

# INSTRUCTION FOR SURRENDER



HANSARD  
WORLDWIDE

Please complete this form in block capitals in black ink and return it to our Administration Centre for Correspondence, 55 Athol Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles.

Prior to completing this form, please read the *Important Notes* section in full. We recommend that you discuss any changes to your contract with your independent financial advisor.

## 1. Personal information

Contract holder 1	<input type="text"/>
Contract holder 2	<input type="text"/>
Contract number(s)	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Residential address	<input type="text"/> <input type="text"/> <input type="text"/>

## 2. Bank account information

*For payment of your proceeds*

If you intend to invest the payment from your contract with another provider, please confirm with whom

	<input type="text"/>
Bank name	<input type="text"/>
Bank country	<input type="text"/>
Account holders name	<input type="text"/>
Sort code	<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"/>
Account number	<input type="text"/>
SWIFT code	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
IBAN number	<input type="text"/>

**If your bank requires inward payments to be routed through an intermediary bank, please complete the details below. If you are unsure, please contact your bank for clarification.**

SWIFT code	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank name	<input type="text"/>
Bank country	<input type="text"/>
Reference	<input type="text"/>

### 3. Guidance notes

#### Supporting Documentation

Providing your proceeds are being transferred to your personal bank account, an electronic copy (uploaded or emailed) of this form is sufficient for us to initiate the surrender of your contract.

In order that we may complete the surrender process and remit the funds to you, we should be in possession of valid identification, together with a document proving your current residential address. Please note these documents are required for each contract holder.

If you have provided this information within the last two years and the information is still valid, i.e. your identification document has not expired and you reside at the same address, then you need to take no further action.

If however the information we hold was provided more than two years ago, has expired, or you have recently moved address, then we will require new certified paperwork.

#### What we require

Your identification document can be your current Passport or National Identity Card. If you do not possess either a passport or an Identity Card, we can accept suitably certified copies of two other formal documents such as a tax assessment, driving licence or similar document.

Your residential address document should display the residential address of each applicant. Such documents include a utility, rates or council tax bill, an entry in a local telephone directory, a bank or credit card statement, a mortgage statement, a tax assessment document, or proof of ownership or rental of the residential address. Please note this document should not be more than **three months** old.

Examples of individuals who are acceptable as a suitable certifier include:

1. Your independent financial advisor provided he/she has been appointed a suitable certifier by Hansard Worldwide Limited.
2. A notary public, commissioner for oaths, lawyer or advocate, a registrar or other civil or public servant authorised to issue or certify copy documents.
3. An authorised representative of an embassy or consulate of the country who issued the identification document.
4. An accountant who is a member of an institute, or other professional organisation.

The individual certifying your documents must state their name, position and the date on which the certification took place.

### 4. Important notes

1. Please note that we are unable to remit the proceeds from multiple contracts via a single telegraphic transfer. Therefore, while this form can be used to instruct the surrender of one or more of your Hansard contracts, the proceeds from each contract will be transferred to your account separately.
2. Please note that where the contract holds a mixture of unit funds with different pricing dates, we will sell each unit fund as they are priced, and transfer the units into a deposit unit fund until the last pricing date. Please note however, that the latest pricing date of any unit fund (for example a monthly unit fund where all others in the contract are daily) will therefore be the earliest date we can process your request.
3. If your contract contains unit funds whose pricing has been suspended, the units within the funds can therefore not be realised and should be discounted from your surrender proceeds until such time that the unit funds become unsuspended.
4. Acknowledgment of your instruction will be issued in writing, which will detail the next available pricing date(s) of your unit fund(s) and outline outstanding requirements if applicable. The time taken to prepare your payment (following the sale of your units and receipt of the said outstanding requirements) is five working days.
5. We are not responsible for any delay incurred as a result of insufficient bank account information being provided.

### 5. Personal Information

Any personal information that you have provided on this form will be processed for the intended purpose. We may also use this information for any other purpose specified in the Hansard Worldwide Privacy Policy (HWL24) which is available to view on our website; [hansard.com/worldwide](https://hansard.com/worldwide). If you have any questions about the usage of your personal information, please contact our Data Protection Officer by emailing [data.protection@hansard.com](mailto:data.protection@hansard.com), or Hansard directly, using the details at the end of this form.

## 6. Declaration

I HEREBY DECLARE that:

- I have read and understood the Supporting Documentation and Important Notes and request that Hansard Worldwide Limited action my instructions in accordance with the Contract Terms and Conditions.
- I have read and understood the Privacy Policy document (HWL24).
- I am aware of the charges applicable upon surrender.
- I am entitled to the proceeds of the contract, less any sums owed to Hansard Worldwide Limited, and that no receiving order has been made against me and that I am not an un-discharged bankrupt and that the contract has not been assigned or transferred, nor has any person any rights to the contract other than myself.
- I will indemnify and will keep Hansard Worldwide Limited indemnified against any claim made against it by a fund house or a third party (where the unit fund was linked to the contract) arising out of or in connection with the surrender proceeds.

### Contract holder 1

Signature  Date

Please print full name

Country of residence

Email

Telephone number    Country code    Area code    Phone number

      

### Contract holder 2

Signature  Date

Please print full name

Country of residence

Email

Telephone number    Country code    Area code    Phone number

**Hansard Worldwide Limited**

Incorporated in The Bahamas (no. 200975B) and authorised by the Insurance Commission of The Bahamas.

**Email:** [global.support@hansard.com](mailto:global.support@hansard.com) **Telephone:** +1 242 397 2120 **Website:** [hansard.com/worldwide](http://hansard.com/worldwide)

**Administration Centre for Correspondence:** 55 Athol Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles.

Registered Office: Sassoon House, Shirley St & Victoria Avenue, PO Box SS-5383, Nassau, Bahamas.