

Switch Instruction Form

Please complete this form using BLOCK CAPITALS. We may return forms that have been incorrectly completed.

STEP 1	BOND DETAILS
Contract Type (tick one box only)	<input type="checkbox"/> Complete Investment Portfolio <input style="margin-left: 100px;" type="checkbox"/> Portfolio Bond
PLAN NUMBER	<input style="width: 250px; height: 20px;" type="text"/>

STEP 2	OWNERS OF THE BOND - PERSONAL INVESTORS ONLY
<p>Owner 1</p> <p>Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input style="width: 40px;" type="text"/> Other (in full)</p> <p>Surname <input style="width: 150px;" type="text"/></p> <p>Forename(s) (in full) <input style="width: 150px;" type="text"/></p> <p>Address (for correspondence)</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p>	<p>Owner 2 (if any)</p> <p>Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input style="width: 40px;" type="text"/> Other (in full)</p> <p>Surname <input style="width: 150px;" type="text"/></p> <p>Forename(s) (in full) <input style="width: 150px;" type="text"/></p> <p>Address (for correspondence)</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p>
<p>Owner 3 (if any)</p> <p>Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input style="width: 40px;" type="text"/> Other (in full)</p> <p>Surname <input style="width: 150px;" type="text"/></p> <p>Forename(s) (in full) <input style="width: 150px;" type="text"/></p> <p>Address (for correspondence)</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p>	<p>Owner 4 (if any)</p> <p>Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input style="width: 40px;" type="text"/> Other (in full)</p> <p>Surname <input style="width: 150px;" type="text"/></p> <p>Forename(s) (in full) <input style="width: 150px;" type="text"/></p> <p>Address (for correspondence)</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p>
<p>If there is an additional owner of the bond, please copy Step 2, complete the corresponding details for the additional owner and attach the completed page to this Switch Instruction Form.</p>	

STEP 3	OWNERS OF THE BOND - TRUSTEE / CORPORATE INVESTORS
Name of Trust/Corporate Body	<input style="width: 550px; height: 20px;" type="text"/>
Address (for correspondence)	<input style="width: 550px; height: 20px;" type="text"/> <input style="width: 550px; height: 20px;" type="text"/> <input style="width: 550px; height: 20px;" type="text"/>
<p>Please complete the details below for all of the Trustees / Authorised Signatories who are authorised to give instructions relating to this bond.</p>	
Name of Trustee/ Authorised Signatory 1	<input style="width: 550px; height: 20px;" type="text"/>
Name of Trustee/ Authorised Signatory 2 (if any)	<input style="width: 550px; height: 20px;" type="text"/>
Name of Trustee/ Authorised Signatory 3 (if any)	<input style="width: 550px; height: 20px;" type="text"/>
Name of Trustee/ Authorised Signatory 4 (if any)	<input style="width: 550px; height: 20px;" type="text"/>
<p>If there is an additional trustee / authorised signatory of the bond, please copy Step 3, complete the corresponding details for the additional trustee / authorised signatory and attach the completed page to this Switch Instruction Form.</p>	



STEP 4

SWITCH DETAILS

I confirm that the investment should be switched as follows:

FROM the following External Holdings e.g. Funds/Stocks/Shares

Name of Existing External Holdings (include details of where Stock / Share is listed if appropriate, e.g. London)

Amount

OR

% of the holding/fund value to be switched

			%
			%
			%
			%
			%
			%

AND/OR

FROM the following Internal SMI Funds (for Safety Plus Funds include level of capital protection)

Name of Existing SMI Funds

Amount

OR

% of the fund value to be switched*

			%
			%
			%
			%
			%
			%

* Whole percentages only

INTO the following External Holdings e.g. Funds/Stocks/Shares

Name of External Holdings (include details of where Stock / Share is listed if appropriate, e.g. London)

Amount

OR

% of the total switch value*

			%
			%
			%
			%
			%
			%

STEP 4**SWITCH DETAILS (Continued)**

AND/OR

INTO the following Internal SMI Funds (for Safety Plus Funds include level of capital protection required)

Name of SMI Funds	Amount	OR	% of the total switch value*
<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"/> %

* Whole percentages only

Total 100%

Notes:

- Switch instructions will normally be carried out on the date as specified in Steps 5 or 6 using the prices available on that date. However, there may be circumstances in which the switch may be delayed - please see the Standard Provisions for more details.
- The minimum overall amount that can be switched is £5,000/€7,500/US\$7,500.
- Unless 100% is switched out of a fund, the minimum overall amount that can be left in that fund is £1,000/€1,500/US\$1,500.
- We will normally allow 12 free switches between SMI funds per year. However, we may apply a charge if we consider the number of switches in any period to be excessive.
- If you switch out of the With Profits Fund (applies to the Complete Investment Portfolio only) we will adjust the value to take account of any Market Value Reduction or Terminal Bonus that may apply. However, we may not allow switches out of the With Profits Fund unless units have been held for at least 5 years.
- If the total value of the holdings to be switched out is not the same as the total value of the holdings to be allocated any balance amount will be taken from or put into the Cash Account (does not apply to the SMI Portfolio version of the Complete Investment Portfolio).
- If the bond consists of more than one policy, the alterations will be made to all policies.

STEP 5**DATE OF SWITCH (not involving SMI Safety Plus Funds)**

The switch instruction is to take place on:

The next working day following receipt of the request

OR

A later date (please specify) / / **STEP 6****DATE OF SWITCH (involving SMI Safety Plus Funds)**

Switches into or out of SMI's Safety Plus Funds can only be made on a Quarterly Dealing Date. These are on the 4th Wednesday of January, April, July and October. To guarantee that the switch will take place on the next Quarterly Dealing Date, this Switch Instruction Form should be received by SMI at least 8 working days earlier.

The switch instruction is to take place on:

The earliest possible Quarterly Dealing Date

OR

A later Quarterly Dealing Date next January next April next July next October

STEP 7**REGULAR WITHDRAWAL OPTION (involving SMI Safety Plus Funds)**

If you currently take monthly withdrawals and you are now investing in the SMI Safety Plus Funds, these withdrawals can now only be taken at the Quarterly Dealing Dates i.e. each quarter, half yearly or yearly.

Please select when you now require your regular withdrawal to be paid:

Quarterly

Half Yearly

Yearly

STEP 8**DECLARATION**

- I declare that I have the authority to give instructions in respect of the above numbered bond.
- I instruct Scottish Mutual International to carry out the switch in accordance with the details above.

Signature of Owner / Trustee / Authorised Signatory 1

Date

 / /

Signature of Owner / Trustee / Authorised Signatory 2 (if any)

Date

 / /

Signature of Owner / Trustee / Authorised Signatory 3 (if any)

Date

 / /

Signature of Owner / Trustee / Authorised Signatory 4 (if any)

Date

 / /

If there are additional owners / trustees / authorised signatories of the bond, please copy this page, complete the corresponding details for each additional owner / trustee / authorised signatory and attach the completed page to this Switch Instruction Form.

Scottish Mutual International is an authorised person under the UK Financial Services and Markets Act 2000.

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