

Fund switching form

What this form is for

- To request that Utmost switch some or all of your existing investments into another fund(s) - please complete section 2.
- To request that Utmost put future contributions into a new fund(s) – please complete section 3.
- Please always complete sections 1 and 4 and complete one form per policy.

Important Information

- Currently no charge is applied for switching your fund, however we reserve the right to charge if the number of switches per calendar year exceeds 5.
- There is no charge for redirection of future contributions.
- Please send the original form by post. We will accept your request by **fax on 01892 510676** or by email to **cslife@utmost.co.uk** for life policies or **cspensions@utmost.co.uk** for pension policies, however if you fax or email the form, please ensure you post the original to us at **Utmost Life and Pensions Ltd, Utmost House, 6 Vale Avenue, Tunbridge Wells, Kent, TN1 1RG.**
- The switch will be effected on the first working day following receipt of your instruction, provided the instruction is received before 5pm on the previous working day. The old units will be sold at the bid price on that day and new units will be bought at the bid price on that day.
- We will send you confirmation of the switch and details of your new unit holding.
- If the fund you have chosen does not have a series with the same charges as your existing fund, we will use the fund with the nearest charges.
- If your policy is a Topaz Plan, it is only possible to invest future premiums and past investments in the same single fund
- If your policy is a Flexible Mortgage Plan, Flexible Endowment Plan, Sapphire Plan, Diamond Plan, Amethyst Plan, Ruby Plan or an Option Plan it is only possible to invest future premiums in a single fund.
- Tax Exempt funds are only available if you hold a Tax Exempt policy.
- If you have a policy invested in the any of the following funds you cannot switch funds or redirect future investments: Schroder UK Alpha Plus Fund (Institutional Z Class Income) Halifax UK Growth, Life Property 1st issue, Life Deposit Homefund, Life Property Distribution series 3F and 8F and Pension Property Distribution.
- If your funds are invested in a Unitised With Profits fund and you switch into another fund, you won't be able to switch back into the Unitised With Profits fund.
- If you switch out of a Unitised With Profits fund, there may be a market value reduction, please refer to your policy conditions.
- Not all funds are available to all policies. To check which funds are available to you please ask your financial adviser or contact us on **01892 510033 (Monday to Friday 9am to 5pm).**
- If you require any further information or clarification of the points above, please contact our **Customer Services department on 01892 510033.**

1. Your personal details

Policy number

Full name of first policyholder

Full name of second policyholder

2. Fund switch for existing investments

- Complete this section to switch fund(s) for the investments you already have.
- Complete the box below to tell us the fund(s) you want to switch to and indicate the percentage.
- The total investment should be 100%.

% of unit holding to
be switched

From
(name of existing fund)

To
(name of new fund)

3. New fund choice for future contributions (redirection)

- Complete this section if you want to change the fund your future regular contributions will be invested in.
- If you do not want to change the fund for future contributions, they will continue to be invested in the funds you have already chosen.
- The total investment should be 100%.

% of future
premiums to be
redirected

To
(name of new fund)

4. Declaration

- I understand that subject to the policy conditions the changes requested herein will be effective on the first working day following receipt of this form by Utmost, provided it is received before 5pm on the previous working day.
- I further understand that the value of units may go down as well as up and that past performance is not necessarily a guide to future performance.
- I confirm that I have received no advice regarding this fund switch/redirection from Utmost and I understand that the Utmost Life and Pensions Limited accepts no responsibility for advice given by a third party.
- I understand there is no guarantee the performance of my policy will be better as a result of the change of funds and that it may be worse.
- I confirm that I have read and accept the Important Information in this form.

This form must be signed by all policyholders or all representatives for the policyholder that hold power of attorney.

Signature of first or only policyholder

Full name of first or only policyholder

Date

Signature of second policyholder

Full name of second policyholder

Date

Signature of power of attorney

Full name of power of attorney

Date

Signature of power of attorney

Full name of power of attorney

Date

Calls may be recorded for training and monitoring purposes.

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