

International Bond

from Standard Life International

Instruction to switch investments



IBMLS47si

Who this form is for

This form is for the bond owner(s) of an International Bond from Standard Life International who wishes to switch one or more of the investments in which that bond is invested.

Investment switches online and by phone

You can switch investments online or by phone. This is a quick and easy way to give us your new investment instructions.

To switch online

Your financial adviser can log into 'client view' on www.adviserzone.com to make investment switches for you.

To switch by phone

You or your financial adviser can call us on **0845 300 4273** (call charges may vary) and we can accept your instructions over the phone.

If you want your financial adviser to give investment instructions for you, online or by phone, they must have authority to do this. If they don't already have this authority then you must complete our form 'Authorising your financial adviser to give investment instructions on your behalf' (IB36).

Filling in this form

By filling in this form you will be asking to change how your bond is invested. For more information about any aspect of the completion of this form, please refer to Part 4 – Important Information, or telephone our Client Services team on **0845 300 4273** between 9:00am to 5:00pm from Monday to Friday. Call charges may vary.

Remember that your financial adviser is acting on your behalf, not only by giving advice, but also regarding how the form is filled in.

When you have completed the form send it to your financial adviser or to:

Standard Life International
90 St Stephen's Green
Dublin 2
Ireland

Fax: 00353 1 475 4025

Part 1 – Bond owner details

- If the bond is owned by an individual or individuals, please complete Part 1a.
- If the bond is owned by a company, please complete Part 1b instead.

Part 1a – Bond owner details – individual owner(s)

Bond owner 1 (PLEASE USE BLOCK LETTERS)

Sex Male Female

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev)

Surname

First names (in full)

Date of birth D/M/Y

Bond owner 2 (PLEASE USE BLOCK LETTERS)

Sex Male Female

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev)

Surname

First names (in full)

Date of birth D/M/Y

If there are any further bond owners, please provide their details on a separate sheet. If the bond has been set up under trust, the trustees must complete this part.

Part 1a – Bond owner details – individual owner(s) (continued)

I/we, the bond owner(s), instruct you to make the changes set out in this form.
Signature(s): (if there is more than one bond owner, all signatures are required)

| | |
|--------------|------|
| Bond owner 1 | Date |
|--------------|------|

| | |
|--------------|------|
| Bond owner 2 | Date |
|--------------|------|

Assignee(s) signature(s) (and Company stamp): (see Note 2 in Part 4 – Important Information)

If the bond has been assigned, the signature(s) of the assignee(s) are required.

Part 1b – Bond owner details – company owner

Company details:

Company name

Company registration no.

Contact name

Contact job title

Telephone no.

Fax no.

Email address

We, the bond owners, instruct you to make the changes set out in this form.
Signature(s): (Note that this form must be signed by all of the authorised signatories for this bond)

Bond Owner 1

Signature

Name

Job title

Bond Owner 2

Signature

Name

Job title

Bond Owner 3

Signature

Name

Job title

Bond Owner 4

Signature

Name

Job title

If there are more than four company signatories, please add their details and signatures on company headed paper and enclose it with this application.

If you wish to change the investment instructions for more than one bond, you will need to fill in a separate form for each bond.

Part 2 – Bond number

Please provide the bond number for which you wish to switch investments:

Bond number:

Part 3 – Switching your investments

Fund switches work by ‘selling’ selected existing investments and then using the proceeds from that sale to ‘buy’ alternative investments. Before you invest in a fund, you should view the up-to-date version of our fund factsheet which contains more information on the fund and can be found on our website at www.slinternational.ie. We also recommend that you take financial advice before selecting any fund.

Please state the investment(s) you wish to sell along with the percentage (ie if you wish to sell all of the money you have invested in one fund or investment, please write 100% in the ‘% to be sold’ column for that investment).

