

Name of independent financial advisor including company name

KNG Intl - Elliot Bullman

Contract number (if already allocated)

5 8 7 3 6 0 D

EOU number

(To which this application is to be attached  
for business processing purposes)

1 6 4 8 8

REF: 193439

Preview only not for submission

## Application Form

Life Assurance and Capital Redemption products  
Excluding Worldwide Personal Portfolio



HANSARD  
WORLDWIDE

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### Please read carefully before completing this form

Please read this in conjunction with the Privacy Policy document (HWL24) which is available to view on our website: [hansard.com/worldwide](http://hansard.com/worldwide).

All applicants applying for Life Assurance or Capital Redemption Contracts need to complete this form. Please check which option is available for your region via your independent financial advisor.

### Life Assurance and Capital Redemption Contracts

1. Trusts, companies and other legal entities must complete this form **and** the accompanying Supplementary Application Form (HWL16).
2. Where a question is not applicable, please always mark "N/A".
3. Please forward this form to our Administration Centre for Correspondence: 55 Athol Street, Box 192, Douglas, Isle of Man, IM2 9 1QL, British Isles.
4. Please note that an email will be sent requesting you to sign into your Online Account when your contract is active. Your contract documents will only be available through your Online Account - we will not send any correspondence by post.
5. Any reference to "we", "us", "our", or "the Company" means Hansard Worldwide Limited.

### Life Assurance Contracts only

6. If you wish to nominate one or more beneficiaries to receive the amount due under the proposed contract in the event of the death benefit becoming payable, please complete the Beneficiary Form (HWL26).
7. If additional life cover is required, please complete the Underwriting Application Form (HWL28).

### Capital Redemption Contracts only

8. If you wish to transfer the ownership of the contract to one or more person(s) (the "Beneficiaries") on death of the contract holder (or the second death in the case of joint contracts) before the maturity date, please complete the Transfer of Contract Ownership on Death of Contract Holder form (HWL42).

## 2. Details of Applicant(s)

This section must be completed by all Applicant(s).

### Applicant 1

Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Please state
Surname	Reyna Delgado
Forename	Fernando
Other names (including maiden name)	
Sex	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Date of birth
Country of birth	Mexico Town/City of birth Mexico City
Permanent residential address (PO Boxes and care of addresses are not acceptable) Evidence of address must be provided – see section 15	Xaman Ha M 88 L2,, Calle 92 Norte, Av. Cozumel, No. Ext. Dept o 310, Cond. Cruz, Playa Del Carmen, Benito Juarez, Quintana Roo, Mexico, 77720
Nationality	Mexican
Marital status	Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please state
Employment status	Employed <input checked="" type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Other <input type="checkbox"/> Please state
Occupation	Sales Executive
Industry	Travel
Name of employer/Company name or if retired, final employer/ company name	Vistana Adventures Inc.
Are you acting as a trustee?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (if yes see note 1 on page 3)
Identification type provided	Passport <sup>1</sup> <input type="checkbox"/> National ID Card <sup>1</sup> <input checked="" type="checkbox"/> Other <sup>1</sup> <input type="checkbox"/> Please state
ID document number	R E D F 7 3 0 6 2 6 H D F Y L R
Issued by	Mexican Government
Tax residency countries	Mexico
Tax identification numbers (TIN)	REDF730626HDFYLR08
Home	Country code Area code Phone number
Business	
Mobile/Cell	52 998 1191866
Email address	ferey_73@yahoo.com
Enter the security password which will be requested when you speak to us	Mexico

<sup>1</sup> A suitably certified copy must be supplied (see section 15).

## 2. Details of Applicant(s) cont.

This section must be completed by all Applicant(s).

### Applicant 2

**Title** Mr  Mrs  Miss  Ms  Other  Please state

**Surname**

**Forename**

**Other names**  
(including maiden name)

**Sex** Male  Female  **Date of birth**

**Country of birth**  **Town/City of birth**

**Permanent residential address**  
(PO Boxes and care of addresses are not acceptable) Evidence of address must be provided – see section 15

**Nationality**

**Marital status** Married  Divorced  Separated  Single   
Other  Please state

**Employment status** Employed  Self-employed  Retired   
Other  Please state

**Occupation**

**Industry**

**Name of employer/Company name or if retired, final employer/company name**

**Are you acting as a trustee?** Yes  No  (if yes see note 1 on page 3)

**Identification type provided** Passport<sup>1</sup>  National ID Card<sup>1</sup>  Other<sup>1</sup>  Please state

**ID document number**

**Issued by**

**Tax residency countries**

**Tax identification numbers (TIN)**

	Country code	Area code	Phone number
<b>Home</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Business</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mobile/Cell</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Email address**

**Enter the security password**  
which will be requested when you speak to us

<sup>1</sup> A suitably certified copy must be supplied (see section 15).

