



Please complete this form in block capitals and black ink and return it to: Hansard International Limited, Harbour Court, Lord 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 holder

Second contract holder

Contract number(s)

Residential address

**2. Withdrawal information**

How much would you like to withdraw?  
(Note: If 'withdraw the maximum' withdrawal type is selected, only the currency field is required to be completed).

Currency    Figures

Words

**Withdrawal type**

- Spread proportionately across all of your active unit funds.
- Withdraw the maximum amount available, leaving a minimum accumulator unit value as specified in the product terms and conditions or currency equivalent. Please note this limit does not apply to Capital Builder, Aspire Single Contribution contracts or Income Builder contracts.
- Unit fund specific - If this option is selected, please specify each unit fund code and the desired amount in the table below.

Unit Fund Code	Unit Fund Name	Amount	Unit Fund Code	Unit Fund Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please ensure that the amount of the selected unit funds total the overall withdrawal amount specified.

### 3. 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

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

### 4. 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 withdrawal of your contract.

In order that we may complete the withdrawal 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 **three 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; or
- 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.

## 5. Important notes

1. Please examine carefully the level of charges applicable for withdrawal and note that any withdrawal value you received, prior to the submission of your withdrawal instruction, is for indication purposes only and therefore subject to variation.
2. Please note that where your contract holds a mixture of unit funds with different pricing dates, we will sell each unit fund as they are priced and transfer the units into a deposit unit fund until the last pricing date. We will normally create a payment by selling proportionately across all unit funds. You may select specific unit funds provided there is sufficient value in the unit funds. Please note, however, that the latest pricing date of any unit fund (for example a monthly unit fund where all others in the contract are daily) will therefore be the earliest date we can process your request.
3. If your contract contains unit funds whose pricing has been suspended, the units within the funds can therefore not be realised and should be discounted from your withdrawal calculations until such time as unit funds become unsuspending.
4. Please note that we are unable to remit the proceeds from multiple contracts via a single telegraphic transfer. Therefore, while this form can be used to instruct partial withdrawals from one or more of your Hansard contracts, the proceeds from each contract will be transferred to your account separately.
5. The duration to prepare your payment is five working days.
6. Please note a bank transfer charge will apply upon the relaying of funds to your specified bank account.
7. We are not responsible for any delay incurred as a result of insufficient bank information being provided.
8. If we do not receive all appropriate information and documentation to allow payment of your proceeds within 45 days from the date specified on this form, we reserve the right to request a new instruction.

## 6. Personal Information

Any personal information 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](https://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](mailto:data.protection@hansard.com), or Hansard directly, using the details at the end of this form.

## 7. 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 aware of the charges applicable upon withdrawal.
- I am entitled to the proceeds of the contract, less any sums owed to Hansard International Limited, and no receiving order has been made against me and 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 withdrawal proceeds.

### First Contract Holder

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please print full name	<input type="text"/>								
Country of residence	<input type="text"/>								
Email	<input type="text"/>								
Telephone number	Country code	Area code	Phone number						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

### Second Contract Holder

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please print full name	<input type="text"/>								
Country of residence	<input type="text"/>								
Email	<input type="text"/>								
Telephone number	Country code	Area code	Phone number						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

#### Hansard International Limited

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Registered Number: 032648C  
Regulated by the Isle of Man Financial Services Authority