requested withdrawal amount ☐ GBP ☐ USD ☐ EURO ☐ CHF

☐ Funds held in cash account

☐ If the requested withdrawal amount is not available then please proceed with withdrawing the maximum amount available

☐ Apply withdrawal proportionally across all segments *(default option)*

☐ Apply withdrawal by surrendering the following number of individual segments
No target funds can be selected. *(Insert amount of segments to be surrendered).*

Maximum Withdrawal Without Penalty Request

☐ The maximum withdrawal without triggering a surrender penalty.

Regular Withdrawal Request

Currency: ☐ GBP ☐ USD ☐ EURO ☐ CHF

Frequency / Amount: ☐ Monthly ☐ Quarterly
☐ Half-yearly ☐ Yearly

Date the regular withdrawal
is due to commence
(see important notes)

Would you like to cancel all existing regular withdrawals? ☐ Yes ☐ No

Please note that withdrawals/surrenders can only be paid in the original plan currency. Selecting a different currency will result in a currency conversion and you may receive less than the equivalent amount in your desired currency.

Details of Surrender

☐ Full surrender of policy ☐ Full surrender of individual policy segments

If you are surrendering policy segments, please tell us how many to surrender

Financial circumstances can change over the years, and we want to ensure that you understand all the options available to you, to give you the best opportunity to do what's right for you when looking to reach your long-term savings goals. Early encashment can incur high penalties. If you would like to discuss alternative options that may be available, please contact your Financial Adviser.

**Early Encashment Penalties may apply and a declaration to proceed will be required.*

Reason for Withdrawal/Surrender

Please provide the reason(s) for your request:

☐ Urgent money requirements☐ End of charging period☐ Moving to another provider☐ Medical emergency☐ Change of investment strategy☐ Other (please specify below)☐ House purchase☐ Poor investment returns☐ School fees☐ Tax reasonsPayment Instructions *(bank charges will be incurred by you)*☐ **As provided in a previous withdrawal instruction completed in the the last 12 months**☐ **New Bank Details - Proof of Account Attached**

Payment method:

☐ BACS (GBP account in the UK only)☐ Telegraphic Transfer (TT)

Bank name:

Bank address line 1:

Bank address line 2:

Bank address line 3:

City:

Post code:

Country:

Account holder's name:

Account currency *(if applicable)*:

☐ GBP☐ USD☐ EURO☐ CHF

Account number or IBAN:

Swift/BIC Code:

Bank Sort Code *(BACS payments only)*:

- -

Please confirm your connection to the country where your bank account is held if this differs to your residency:

Routing/Intermediary/Corresponding Bank Details *(if applicable)*

Routing bank name:

Routing bank account number:

Routing bank Swift code:

Branch Code:

(Hong Kong payments):

ABA number (US Payments):

If more than one currency, please photocopy this page and attach with this form and tick here ☐

Sale of Assets *(withdrawals only)*

Please list any holdings and the amount, currency or unit amount / percentage you wish to sell in order to fund your withdrawal, or provide a dealing instruction directly to our dealing team at dealing@veritasguernsey.com

Cash Amount	Unit Amount	Percentage (%)	ISIN/SEDOL/ Full Ticker for exchange traded assets	Investment Name	Settlement Currency

Additional Information

Important Notes

Surrender

An early encashment charge or surrender fee may apply. We recommend you obtain a surrender quotation and speak to your financial adviser before completing this form.

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 to remain in your cash account.

Required currency of withdrawal/surrender

All payments will be made in the currency you selected in the required currency of withdrawal/ surrender section.

Tax

We recommend that you speak to your financial adviser or tax professional about your tax situation before taking action on your policy.

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 a given policy year.

General

- Depending on the investment(s) to which the value of your policy is linked, some investment managers may have terms and conditions that prevents us from realising a cash value in a timely fashion and this could delay your payment.
- Where applicable, please ensure that the authorised signatory list(s) that we hold for this policy are up-to-date before submitting a payment request.
- Where authorised signatories have changed and we are unable to match those on this form with our records this will delay the payment.