### 3. Details of Life (or lives) to be Assured if other than the Applicant(s)

This section is to be completed for Life Assurance contracts only

Is Applicant 1 to be the life assured? Yes  No

Is Applicant 2 to be the life assured? Yes  No

If yes, please move to section 4. If no, please complete details below.

#### First life to be assured

Title Mr  Mrs  Miss  Ms  Other  Please state

Surname

Forename

Other names (including maiden name)

Sex Male  Female  Date of birth

Country of birth  Town/City of birth

Marital status Married  Divorced  Separated  Single   
Other  Please state

Occupation

Industry

Permanent residential address (PO Boxes and care of addresses are not acceptable) Evidence of address must be provided – see section 15

#### Second life to be assured

Title Mr  Mrs  Miss  Ms  Other  Please state

Surname

Forename

Other names (including maiden name)

Sex Male  Female  Date of birth

Country of birth  Town/City of birth

Marital status Married  Divorced  Separated  Single   
Other  Please state

Occupation

Industry

Permanent residential address (PO Boxes and care of addresses are not acceptable) Evidence of address must be provided – see section 15

#### 4. Details of the Ultimate Beneficial Owner or Controller if not the Contract Holder

This section must be completed by Corporate Applicant(s).

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	Please state <input type="text"/>
Surname	<input type="text"/>					
Forename	<input type="text"/>					
Other names	<input type="text"/>					
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth <input type="text"/>			
Country of birth	<input type="text"/>	Town/City of birth <input type="text"/>				
Marital status	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Single <input type="checkbox"/>	Other <input type="checkbox"/> Please state <input type="text"/>	
Occupation	<input type="text"/>					
Industry	<input type="text"/>					
Name of employer/ Company name or if retired, final employer/company name	<input type="text"/>					
Permanent residential address (PO Boxes and care of addresses are not acceptable) Evidence of address must be provided – see section 15	<input type="text"/>					
Identification type	Passport <sup>1</sup> <input type="checkbox"/>	National Identity Card <sup>1</sup> <input type="checkbox"/>				Other <sup>1</sup> <input type="checkbox"/> Please state <input type="text"/>
ID document number	<input type="text"/>					
Issued by	<input type="text"/>					
Tax residency countries	<input type="text"/>			<input type="text"/>		
Tax identification numbers (TIN)	<input type="text"/>			<input type="text"/>		

<sup>1</sup> A suitably certified copy must be supplied (see section 15).

## 5. Politically Exposed Person

This section must be completed by all applicant(s).

Is any party to this application a Politically Exposed Person (PEP) or a close associate/family member of a PEP? Yes  No

We are required to identify any parties to the application who are Politically Exposed Persons ("PEP") and request enhanced due diligence. **A PEP is a person who is or has been entrusted with prominent public functions.** This includes immediate family members or any close associate. Enhanced Due Diligence (EDD) means, in addition to fulfilling the minimum verification requirements, the life company may be required to take extra steps to verify the identity, address, source of funds and/or source of wealth of a client. This may include requesting additional documentation which will support the identity, residency, source of funds and/or source of wealth of the applicant(s).

Examples of PEPs include: a head of state, a holder of a political or government post, a high level member of the judiciary, a high ranking officer in the military, an employee of a state owned corporation or a board member of a central bank. Further information can be obtained from [hansard.com/worldwide](http://hansard.com/worldwide)

If the answer is "Yes", please provide further details below (including full name and PEP status)


Based on the information provided, we reserve the right to request further information or documentation.

## 6. Contract Details

- a) Product name  Advantage Platinum Worldwide  Capital Builder Worldwide
- b) Type of contract  Life Assurance  Capital Redemption
- c) Basis of the cover - Life Assurance contracts only  Single life  Joint lives, first death  Joint lives, second death (only available to Capital Builder Worldwide)

For joint lives the sum assured would be payable on first death if neither of the two joint life options are selected.

### d) Contribution details

Contribution amount  Currency  
 Figures

Frequency of contribution  Monthly  Quarterly  Half-yearly  Yearly  Single

Term (if applicable)  Years Please note that if contributions are not made for the selected term, the value at maturity will be reduced.

## 6. Contract Details cont.

### e) Optional benefit - Vantage Platinum Worldwide Life Assurance only

See product prospectus for details.

Additional life cover  Yes - Please complete the separate Underwriting Application Form (UWL28).  No

### f) Payment method

Please note that Standing Order/Telegraphic Transfer is the only payment method available for Capital Builder Worldwide contracts.

Contribution type		Payment method
Initial	Subsequent	
<input type="checkbox"/>	<input type="checkbox"/>	Standing Order/Telegraphic Transfer - If you wish Hansard to send the instruction to the bank, then Hansard requires the original.
<input type="checkbox"/>	<input type="checkbox"/>	Credit card - For regular Vantage Platinum Worldwide contributions only.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visa Debit - For regular Vantage Platinum Worldwide contributions only.
<input type="checkbox"/>	<input type="checkbox"/>	UK Direct Debit - Please note that Hansard <b>must</b> receive the original before the direct debit instruction is sent to the bank. For regular Vantage Platinum Worldwide contributions only.
<input checked="" type="checkbox"/>		Other Please state <input type="text" value="Online Card Payment"/>
	<input type="checkbox"/>	Other Please state <input type="text"/>
Payment(s) must be made in favour of: Hansard Worldwide Limited		

Are you cancelling an existing contract with Hansard, or any other provider to effect this contract?