Investments to be sold:

| Investment name (in full) | Fund Code/ Citicode (if applicable) | % to be sold |
|---------------------------|---|--------------|
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Please now state the investments that you wish to ‘buy’ with the proceeds from the sale of the above investments. Also complete the % column to show the proportion of the proceeds that you wish to place in a particular investment, ensuring that the total adds up to 100%.

Investments to be bought:

| Investment name (in full) | Fund Code/ Citicode (if applicable) | % |
|---------------------------|---|-------------|
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| | | |
| | | |
| | | |
| | | |
| TOTAL | | 100% |

Please refer to the Important Information about the timing of switches, the charges that may apply and where you can find the Fund Codes or Citicodes.

In order to maintain fairness between unitholders remaining in and those leaving a fund, we may, in exceptional circumstances, delay switching all or part of your funds for up to one month or, in the case of units of a fund which invests directly or indirectly in buildings or land, for up to nine months. If we delay the switch, we will use the unit prices that apply on the day on which the switch actually takes place, which could be lower or higher than the prices on the day that you made your request.

If part of your fund will be invested in investments other than Insured Funds, you should consider whether you have sufficient funds in your International Bond Bank Account (IB Bank Account) as a result of a switch of investments. Your financial adviser will help you to determine a suitable amount. If you wish to place part of the proceeds from sold investments into the IB Bank Account, please specify this in the ‘Investments to be bought’ table.

Part 4 – Important Information

1. Your choice of investments

All investment choices are made at your own risk, so it is important to seek the appropriate financial advice.

Standard Life International is not responsible for the investment advice provided by your financial adviser, discretionary fund manager or investment adviser or for the investment decisions made on your behalf by a discretionary fund manager or investment adviser.

Standard Life International is not responsible for the performance or solvency of the providers of the investments available through the International Bond.

Standard Life International will not be held liable for any loss suffered by you if a Deposit Account provider backed by a government guarantee fails and that government is unable to meet its guarantee or for any loss or missed profit caused by the failure of an investment provider or a discretionary fund manager to perform their duties or meet their financial obligations.

Please note that some types of investment are not covered by the Financial Services Compensation Scheme (FSCS). Please refer to your Key Features Document (IB17) for more information.

2. Assignees

Your Bond may be assigned if you are currently using it as security for a mortgage or other loan, ie it is held for the benefit of another person. If you are unsure about whether your Bond is assigned please call **0845 300 4273** and we will be happy to clarify the situation for you. Call charges may vary.

If your bond is assigned, the consent of all Assignee(s) is required as the legal owner(s) of the Bond, before we can process these instructions. We cannot process instructions to switch funds which do not have the appropriate authority.

3. Timing of switches

A request to switch funds will result in some or all of your holdings being sold and the proceeds, less any charges, being used to purchase new holdings. Please refer to the Policy Provisions (IB62) for details about the pricing basis for switching funds. You can contact us on **0845 300 4273** for details of the dealing cut-off times applicable to a fund, by which we must receive your instructions to purchase, sell or switch. Call charges may vary.

4. Charges

Dealing and custodial charges may apply for some transactions. We will levy a Dealing and Custodial Charge of £20 for each buy or sell involving Whole of Market Funds. Please see the Key Features Document (IB17 or IB17w) for more information.

Please note that some Deposit Account and Structured Deposit Account providers may not allow you to cash in your investment before the end of the fixed term. They may also apply early withdrawal charges if money is withdrawn from fixed term or notice accounts before the end of the term or without providing sufficient notice. The terms and conditions for withdrawals will vary by provider and you can find out further details by contacting your financial adviser. Some fund providers may also apply early withdrawal charges – the fund's prospectus will contain details if this applies.

5. Investment information and fund codes

You can find out more information about the investment options, including the Fund Codes required to complete this application form, in the following guides:

- International Bond: Summary of Insured Funds (IB11a)
- International Bond: Summary of Insured Funds and Mutual Funds (IB11b)
- International Bond: Discretionary Fund Managers (IB41).

Please discuss the availability of Whole of Market Funds, Deposit Accounts and Structured Deposit Accounts with your financial adviser.