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Novia Offshore Bond Withdrawal Instruction and Surrender Request

Please complete this form to request an ad hoc or regular withdrawal, segment(s) or full surrender from an Offshore Bond. If you wish to make a withdrawal from more than one Offshore Bond, please complete a form for each bond. You can sign this form digitally. Once completed, simply log in to Adviser Zone and send it to us via secure email. If you don't have access to our selected electronic signature providers, please sign the declaration on page two using a blue or black pen and scan the form before sending it to us by secure email. Alternatively, you can send the form by post to Wealthtime Client Services, PO Box 4328, Bath, BA1 0LR.

Before submitting: If this form has been completed electronically, please save and submit a non-editable (flattened) PDF version. RL360 cannot accept forms that remain editable and this may delay your withdrawal request.

Important: Where Docusign or another electronic signature is used, the associated Certificate of Completion/Audit Certificate must be provided with this form. Failure to provide the certificate may result in processing delays.

Investor Details

Wrapper number:
Enter the Wealthtime wrapper number only

Offshore Bond policy number: NV1000
Enter the RL360 policy number. Please do not enter the Wealthtime wrapper number in this field

*The RL360 policy number is different from the Wealthtime wrapper number. Incorrect policy numbers may delay processing.

Investor name(s):

Investor address:

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

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Ad hoc Withdrawal Instruction

Please complete either the Ad Hoc Withdrawal section OR the Regular Withdrawal section, not both.

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 segments (it is the responsibility of the Adviser to ensure that the Cash Facility holds sufficient funds to enable payment).

Amount of withdrawal (min £250*) £

or

☐ Surrender policy in full

☐ Surrendering one or more segments (the withdrawal may take longer whilst segment calculations are completed as RL360 will need to confirm the units to be sold by your Adviser).

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

*£250 is the minimum amount for every withdrawal.
Partial withdrawals: 1% of your total investment must be held in the Cash Facility for each product wrapper. Where your withdrawal leaves less than 1% in your Cash Facility this will trigger a sale of investments. Please see Terms and Conditions for further information.

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 HMRC practice, which is subject to change.

Payment Details

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

If CHAPS has been selected, select who will pay the £25 CHAPS fee ☐ Adviser ☐ Client (taken from Cash Facility)

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

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Regular Withdrawal Instruction

We may require additional documentation to verify your signature or bank account.

Amount* (please note that the minimum amount for every withdrawal is £250)

£ _____ _____ % calculated as a monetary amount at the time of processing this application.

☐ Monthly ☐ Quarterly ☐ Annually Start date** (mm/yyyy) ☐☐☐☐☐☐

* Regular withdrawals have the option for fixed amount OR % but not both.

** Please note that the start month cannot be more than 12 months from the date of application.

Do you wish to increase your regular withdrawals? (Please select one option only)

☐ No increase

☐ Increase by the Retail Prices Index (RPI)

Increase by a fixed _____ % (1%-5% pa)

Please note: Regular withdrawals will be made by Wealthtime on ninth business day of each month and will typically reach your account three business days later for bank accounts and up to ten days later for building society accounts.

Bank Details

If the payment is to a new bank account, a copy of a recent bank statement must be supplied with this form.
If you're 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.

Submission Checklist

Please ensure you have included:

☐ Correct Wealthtime wrapper number

☐ Correct RL360 policy number

☐ Non-editable PDF version of the completed form

☐ Docusign/electronic signature certificate (if applicable)

☐ Any required bank account verification documents

☐ Bank statement (if payment is to a new bank account)

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Declarations

- I request that the above numbered policy to be surrendered in accordance with the Terms and Conditions of the policy and that RL360 Insurance Company Limited (RL360) pay the surrender value in-line with the instructions provided on this form.
- I confirm that this payment will discharge RL360 from all liabilities and claims arising out of the policy or surrendered policy segments.
- I confirm that I am entitled to the proceeds of the above numbered policy and that no receiving order has been made against me. I am not bankrupt and the policy has not been assigned of transferred, nor does any other person have legal rights to the surrender proceeds under the policy (other than the details provided in any supporting documentation).
- If I sign this declaration by electronic signature, I confirm that this method of signature is my agreement to be bound as if signed by my manuscript signature.

Signature:

Date (dd/mm/yyyy):

Print name:

Country or Countries of residence for tax purposes:

National Insurance number or Tax identification number (TIN):

Are you a US Specified Person? ☐ Yes ☐ No

Signature:

Date (dd/mm/yyyy):

Print name:

Country or Countries of residence for tax purposes:

National Insurance Number or Tax Identification Number (TIN):

Are you a US Specified Person? ☐ Yes ☐ No

Signature:

Date (dd/mm/yyyy):

Print name:

Country or Countries of residence for tax purposes:

National Insurance number or Tax identification number (TIN):

Are you a US Specified Person? ☐ Yes ☐ No

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Signature:

Date (dd/mm/yyyy):

Print name:

Country or Countries of residence for tax purposes:

National Insurance number or Tax identification number (TIN):

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:

☐ I confirm this form has been saved as a non-editable PDF before submission

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.

Specified US Person

Specified US Person means a US citizen or tax resident individual who has a US residential/correspondence address or who either holds a US passport, a US green card 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.

If you choose Yes to being a Specified US Person, you will need to provide us with your US taxpayer identification number (TIN) or US social security number (SSN).

If you choose Yes, the bond must be surrendered and the investments need to be sold as quickly as possible so then the wrapper(s) can be closed off within two months of the alerted date.

If you choose No but you have a US residential/correspondence address, hold a US passport, a US green card or you were born in the US, you will need to provide us with documentary evidence that you are in the process or have renounced your US citizenship. RL360 can accept a certified copy of your DS-4083 form (also known as CLN – Certificate of Loss of Nationality) and/or a certified copy of your passport in which you are obtaining new citizenship.

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.

Wealthtime is a trading name of Novia Financial plc. Novia Financial plc is a private limited company registered in England and Wales. No. 06467886. Registered office: Royal Mead, Railway Place, Bath, BA1 1SR. Novia Financial plc is authorised and regulated by the Financial Conduct Authority. FCA Number 481600. The Novia Offshore Bond is issued by RL360 Insurance Company Limited ('RL360') (RL360 is authorised by the Isle of Man Financial Services Authority and registered in the Isle of Man. No. 053002C Registered office International House, Cooil Road, Douglas, Isle of Man IM2 2SP) and is marketed and administered by Novia Financial plc, trading as Wealthtime.