Yes - Advisor to complete section 14.  No

## 7. Unit Fund Choice

This section must be completed by all applicant(s).

Details of the Hansard International Series 2 unit fund range are available from your independent financial advisor.

Please enter details of the unit funds chosen in the table below. When entering the details of your chosen unit funds, please note that if the unit fund name and unit fund code do not agree, we will default to the unit fund code. Any unit funds that are in short or long term suspension will not be available.

Unit fund code	Unit fund name	Percentage	Unit fund code	Unit fund name	Percentage
MC145S2	HIL (S2) Harmony USD Grow	1 0 %			%
MB28S2	HIL (S2) JP Morgan Nature	1 0 %			%
MC174S2	HIL (S2) Fidelity Global	1 0 %			%
MC243S2	HIL (S2) Fidelity Global	1 0 %			%
MC147S2	HIL (S2) BlackRock World	1 0 %			%
MC158S2	HIL (S2) BlackRock Asian	1 5 %			%
C610S2	HIL (S2) Fidelity World U	1 5 %			%
MC166S2	HIL (S2) Pictet Water USI	1 0 %			%
MC216S2	HIL (S2) Guinness Global	1 0 %			%
		%			%
Total					1 0 0 %

## 8. Source of Contribution Payment

This section must be completed by all applicant(s).

1. Where is the contribution for this contract being sent from?

- a) If the contribution is being made from your personal account please complete all the account details in full. Failure to do so will result in the Company requiring additional documentation to establish the link between you and your contribution.

Name of Financial Institution/Bank

Financial Institution/Bank address

Name of account holder(s)/contract holder(s)

Account number

Sort Code

IBAN

SWIFT/BIC

- b) If your contribution is being funded by a third party please complete the Third Party Payment Questionnaire form (HWL22). The Company reserves the right not to accept payments by third parties.

## 9. Source of Wealth

This section must be completed by all applicant(s).

In order for us to comply with regulatory obligations, we are required to understand how our applicants have acquired the monies they wish to invest with Hansard Worldwide Limited.

Please answer the following questions clearly and in full:

- a) What is the total value of all your assets?

Currency

USD

Amount

400000

- b) Please provide full details and description of the source of the contribution to be invested for example, details of investments, personal income, borrowing, personal savings, pension, other. Please note additional information may be required if insufficient information is provided.

Income

- c) Please provide details of your annual earned income for example, employer's name, annual gross salary.

Annual earned income: USD 100000. Further detail: Vistana Adventures Inc.

If the total contributions (including other Hansard Worldwide Limited contracts that you hold):

- are equal to or exceed GBP £250,000 for single contribution contracts, or currency equivalent; or
- are equal to or exceed GBP £50,000 per year for regular contribution contracts, or currency equivalent; or
- where both single contribution contracts and regular contribution contracts are held, the contracted contributions are to equal or exceed GBP £250,000 within the next five years,

then supporting documentary evidence is required.

If the source of the contribution to be invested is wealth created from:

1. **Income** please provide the following:

- suitably certified copies of three months of recent payslips; or
- a letter from your employer which evidences income and bonuses earned for the past 3 months; or
- recent business accounts or tax returns if self-employed

## 9. Source of Wealth cont.

### 2. Investments please provide the following:

- if liquid assets (deposits), please provide bank statements or similar
- if equities or other investments, please provide stock broker's statement or similar

Please also provide:

- a certified copy of the investment statement showing sale proceeds; or
- a contract note

### 3. Another insurance contract please provide the following:

- a suitably certified copy of the letter notifying the amount of proceeds to be transferred

### 4. Sale of property please provide the following:

- details of the property sold including dates of purchase and sale


Please also provide:

- signed letter from the solicitor; or
- suitably certified copy of the sale contract

### 5. Borrowing please provide the following:

- name and address of the financial institution providing the loan


Please also provide:

- a suitably certified copy of the loan agreement

### 6. Other (for example, inheritance or gifts) please provide the following:

- name of person(s) providing the inheritance or gift


Please also provide:

- if an inheritance, a suitably certified copy of the will including a value of the estate
- if a gift, a letter from the donor confirming details of the gift and suitably certified copy of evidence of the original source of this wealth (as per the other document requirements).

