

Portfolio Bond Dealing Instruction

This form can be used with the following products: Reserve, Reserve +, Reserve Capital Redemption, Global Portfolio, International Portfolio Bond and Managed Portfolio Account
Please complete using BLOCK CAPITALS or by typing into the field areas.

Contact Name:	Telephone Number:
Company Name:	Fax Number:
Email Address:	Date of Instruction:
Policyholder Name:	Policy Number:

Order size				Asset details		
	Buy, Sell or Switch	Currency Cash Amount (see below for buy orders)	Number of Units	SEDOL, ISIN or Friends Provident International Limited Mirror Fund Code	Fund/Stock Name (Where applicable please confirm which share class you wish to purchase and your choice of Income/Accumulation units – we will default to Income Asset unless informed otherwise.)	Fund/Stock Currency
1						
2						
3						
4						
5						
6						
7						
8						

Please instruct currency conversions here	
Additional Instructions:	

If an investment is being made into a cash deposit, the policy owner(s) will be required to sign the cash deposit declaration at the end of this document.

I, the policyholder, confirm that I have the opportunity to read the offering documents for the fund to which the dealing instruction in this Dealing Form relates, where I wish to do so, and as such have information about and accept the levels of risks associated with this type of investment. I further confirm that I meet the minimum criteria of a class of investor in a fund of this nature.

I, the duly appointed agent of the policyholder, confirm that the policyholder has the opportunity to read the offering documents for the fund to which the dealing instruction in this Dealing Form relates, where the policyholder wishes to do so, and as such the policyholder has information about and accepts the levels of risks associated with this type of investment. I further confirm that the policyholder meets the minimum criteria of a class of investor in a fund of this nature.

The policyholder(s) or the appointed Investment Adviser understand that they are instructing FPI to act on an execution only basis.

When investing specific cash amounts: Please ensure that the portfolio contains sufficient cash in the same currency as you have instructed to invest. Failure to do so may incur overdraft charges. If there is sufficient money but in a different currency, please instruct a currency conversion in the space provided. If uncertain, please contact the Dealing Department.

Client(s) signature OR Investment Adviser signature.....

Guidance Notes – Completing a Dealing Instruction Form

For use with Portfolio Bond products

Section 1 – Policy and Contact Details

- Please complete these details fully to avoid unnecessary delays in the event of our Dealing Department needing to contact you regarding the instructions.

Section 2 – Investment Instructions

Same Day Dealing Option:

When instructing sales to fund purchases, you have the option to either have the purchases processed on the same day as the sales, or to defer them until the settlement of the sale(s) is complete. Please note that your policy will incur interest where your cash account is overdrawn. The same-day processing option is applicable only when the asset(s) being sold have a settlement cycle of five business days or less. If neither option is selected the default will be same day.

Buy/Sell/Switch:

Enter Buy, Sell or Switch.

Currency/Cash Amount:

Enter the currency and the amount of cash to be traded. If you intend to instruct a number of units/shares, leave this section blank.

Number of Units:

Please instruct the number of units/shares to transact. If you have instructed a cash amount, please leave this section blank.

SEDOL/ISIN (essential):

Many funds have different classes and currency denominations, which all have different ISIN and SEDOL codes. To avoid ambiguity it is essential that this code is included. The omission of an ISIN or SEDOL code may result in delay.

Fund/Stock Name:

This field should include the full name of the fund together with the desired fund class.

Fund/Stock Currency:

This should be completed with the denomination of the asset involved.

Currency conversions:

Please note that any currency conversions to be actioned must be outlined here. We are unable to convert without an instruction to do so. (Please see general notes opposite for clarification.)

General Notes

- If you do not receive an automated acknowledgment from us your instruction is deemed not to have been received and has not been processed. Please call +44 1624 821026 during IOM office hours if you do not receive the automated response.
- Please note that we cannot be held responsible for any instructions that are not received. All instructions should be correctly addressed as set out above.
- The minimum investment for Reserve/Reserve + is **GBP 5,000** (or currency equivalent). The minimum investment for Global Portfolio is **USD 7,500** (or currency equivalent). Fund managers retain the right to specify higher minimums for certain funds.
- We will accept instructions via fax. There is no requirement for you to post the original copy to us.

