



ReAssure

WITHDRAWAL/CLOSURE FORM

For the following:

- Pension Trustee Bond (TI2, TI5 or TI6)
- Trustee Retirement Account (TRA)
- Trustee Executive Pension Plans (DP, EPP, EBP, EPS, EP1-6, ERA)

WITH THIS FORM THE SCHEME TRUSTEES CAN:

- sell all or part of a scheme member's investment to enable the proceeds to be applied separately under the scheme on behalf of the scheme member(s) concerned.

NOTE

- Please read the accompanying Questions and Answers document; it will help you as scheme trustees to complete this form and clarify whether any additional documents are needed (for example proof of address).
- Provided we have received everything we need at our Head Office before 10am, transactions will be based on the prices on the following working day.
- We normally pay proceeds within 5 working days of receiving your instruction (excluding the time it takes for the payment to reach your bank).
- Complete the details in each applicable section carefully; we cannot be held responsible for any consequences if they are incorrect. Errors or omissions by you or your financial adviser will not be corrected retrospectively.
- If, in our view, the instructions are not clear, we will be unable to proceed until we have contacted you for clarification and this could delay your withdrawal/closure.



Before you as scheme trustees complete this form, it is important that you understand the following:

- The plan/account may incur an **'early encashment charge'** – more information is in the accompanying 'Questions and Answers' document

Whatever the reason for selling the investment(s), **we strongly recommend that you consult with the member(s) financial adviser** before you do so.

4 PAYEE BANK DETAILS

Payment will only be made to the trustees of the pension scheme to which this investment relates. Please provide your current trustee bank account details below.

Bank/Building Society name and address ► *must be in the UK*

Postcode

Branch Sort Code

	-		-	
--	---	--	---	--

Bank/Building Society Account Number

--

Name of bank/building society account holder ► *the payee*

--

Building Society roll number ► *(if applicable)*

--

NOTE

- We will need to see proof of the bank account ownership*, if not already provided, or if the bank account is different from the one we have on our records.

- Tick as applicable I have previously provided proof of ownership of this bank account
 I enclose proof of ownership of this bank account

**The Questions and Answers document explains what we can accept as proof of ownership – see Q4. If we do not have the required proof, we will make payment by cheque instead.*

5 AUTHORITY AND SIGNATURE(S)

The declaration and personal data statement are made by each person authorising the withdrawal/closure.

We hereby:

- authorise and request ReAssure to carry out the instructions detailed on this form
- confirm that you have brought to our attention the importance of reading the accompanying 'Questions and Answers' before completing the form
- confirm that no notice of assignment or mortgage affecting any beneficial interest has been received by the trustees
- accept that the instructions in this form will be carried out under the Terms and Conditions of the plan/account.
- confirm that we have seen and read the privacy notice at www.reassure.co.uk/privacy-notice

All trustees **MUST SIGN THIS AUTHORITY overleaf in line with the requirements of the trust deed of your pension scheme.**

NOTE

- If the trustees signing this form differ from those we have on our records, we will need to see all trust documents showing the trustee changes before we can carry out the request. The documents can be the originals, or copies certified as true copies, for example by your financial adviser or a solicitor. Where the trustees are a corporate body we will need a copy of the authorised signatory list for the corporate trustees.

5 AUTHORITY AND SIGNATURE(S) *(continued)*

1. Signature

Date (dd/mm/yyyy)

 / / 2 0

Print full name

2. Signature

Date (dd/mm/yyyy)

 / / 2 0

Print full name

3. Signature

Date (dd/mm/yyyy)

 / / 2 0

Print full name

4. Signature

Date (dd/mm/yyyy)

 / / 2 0

Print full name

CHECKLIST

Before you send us this form, make sure you have:

- read the accompanying 'Questions and Answers'
- completed all applicable sections in the form
- signed the form in section 5
- included any additional documents required, as applicable (see Q4 in the accompanying Questions and Answers), for example:

- Proof of address if it is different from the address we have on our records or if it has changed within the last 12 months.
- Proof of bank account ownership.
- Trust documents.

Once completed, please send the form and any necessary documents to us at the address below – when we have carried out your instructions, we will send you details of the transactions including the value of the proceeds.