## 10. Important Notes

1. If you become resident in the United States of America while your contract is in force, the Company may not be able to accept any further contributions or any instructions to vary the unit fund choice until after you cease to be resident in the United States of America.
2. The Company will only accept an application introduced by an independent financial advisor. Your independent financial advisor is acting solely as your agent when advising you and submitting your application to the Company. Accordingly, the Company cannot be held responsible for the advice, representations, acts or omissions, made in connection with your application. Please, therefore, ensure that the application conforms with your instructions before you sign it.
3. All contributions must be made payable to "Hansard Worldwide Limited". The Company will not accept responsibility where contributions are made payable to a third party. Where a contribution is made payable to a third party, that third party shall be acting solely as your agent and not as a collecting agent for the Company.
4. No liability can be accepted by the Company for any country's current or future tax or other legislation which may affect the contract including any benefit that may be payable under it. You should seek independent advice on the applicable legislation in your country of residence.

## 10. Important Notes cont.

5. Examples of individuals who may be 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
6. The Company is a regulated business that is now deemed a Financial Institution (FI) under the Foreign Account Tax Compliance Act, commonly known as FATCA. There is a drive to standardise reporting requirements globally and tax and financial accounts held overseas are now subject to the Common Reporting Standard (CRS) which is to be the standard for international exchange of information.

You acknowledge and agree that we will be required to disclose information you have provided to us, including personal data as defined in the current Data Protection Legislation, for the purposes of complying with any applicable tax or regulatory authority requirement or request for information. In the event that a formal request is made by a relevant tax or regulatory authority for the provision of additional information not held by us you agree to co-operate with such requests without unreasonable delay.

## 11. Additional Notes

Any additional notes made below by or on behalf of the applicant MUST be countersigned by the applicant.

*Card collections should be requested on the next available collection day*


## 12. Data Protection

I provide the Company the information supplied on or in conjunction with this application form in order to assess and decide upon my application for insurance (and any renewals or new insurance products) and to administer my contract (and any renewals or new insurance products).

I acknowledge that the information will be held on the Company's records (both manual and electronic) and processed in accordance with the terms established in the Privacy Policy document (HWL24).

I, and any party to this application can request that any information concerning us contained in any files used by the Company and any provider of administrative services (within the restrictions of a data processing service agreement) be sent to us, deleted or rectified.

The right of access, deletion and rectification can be exercised at the Company's address shown on page 3 of this application form and in accordance with the Privacy Policy document (HWL24).

## 13. Declarations

To be completed in full by each individual applicant.

I HEREBY DECLARE that:

1. To the best of my knowledge and belief, all statements in this application form are true and complete and shall form the basis of the contract applied for. I understand that completion of this application form does not in itself establish a contract and that the Company has the right to refuse an application.
2. I have read and fully understood the important notes in section 10.
3. I have read and fully understood the data protection information given in section 12 and the Privacy Policy document (HWL24).
4. I have read, fully understood and retained the product Prospectus and Key Information Document.
5. This application form conforms with my instructions before I signed it and submitted it to the Company. If any person other than myself shall have completed any part or all of this application form they did so with my full authority and not on behalf of the Company, and I further declare that the completed application form fully conforms with my instructions.
6. My independent financial advisor is acting solely as my agent in respect of this application form. Until I give the Company written notice to the contrary, my independent financial advisor shall continue to act in this capacity once the contract has been issued. My independent financial advisor is responsible for advising me on the suitability of the contract and of my choice of unit funds, in the context of my personal circumstances and, as such, no claim will be made by me against the Company for the advice, representations, acts, omissions or conduct of my independent financial advisor.
7. The Company has not provided me with any financial or other advice in respect of my contract and does not make any warranty or representation as to the suitability of the contract for my needs.
8. The Company has not promoted the unit funds or provided any advice, made any recommendation or expressed any opinion whatsoever to me in respect of the performance, risk, regulatory issues, security (including any express or implied guarantees) of the unit funds.
9. I shall be, and shall remain, solely responsible for the selection of the unit funds and that I am satisfied that such selection is appropriate for me.
10. I understand that although most unit funds are priced and dealt on a daily basis, some unit funds may be less frequent and may only have a price or be able to be dealt at weekly, monthly or quarterly intervals. I confirm that I understand the pricing and dealing frequency of my selected unit funds, that transactions involving such unit funds may be delayed until the next available pricing or dealing point, and that contributions due to be allocated into such unit funds will be held in a non-interest bearing account for this period.
11. I am aware of and personally accept the risks and charges associated with investing in the unit fund (such as the possibility of a fund suspension or liquidation, and the application of additional penalties or market value adjustments where appropriate on the underlying assets) before deciding to invest in it.
12. I agree to indemnify and keep the Company indemnified from and against all claims, costs, demands, liabilities, expenses, damages or losses (including without limitation any consequential losses, loss of profit and loss of reputation, and all interest, penalties and legal and other professional costs and expenses) arising out of or in connection with my choice of unit funds.
13. I understand that the application will be underwritten and issued in The Bahamas and is subject to Bahamas law.
14. I am a tax resident in the jurisdictions and no other as stated in sections 2 and 4.
15. I will inform the Company immediately of the details of my new address if during the life of this contract I change my residential address.
16. I am not a US Citizen or resident alien with an obligation to file any tax returns (income, estate, gift or the like) to the Internal Revenue Service of the USA ("IRS").