- Emailed instructions are not accepted; signed instructions sent as an attachment to an email are.
- All instructions must be signed by a party with the relevant authority.
- If you are unable to obtain a SEDOL or ISIN number, please state the full name of the fund together with the desired fund class and currency denomination, and where the fund is based (UK or Offshore).
- If the currency you instruct to invest differs from the currency of the fund being invested into, we will perform a currency conversion to facilitate the investment; however,
- If, for example, you wish to invest US Dollars into a US Dollar fund, and the portfolio only contains available cash in Euros, we will not assume to convert sufficient Euros to US Dollars. We must be instructed to do so by you or your financial adviser.
- Sale proceeds will be received in the denomination of the asset traded unless specifically instructed otherwise in the Additional Instructions' section.
- If you instruct to sell a specific number of units from a fund, the proceeds will be credited to the portfolio in the same currency as the fund unless advised otherwise.
- If a choice of Income or Accumulation is offered by the fund, we will opt for Income units unless advised otherwise.
- For Income units we will only accept the cash option rather than reinvested dividends.
- All investments made by Hong Kong investors (through top-up or switching) under the Reserve, Managed Portfolio Account and International Portfolio Bond must be invested into SFC-authorized funds only.
- For any investment into a non retail asset*, Friends Provident International will require the underlying client to positively confirm that they meet the regulatory and jurisdictional entry requirements for investment into that asset. In the event that additional signed declarations are required, these will be provided by us. Where the underlying client is unable to confirm that they meet the regulatory and jurisdictional entry requirements, investment will not be permitted.
- If you link your policy to a cash deposit account your investment may not be covered by any depositors compensation scheme, should the deposit account provider become insolvent. This is because you are not the owner of the account(s) linked to your policy, we are. Any amount (if any) which we recover under any depositors compensation scheme could be substantially less than the amount you might have been able to recover had you owned the cash deposit account(s) yourself. Where any cash deposits are chosen, we will require the policy owner to provide us with a declaration in addition to this form to confirm they understand the risks involved.

*** Non Retail assets means an asset that is targeted at investors who possess the specialist knowledge and experience that allows them to understand how complex assets operate and who have the net worth to stand the risk to capital consistent with investing in such assets.**

For Reserve + : An Arabic version of this document will be made available upon request.

Fixed term deposit - client investment declaration

Policy Number:

Client Name(s):

Deposit Institution:

Deposit Term:

Investment Amount:

Before you invest in the above fixed term deposit through your Friends Provident International Limited ('FPIL') policy, we want to ensure that you are aware of the nature of the asset and the possible risks associated with this type of investment. Please initial below to confirm you understand and acknowledge each declaration. All declarations must be initialed otherwise we will not place your deal.

- I acknowledge that it is my responsibility to ensure that my selected fixed term deposit is suitable, considering my underlying investment objectives, liquidity needs and attitude to risk.
- I have read the fixed term deposit's offering documents and understand the nature of the investment, and accept the level of risk associated with this type of investment.
- I have discussed with my financial adviser whether such an investment is appropriate for my investment portfolio, liquidity needs and my attitude to risk.
- I understand that the invested amount and interest will be, in all events, inaccessible until the fixed term deposit reaches the maturity date.
- I acknowledge that my investments are processed according to the terms and conditions of the relevant institution that monies are being invested with. I am aware that FPIL will be regarded by the institution as the investor.
- I am aware that my fixed term deposit may not be covered under any depositor compensation scheme should the deposit account provider become insolvent. I understand that this is because Friends Provident International holds this account on my behalf. Therefore, the amount, if any, which may be recoverable under any applicable scheme could be substantially less than the amount I might have been able to recover had I owned the deposit account directly.
- I understand that an investment into a fixed term deposit will restrict FPIL's ability to realise the cash value from the deposit at any time, which may affect FPIL's ability to pay a surrender, partial surrender or death claim in a timely manner, thus leading to a delay in the cash settlement of the claim.
- I understand that FPIL is unable to transfer ownership of the fixed term deposit to me in discharge of their liabilities under the contract. Proceeds will only be made available upon maturity of the fixed term deposit.
- I agree that FPIL is not responsible for any liability, loss or consequential loss to my contract, arising from my selected fixed term deposit. FPIL does not make any endorsements in relation to the details or materials connected with the fixed term deposit that I have selected to invest into.

I hereby understand and accept the aforementioned declarations by signing the below.

Signed

Date (dd/mm/yyyy)

When completed, please fax to the Dealing Department, or email them a signed copy.
For assistance, please phone the Dealing Department. Contact details below:

Fax +44 1624 721899
Email dealing@fpiom.com
Telephone +44 1624 821026

**Our Dealing Department will confirm receipt of each instruction by automated email.
If you do not receive an automated acknowledgment from us, your instruction is
deemed not to have been received and has not been processed.**

Data Privacy

We take the responsibility of handling your personal data very seriously and we will only ask you for details required to process your requests to us. Please be aware of our privacy policy – please visit www.fpinternational.com/legal/privacy-and-cookies to view the full policy, or this can be provided on request.

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