We may also require further information from you for the purposes of Anti-Money laundering.

Completion of this form

Any incomplete instructions 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.

Please ensure you have either signed the form by hand in blue ink or by using an acceptable digital format which includes the audit report.

Declaration

I/We hereby confirm that I/We have read and agreed with the Important Notes and all notes specified in the relevant sections above. I/We warrant to Veritas Life that no proceedings in bankruptcy or insolvency have been instituted or are pending against me/us.

I/We request that Veritas Life makes a payment by withdrawal from the policy listed above in accordance with the Policy conditions. I/We acknowledge that a payment made by Veritas Life in accordance with the information contained in this form will discharge Veritas Life's liability in relation to that payment where it has relied on the veracity of the information contained therein.

I/We request that Veritas Life surrenders the policy listed above in accordance with the Policy conditions. I/We acknowledge that a payment made by Veritas Life in accordance with the information contained in this form will discharge Veritas Life's liability in full in relation to the policy.

☐ All policyholders have signed the declaration and read the Veritas Life privacy policy.

Policyholder/Trustee/Authorised Signatory 1

Policyholder/Trustee/Authorised Signatory 2

Signature:

Date signed (dd/mm/yyyy):

Full name:

Country of tax residence:

Are you a Specified US Person?

☐ Yes

☐ No

☐ Yes

☐ No

Policyholder/Trustee/Authorised Signatory 3

Policyholder/Trustee/Authorised Signatory 4

Signature:

Date signed (dd/mm/yyyy):

Full name:

Country of tax residence:

Are you a Specified US Person?

☐ Yes

☐ No

☐ Yes

☐ No

Declarations

I/We hereby declare that the information is correct, and that I/we am/are legally competent to give this instruction with the necessary assistance where legally required.

*Signature(s) of Policyholder(s) or
Signature(s) of signatories for Trust/Company*

Print Name of Policyholder(s) **or** Signatories of Trust/Company:

Date (dd/mm/yyyy):

*Signature(s) of Policyholder(s) or
Signature(s) of signatories for Trust/Company*

Print Name of Policyholder(s) **or** Signatories of Trust/Company:

Date (dd/mm/yyyy):

*Signature(s) of Policyholder(s) or
Signature(s) of signatories for Trust/Company*

Print Name of Policyholder(s) **or** Signatories of Trust/Company:

Date (dd/mm/yyyy):

Signature of Authorised Financial Adviser

Print Name of Authorised Financial Adviser:

Date (dd/mm/yyyy):

Terms and Conditions

- The Terms and Conditions stipulated in the relevant Veritas Life Investment Policy Terms and Conditions, together with the following Terms and Conditions, will apply.
- Minimum Withdrawal Amount - USD 500 / GBP 500 / EUR 500 applies.
- Veritas Life will only execute the surrender or withdrawal instruction on receipt of a duly completed surrender or withdrawal instruction form, signed by all Policyholders/authorised person(s).
- The bank details provided by the Policyholders in the Application will be used for the payment of surrenders or withdrawals.
- Veritas Life shall not be responsible or liable for any damages and/or losses sustained by the Policyholder as a result of Veritas Life not receiving an instruction or any delay due to the receipt of incomplete, ambiguous or incorrect instructions.
- For surrenders, all applicable fees and charges will be deducted from the Policy value.
- Withdrawals and surrenders will be processed in accordance with the Terms and Conditions contained in each fund's prospectus.
- A withdrawal or surrender may be deferred if the redemption payment is not received from a fund.
- Should any transaction be in progress (e.g switches, new business, repurchasing, cost recoveries, etc.) any surrender or withdrawal request will remain pending until the existing transaction in progress has completed. This may lead to a delay in processing the dependent on whether the assets chosen are daily, weekly or monthly priced.
- The administrator will charge a fee of USD 60 / GBP 40 / EUR 50 for each withdrawal request from the policyholder and will also incur external bank charges.