### 13. Declarations cont.

#### Applicant 1 / Trustee or Authorised Signatory

Signature  Date

Please print full name

#### Applicant 2 / Trustee or Authorised Signatory

Signature  Date

Please print full name

### FOR THE INDEPENDENT FINANCIAL ADVISOR'S USE ONLY

#### 14. Replacing an Existing Contract

If the applicant is effecting this contract as a complete or partial replacement for another contract, please state the reason(s) why you are recommending this contract to the applicant. Please provide details of previous contracts. Please use a separate sheet if necessary.

  
  
  

#### 15. Verification of Customer Identity

This section must be completed by a suitable certifier. Please tick alongside all items enclosed, and ensure that all necessary documents are included.

All suitably certified copies of documents must be "certified as a true copy" and signed and dated by a suitable certifier, whose name must be printed in BLOCK CAPITALS below the signature, in accordance with 'Part B, Identification Requirements - Suitable Certifiers' of the Company's Guidance Notes (HWL133) for independent financial advisors governing the anti-money laundering requirements of the Bahamas.

Verification of identity materials must be provided for each applicant, and beneficial owner, if different, as follows:

##### A. INDIVIDUAL APPLICANT

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

1. Current Passport
2. 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<sup>2</sup>, rates or council tax bill, a bank or credit card statement, a mortgage statement, a tax assessment document or a driving licence. The document should ideally not be more than three months old.

##### B. POWER OF ATTORNEY APPLICANT

Where the applicant is acting under a power of attorney, verification will be required of the identity and proof of residence of both the applicant and the individual holding the power, in accordance with the provisions of paragraph A. A suitably certified copy of the power is also required together with the reason for granting that power.

<sup>2</sup> For example gas, electricity, water or telephone bill. Please note mobile phone bills are not acceptable.

## 15. Verification of Customer Identity cont.

### C. TRUSTEE APPLICANT

- 1. Where the applicant is an individual trustee, or where there is more than one individual trustee, the identity of each trustee must be verified in accordance with Paragraph A and specimen signatures provided
- 2. Copy of the trust deed and trust schedule (as evidence of the proper appointment of the trustee, the settlors and the beneficiaries)
- 3. Purpose of the trust (for example, inheritance tax planning)
- 4. Details of the source of origin of the assets held under trust
- 5. Names and addresses of the persons who we are to take instructions from along with their specimen signatures. Verification of their identification is also required
- 6. Details of all parties to the trust (settlers, beneficiaries, protectors as appropriate) must be provided by the trustees - full names, address, and date of birth
- 7. Verification of Identity for the settlor and protector is required in accordance with Paragraph A or D (as appropriate)
- 8. Where the trustees have authorised any third party to act on their behalf, the Company must be provided with written confirmation from the trustees of such authority together with the full name, address and specimen signature of such third party.

### D. CORPORATE APPLICANT including Corporate Trustees

- 1. Certificate of Incorporation or other official registration evidence
- 2. Copy of the Memorandum and Articles of Association
- 3. Satisfactory evidence of the registered office for the company
- 4. Board resolution of the directors authorising the opening of the account and conferring authority on the person who will operate the account
- 5. Names and addresses of all directors, along with verification of identification for the directors
- 6. Names of the person(s) holding a senior management position
- 7. Latest annual report and accounts
- 8. Written confirmation that the corporation has not been, or is not in the process of being, dissolved, struck off, wound up or terminated
- 9. List of authorised officers that act on behalf of the corporation and from whom the Company is to take instructions, together with details of their full name, address and specimen signatures
- 10. Names and addresses of all beneficial owners along with verification of identification for the beneficial owners (individual or corporate) who hold 10% or more of the issued share capital.

Please refer to Paragraph A for our verification requirements in relation to individuals.

### E. OTHER TYPES OF APPLICANT

Evidence of identity for other types of applicant will vary depending on the type of applicant, for example charity, local or national government. Please check with your local account executive or regional support team to ascertain what form of evidence will be required before the application can be considered.

Please state how and when you were introduced to the applicant(s)

*The client was introduced by Rodolfo Reza Reyes, Hansard Capital Builder policyholder*

r

All documentation must be certified by a Suitable Certifier.

### Declaration

I confirm that I have seen the original documents specified above and have checked the name and identity of the individual(s) and attach a certified copy of each document for your records.

Suitable certifier signature

Date

Please print full name

EOU number

Preview only not for submission



HANSARD  
WORLDWIDE

**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.

**Preview only not for submission**

## **Privacy Policy**



**HANSARD**  
WORLDWIDE

## Privacy Policy

This Privacy Policy sets out details of the personal information that we may collect from you and how we may use that information.