**ReAssure
Old Mutual House
Portland Terrace
Southampton
SO14 7AY**

Telephone: Customer Contact Centre 0808 171 2600

Email: ask@reassurelife.co.uk

www.reassure.co.uk

ReAssure Life Limited, Registered Office: Windsor House, Telford Centre, Telford, Shropshire, TF3 4NB.

Registered in England No. 1363932.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Firm reference number 110462.

RE0097/220-0097/March 2020



ReAssure

WITHDRAWAL/CLOSURE FORM

For the Pension Trustee Bond (TI2, TI5 or TI6), Trustee Retirement Account (TRA) and Trustee Executive Pension Plans (DP, EPP, EBP, EPS, EP1-6, ERA)

QUESTIONS AND ANSWERS

These are for you to keep; please read them before completing and sending your instruction to us.

1. Are there any tax implications of making a withdrawal?



– Payment from us will be free of UK tax and will be made to the trustee bank account of the scheme to which the investment relates.

2. Are there any early encashment charges?

For Trustee Executive Pension Plans only – Some pensions are subject to an early encashment charge and you may not get the full value of the pension. Where this applies to the plan/account, if the scheme member is aged 55 or over the early encashment charge will be capped at a maximum of 1% of the plan/account value. If you require more information, please contact us using the details shown in in Q9.

3. How long does it take to receive the money?

We normally release the money within five working days of receiving an acceptable instruction (excluding the time it takes for the payment to reach the bank). Payments will be made to a UK bank account using BACS (Bankers' Automated Clearing System), whereby the money reaches the bank account three to five working days after it leaves us.

We will send a cheque if we are unable to send payment to the bank for any reason.

4. Do you require anything in addition to this form?

- **Proof of address** - If the address is different from the one we have on our records or if it has changed within the last 12 months, we will need to see proof of the address dated within the last six months – copy documents must be certified*.
 - **Proof of the bank account ownership** - The proof can be an original voided cheque or an original of your bank account statement dated within the last six months. If you have online bank account statements, a certified* printed copy will suffice.
 - **Trust documents** - If the trustees signing the form differ from those we have on our records, we will need to see all trust documents showing the trustee changes or where the trustees are a corporate body the current authorised signatory list, before we can carry out the request. Copy documents must be certified*.
- * Copies of documents must be certified on each page in ink by a professional person such as your financial adviser, solicitor, accountant, GP or bank manager (including the bank's stamp).

5. What happens if there's a problem with my request?

If, in our view, your instruction is not clear, we will be unable to proceed and we will typically contact you or your financial adviser. This could delay your request.

6. Are there any limits when withdrawing from the plan/account?

Yes, see below:

	Minimum withdrawal payment:	Minimum required to keep an plan/account open after a withdrawal:
Pension Trustee Bond	£1,000	£1,000
Trustee Retirement Account	£5,000	£10,000
Trustee Executive Pension Plans	full encashment value	N/A

7. Who will the proceeds be paid to?

The proceeds will be paid to the trustees into a UK bank account held in their capacity as trustees.

8. Who has to sign the form?

All trustees must sign, in line with requirements set out in the scheme trust deed. Alternatively where the trustees are a corporate body signatories must be persons authorised to sign on behalf of that body.

9. What if I have more questions?

The financial adviser for the plan/account should be your first point of contact. However, if you would like to speak to us, please call our Customer Contact Centre on Freephone 0808 171 2600 or send us an email to ask@reassurelife.co.uk

GLOSSARY/DEFINITION OF TERMS

Some of the terms we use in the withdrawal/closure form are explained below:

BACS	Bankers' Automated Clearing System. This is the method we ordinarily use to make direct, electronic payments to banks.
Early encashment charge	A charge imposed for selling investments. Details will be in the Key Features Document and Product Guide.
EEA	European Economic Area.
Trustees	Those who are holding property in trust on behalf of someone else.

www.reassure.co.uk

ReAssure Life Limited, Registered Office: Windsor House, Telford Centre, Telford, Shropshire, TF3 4NB.

Registered in England No. 1363932.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Firm reference number 110462.

RE0097/220-0097/March 2020