

# REINSTATEMENT REQUEST FORM



HANSARD  
WORLDWIDE

Please complete this form in block capitals in black ink and return it to: the Administrator at Hansard International Limited, Harbour Court, Lord Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles.

Prior to completing this form, please refer to the product literature. We recommend that you discuss any changes to your contract with your independent financial advisor.

**Please accept this as my instruction to reinstate my contract.**

## 1. Personal information

Contract number

## 2. Type of instruction

### Contract Status 'Paid Up' only:

Please tick the action you wish to take:

1. I wish to reinstate and pay all the missed contributions.
- Missed contributions at current level
- Missed contributions at new level
2. I wish to reinstate and not pay missed contributions.

### Contract Status 'Lapsed' only:

Please tick the action you wish to take:

1. I wish to reinstate and pay all the missed contributions  
Note: If the contract is still within the initial period this is the only option available
2. I wish to reinstate, take a contribution holiday and pay sufficient accumulator units to bring the contract up to date  
Note: The contract must have completed minimum 2 year term and have minimum of GBP 1,000 worth of accumulator units
3. I wish to reinstate and make the contract 'Paid Up' when sufficient funds have been invested  
Note: The contract must have completed the minimum 2 year term and have a minimum of GBP 1,000 worth of accumulator units

A reinstatement request must be supported with an original certified copy of your identification and proof of your residential address. (for further information please see our Guidance Notes document HWL133).

## 3. Contribution details

How much would you like to contribute?

Continue at current contribution level  Continue at new level noted below

Currency  Amount  Frequency

Note: New contribution level will only apply after the initial period has been completed

Date regular contributions are to recommence

### Method of payment

- Debit/Credit Card** - Please complete form HWL181 and return along with the Reinstatement form.
- Direct Debit** - Please complete form (HWL59).
- Standing Order/Telegraphic Transfer** - Existing instructions cannot be reinstated. A new instruction should be completed and issued to your bank with a copy of the instruction sent to Hansard.

### Contract holder 1

Signature

Date

### Contract holder 2

Signature

Date

## 4. Guidance notes

1. Any missed contributions must be paid online via your Online Account or by bank transfer and a copy of the transfer request should be forwarded to Hansard. Figures will be provided on request or when processing this instruction.
2. Where contributions have been received and a reduction in contribution level has been requested, if the client has not advised how to allocate funds, we will default to investing pending contributions at the current contribution level subject to the pending amount being multiples of the existing contribution level.
3. Investment will be made in line with your existing investment strategy.
4. If payment is being made by a third party then a third party payment questionnaire, along with supporting documentation for the third party will be required. Confirmation of the requirements and acceptance/non-acceptance of the third party payment should be obtained in advance via your independent financial advisor or by contacting [global.support@hansard.com](mailto:global.support@hansard.com).

## 5. Verification of identity and residential address

A suitably certified copy of EITHER of the following, which must incorporate a photograph:

- a) Current Passport
- b) Current National Identity Card

If not available, suitably certified copies of two other formal documents such as a tax assessment, driving licence or similar document.

Together with:

A suitably certified copy of a document showing the residential address of each applicant. Such a document includes 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, a driving licence, or proof of ownership or rental of the residential address. The document should ideally not be more than three months old.

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

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

For all other types of applicants, for example Trustee, Corporate or other, confirmation of requirements should be obtained in advance via your independent financial advisor or alternatively please contact [global.support@hansard.com](mailto:global.support@hansard.com).

## 6. 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](http://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.

### Hansard Worldwide Limited

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

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

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