Please read this Privacy Policy carefully. The headings of this Privacy Policy are as follows:

1. Who we are and how to contact us or our Data Protection Officer
2. What personal information do we collect and why do we collect it?
3. From whom we obtain your personal information and with whom we share it
4. The purposes for which your personal information is used
5. Change of purpose
6. Sending information overseas
7. What marketing activities do we carry out?
8. Cookies
9. Telephone calls
10. How long do we keep your personal information for?
11. Your duty to inform us of changes
12. Third party aggregators
13. Your rights
14. How we protect your personal information
15. What we may need from you
16. Updates to this Privacy Policy

## 1. Who we are and how to contact us or our Data Protection Officer

In this Privacy Policy references to “we” or “us” or “Hansard” are references to Hansard Worldwide Limited, Registered Office: Sassoon House, Shirley St. & Victoria Avenue, PO Box SS-5383, Nassau, Bahamas. Registered Number: 200975 B. Regulated by the Insurance Commission of the Bahamas, Registration Number: 45011. “Hansard Group” means the group of companies under ownership of, or common ultimate ownership with, Hansard Worldwide Limited.

You can contact us at our Administration Centre for Correspondence, Harbour Court, Ford Street, Box 192, Douglas, Isle of Man, IM99 1QL, British Isles, or by email: [data.protection@hansard.com](mailto:data.protection@hansard.com), or by telephone: +1 242 397 2120.

We are the data controller of any personal information you provide to us. This means that we are responsible for complying with relevant data protection laws. The data protection supervisory authority in the Bahamas is the Office of the Data Protection Commissioner - the website of which is: [www.bahamas.gov.bs/dataprotection](http://www.bahamas.gov.bs/dataprotection); and in the Isle of Man where Hansard Group has its headquarter, is the Isle of Man Information Commissioner – the website of which is: [www.inforights.im](http://www.inforights.im).

We have appointed a Data Protection Officer to oversee our handling of personal information. If you have any questions about how we collect, store or use your information, you may contact our Data Protection Officer at the address above. If you have any complaints regarding our use of your personal information, you can contact our Data Protection Officer at the address above or the Office of the Data Protection Commissioner at the website address above.

## 2. What personal information do we collect and why do we collect it?

This Privacy Policy describes what personal information we may collect from you, about you and describes how and why we use your personal information.

Personal data consists of any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. For example, your name, date of birth, nationality and address would be considered personal data. We collect information about you, initially when you request a quote for any of our products or services, either directly or through third parties. Should you decide to purchase one of our products we will need to collect additional personal information, such as your bank account details, beneficiary details, etc. The collection of personal information is necessary for the administration of your contract with us or to otherwise perform the services you have requested from us. In addition, we may require information from you and from third parties about you to allow us to comply with legislation and regulations that apply to us – an example of this may be for anti-money laundering purposes.

Sometimes we will ask for or obtain “special category personal data” because it is relevant to your contract or claim (for example, ethnicity and health information from you and/or your doctor).

If you provide personal information to us about other people (e.g. beneficiaries under your contract with us) you must provide them with a copy of this Privacy Policy and obtain their consent as required for the processing of that person’s information in accordance with this Privacy Policy.

### Personal information

To allow us to provide services, we will require the following personal information about the proposed contract holder and in some cases other related persons:

- (a) name, date of birth, address and telephone number;
- (b) gender;
- (c) relationship to the contract holder;
- (d) identification information such as national insurance number, passport number or driving licence number;
- (e) job title or other information about that person’s job;
- (f) information relating to the advice that is requested or the services that we are providing;
- (g) information relating to previous insurance contracts and claims in order to advise on future needs;
- (h) financial information such as financial history and needs, income, bank details, payment details and information obtained as a result of our credit checks;
- (i) we may carry out credit and regulatory checks and these may be carried out by third parties on our behalf;
- (j) information obtained through our use of cookies. Please see below for more information;
- (k) information on relevant family members and beneficiaries of the contract;
- (l) information captured during telephone calls;
- (m) marketing preferences.

### Special categories of personal data

- details of current or former physical or mental health;
- information relating to criminal sanctions (including offences and alleged offences and any caution, court sentence or criminal conviction);
- details of race and/or ethnicity, political opinions, religious or philosophical beliefs or trade union membership;
- data concerning sex life and/or sexual orientation.

### 3. From whom we obtain your personal information and with whom we share it

We collect personal information from a number of different sources including:

- directly from you or from someone else on your behalf;
- from other third parties involved in the contract or claim, such as an independent financial advisor;
- from other third parties who provide a service in relation to the contract or claim such as loss adjusters, claims handlers, experts, healthcare providers and other service providers;
- via publicly available sources, such as internet search engines and social media sites;
- from other companies within the Hansard Group;
- through customer satisfaction surveys and market research;
- from fraud prevention databases and sanctions screening;

We may share your personal information with other members of the Hansard Group or with third parties for the following administrative purposes;

- providing you with products and services and notifying you about either important changes or developments to the features and operation of those products and services;
- to facilitate the service that we and your independent financial advisor give to you;
- responding to your enquiries and complaints;
- administering offers, competitions, and promotions;
- undertaking financial reviews;
- facilitating secure access to online platforms; and
- IT and hosting services.

If you would like further information regarding disclosure of your personal information, please see section 1 for our contact details.

In order to provide our services your personal information is shared with other companies in the Hansard Group. Your personal information might be shared for our general business administration purposes or for the prevention and detection of fraud.

We also disclose your information to the third parties listed below for the purposes described in this Privacy Policy. This might include:

- our partners such as intermediaries, fund advisors, insurers, reinsurers or other companies who act as distributors;
- other third parties who assist in the administration of contracts such as loss adjusters, claims handlers, accountants, auditors, lawyers and other experts;
- fraud detection agencies and other third parties who operate and maintain fraud detection registers;
- investigative firms we ask to look into claims on our behalf in relation to suspected fraud;
- our regulators;
- the police and other third parties or law enforcement agencies where reasonably necessary for the prevention or detection of crime;
- other insurers who provide our own insurance;
- industry bodies;
- debt collection agencies;
- credit reference agencies;
- credit card scheme providers (e.g. Visa or MasterCard);
- our third-party services providers such as IT suppliers, actuaries, auditors, lawyers, marketing agencies, document management providers and tax advisers;
- your doctor and other medical professionals;
- selected third parties in connection with the re-organisation, sale, transfer or disposal of our business.

We will share your personal information with your independent financial advisor to allow us to administer our contract with you. If you change your independent financial advisor you must advise us of this immediately.

#### 4. The purposes for which your personal information is used

We will rely on the following legal grounds to process personal information about you:

- the processing is necessary to perform our contract with you (for example, where you are the contract holder);
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- where we have a legal or regulatory obligation to use such personal information, and it is necessary to process your personal information to comply with such;
- where the use is necessary to establish, exercise or defend our legal rights;
- where you have provided your explicit consent to our use of your personal information.

You will find further details of our legal grounds for each of our processing purposes below:

##### (a) To set you up as a client including carrying out fraud, credit and anti-money laundering checks and to administer the contract we have with you

In these instances our processing of your personal information is:

- necessary to perform a contract with you;
- necessary for us to comply with law and our regulatory obligations;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

##### Additional legal ground for special categories of personal data

- You have provided your explicit consent;
- In accordance with conditions set out in data protection legislation which are specific to the insurance sector.

##### (b) Managing our business operations such as maintaining accounting records, analysis of financial results, internal audit requirements, receiving professional advice (e.g. tax or legal advice)

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

##### (c) Provide marketing information to you in accordance with your marketing preferences

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

##### (d) Monitoring applications, reviewing, assessing, tailoring and improving our products and services and similar products and services offered by us and other members of the Hansard Group

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- Tracing and recovering debt.

##### (e) Monitoring usage of any of the various Hansard websites

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

##### (f) Transfers outside of the Bahamas, and European Economic Area

- Where it is necessary for the performance of the contract between us as it involves the transfer of your personal information to your independent financial advisor. We may also send your personal information to third party aggregators that may be outside the Bahamas, and European Economic Area - for further details see paragraph 4(g) below and also paragraph 12 below.

##### (g) Transfers to third party aggregators

- Where it is necessary for our legitimate interests (or those of a third-party) and your interests and fundamental rights do not override those interests. For further details on transfers to third-party aggregators, please see paragraph 12 below.

## 5. Change of purpose

We will only use your personal information for the purposes for which we collect it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, where this is required or permitted by law.

## 6. Sending information overseas

We (or third parties acting on our behalf) may store or process information that we collect about you in countries outside the Bahamas, and European Economic Area. Where we make a transfer of your personal information outside of the Bahamas, and European Economic Area we will take the required steps to ensure that your personal information is protected. Such steps may include placing the party we are transferring information to under contractual obligations to protect it to adequate standards. If you would like further information regarding the steps we take to safeguard your personal information, in this regard, please contact us using the details set out in section 1.

## 7. What marketing activities do we carry out?

We may, in accordance with your marketing preferences, from time to time provide you with information about our products or services or those of our partners or those of the Hansard Group.

An "unsubscribe" link appears in all our marketing emails. To unsubscribe from marketing emails sent by us, simply click on the link at any time.

## 8. Cookies

Cookies are files containing small amounts of information which are downloaded to the device you use when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies do lots of different and useful jobs, such as remembering your preferences, and generally improving your online experience. **Our cookies policy is available for you to read on our website [hansard.com](https://hansard.com)**

## 9. Telephone calls

We may monitor or record phone calls with you in case we need to check we have carried out your instructions correctly, to resolve queries or issues, for regulatory purposes, to help improve our quality of service, and to help detect or prevent fraud or other crimes. Conversations may also be monitored for staff training purposes.

## 10. How long do we keep personal information for?

We will only store your personal information for as long as reasonably necessary to fulfil the purposes set out in this notice and to comply with our regulatory and/or legal obligations. Our maximum retention period is six years from the end of our relationship with you. For further information regarding how long your personal information will be kept, please see our contact details in section 1.

## 11. Your duty to inform us of changes

It is important that personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

## 12. Third-party aggregators

We, like many businesses in the insurance sector, use third-party aggregators to aggregate data to assist in the administration of your contract and to facilitate the provision of the service we and your independent financial advisor give to you. Some of these aggregators may be outside the Bahamas and European Economic Area. In the event that we send data to these aggregators, we will put in place contractual obligations to protect your personal information to adequate standards and will not send your name or address to the aggregators.

### 13. Your rights

Under data protection law you have the right to make certain requests in relation to the personal information that we hold about you. We will not usually make a charge for dealing with these requests. If you wish to exercise these rights at any time please contact us using the details set out in section 1.

There may be cases where we may not be able to comply with your request (such as where this would conflict with our obligation to comply with other regulatory and/ or legal requirements). However, if we cannot comply with your request, we will tell you the reason provided we are allowed to do so by law, and we will always respond to any request you make.

There may also be circumstances, depending on the right and the point in time during your contract term when you contact us, where exercising some of these rights (such as the right to erasure, the right to restriction of processing and the right to withdraw consent), where you may lose certain contract benefits. However, once you contact us to exercise any of the rights below, we will explain any applicable consequences to your individual contract at that time so that you are able to have the best information possible to make informed choices.

Your rights include:

- **The right to access your personal information**

You are entitled to a copy of the personal information we hold about you and certain details of how we use it.

We will usually provide you with your information in writing, unless you request otherwise, or where you have made the request using electronic means, in which case the information will, where possible, be provided to you by electronic means.

- **The right to rectification**

We take reasonable steps to ensure that information we hold about you is accurate and complete. However, you can ask us to amend or update it if you do not believe this is the case.

- **The right to erasure**

You have the right to ask us to erase your personal information in certain circumstances, for example where you withdraw your consent or where the personal information we collected is no longer necessary for the original purpose. This will need to be balanced against other factors however. For example, we may have regulatory and/or legal obligations which mean we cannot comply with your request.

- **The right to restriction of processing**

In certain circumstances, you are entitled to ask us to stop using your personal information, for example where you think that we no longer need to use your personal information or where you think that the personal information we hold about you may be inaccurate.

- **The right to data portability**

You have the right, under certain circumstances, to ask that we transfer personal information you have provided to us, to another third party of your choice.

- **The right to withdraw consent**

We will ask for your consent for certain uses of your personal information. Where we do this, you have the right to withdraw your consent to further use of your personal information.

Please note that for some purposes, we need your consent in order to provide a contract. If you withdraw your consent, we may need to cancel the relevant contract or be unable to pay a claim. We will advise you of this at the point you seek to withdraw your consent.

- **The right to make a complaint to the Office of the Data Protection Commissioner**

You have a right to complain to the Commissioner's Office if you believe that any use of your personal information by us is in breach of applicable data protection laws and/or regulations. More information can be found on the Commissioner's Office website: [www.bahamas.gov.bs/dataprotection](http://www.bahamas.gov.bs/dataprotection);

This will not affect any other legal rights or remedies that you have.

#### 14. How we protect your personal information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a breach where we are legally required to.

To protect your information we use a range of organisational and technical security measures.

Where we have given you (or you have chosen) a password, you are responsible for keeping this password confidential. Please do not share your password with anyone.

Within the Hansard Group, we restrict access to your information as appropriate, to those who need to know that information for the purposes set out above.

We use firewalls to block unauthorised traffic to the servers and the actual servers are located in a secure location which can only be accessed by authorised personnel. Our internal procedures cover the storage, access and disclosure of your information.

#### 15. What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is to ensure that personal information is not disclosed to any person who has no right to receive it.

#### 16. Updates to this Privacy Policy

We reserve the right to make changes to this Privacy Policy, for example, as the result of government regulation, new technologies, or other developments in data protection laws or privacy generally. You should check our website from time to time to view the most up-to-date Privacy Policy.

This Privacy Policy was last updated on: 27/11/18.

### 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:** Harbour Court, Lord 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.

In reference to the Application Form submitted in the name(s) of the Applicant(s) below, by signing this form each Applicant confirms the following:

1. The Application Form has been completed by me, or on my behalf, and all information used to populate the Application Form has been provided with my consent, is true and accurate to the best of my knowledge and belief.
2. I have been made aware that providing certified documentation relating to proof of identity, verification of address and tax self-certification information is required pursuant to Bahamas Law and regulation.
3. I have read and fully understood the Important Notes and Declarations contained in the Application Form.
4. I have read and fully understood the Privacy Policy (HWL24).
5. I have read and fully understood the product Key Information Document and the Contract Terms and Conditions.
6. **Marketing communications:** Do you consent to Hansard Worldwide Limited, or any of its affiliated companies using your information to inform you of any of their products and services?

Please tick the box as appropriate Yes  No

Applicant

Signed

Date

Please print full name

Applicant 2

Signed

Date

Please print full name

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