

Client reference number

For office use only



# skandia investment solutions

## change to account/bond details

### Form purpose

This form can be used to change the following:

- Personal details
- Bank details
- Phased investment
- Withdrawal options
- Regular investment options
- Portfolio rebalancing

Please indicate the Account(s)/Bond affected by this notification:

- Individual Savings Account   
  ISA (formerly PEP)\*   
  Collective Investment Account   
  Collective Retirement Account   
  Collective Investment Bond (onshore only)

\* Only relevant if you had a PEP account with us prior to 6 April 2008.

This form does not apply to the offshore Collective Investment Bond. A separate form must be completed which is available from us.

### Important notes for completion

- Please use BLOCK CAPITALS only and blue or black ink.
- Please ensure all applicable sections of the form are completed clearly as missing or unclear information will result in a delay in processing or the return of this form.
- This form must be signed and sent to the following address:  
**Skandia, Skandia House, Portland Terrace, Southampton SO14 7AY**

### Important Information

- Any changes made will apply to the Account(s)/Bond detailed in section 2.
- For some requests we may require verification of your identity/authority to act.

## 1 Personal details as currently recorded on your Account(s)/Bond

### Account/Bond Holder 1

Please quote your existing client reference number, if known.

Title  
 Mr     Mrs     Miss     Other ▶ *please specify*

Surname/Company/Trustee name

Full forename(s)

Date of birth ▶ *dd mm yyyy*    National Insurance number

/  /    

### Account/Bond Holder 2

Title  
 Mr     Mrs     Miss     Other ▶ *please specify*

Surname/Trustee name

Full forename(s)

Date of birth ▶ *dd mm yyyy*    National Insurance number

/  /    

Please provide the same information for additional Account/Bond Holders/Trustee on a separate sheet of paper or by using copies of this page.

## 2 Account(s)/Bond held with us

Please note that **all** changes made throughout this document will apply to **all** products indicated below. **If you wish to apply different options and commission rates to different products, please complete a separate form for each product.**

- Individual Savings Account (ISA) Account number
- Individual Savings Account (formerly PEP) Account number
- Collective Investment Account (CIA) Account number
- Collective Retirement Account (CRA) Account number
- Collective Investment Bond (Onshore Bond) Bond number

## 3 Personal details to be changed

Please indicate which Account/Bond Holder details you are changing ► *please tick*

- Account/Bond Holder 1       Account/Bond Holder 2       Additional Account/Bond Holder

**New name** ► *please attach an original documentation supporting the change of name*

Title

- Mr       Mrs       Miss       Other ► *please specify*

Surname

Full forename(s)

### New address

Permanent residential/registered office address

Postcode

Contact telephone number

### Change of correspondence address

Correspondence address ► *if different from residential address*

Postcode

## 4 Change to automatic income or withdrawal instruction

Please use this section to start or stop income or withdrawal payments on your Account/Bond or to amend the type, amount or frequency of current income or withdrawal payments. Please refer to your Terms and Conditions for notice periods required.

**Type** ▶ please choose one option only

1.  Income generated by the funds ▶ please tick (not available for Bonds or CRA)  
 Tick here to cancel income payments ▶ please tick

2. Fixed withdrawal each payment of (not available for CRA)

£   ▶ minimum payment £25/maximum 10% of account/bond value

In addition I wish to increase the fixed withdrawal amount annually:

- by 5%; or  
 by the percentage increase in the Retail Prices Index.  
 Tick here to cancel fixed withdrawal payments ▶ please tick

3. Withdrawals equivalent to (not available for Bonds or CRA)

% ▶ whole % of account value each year. Minimum payment £25/  
maximum 10% of account/bond value

- Tick here to cancel withdrawal payments ▶ please tick

**Frequency** ▶ please tick

- Monthly  Quarterly  Half Yearly  Annually

The start date for these frequencies will be the next available following your application.

**OR**

- Jan  Feb  Mar  Apr  May  Jun   
July  Aug  Sep  Oct  Nov  Dec

The start dates for these months will be the next available following your application, or the date you state here:

Start date   /  /

There may be tax implications if you make withdrawals from your Account/Bond. Please refer to your financial adviser for further advice.

## 5 Change to Collective Retirement Account income withdrawal (drawdown) ▶ Crystallised Funds only

Please use this section to amend income withdrawal from your Collective Retirement Account.

If you are increasing your monthly income withdrawal payments part way through your pension year, the new annual amount after deducting any income withdrawal already paid in your pension year will be spread evenly over the remaining months in that period. Your pension year starts from the date income withdrawal entitlement commenced. Details of your pension year are contained within your Benefit Crystallisation Event Statement.

- I wish to **amend** my income withdrawal payments ▶ please tick

Please indicate amount required

- Maximum amount permitted **OR** Specific Amount £  ▶ per annum **OR**  Nil

**Frequency** ▶ please tick

- Monthly  Annually

Please note that you can vary income withdrawals at any time up to your maximum limits set at your review. Reviews will be conducted on a five yearly basis or following a trigger event.

## 6 Bank details (for income and withdrawal payments)

Please note generally we will not make payments to third parties and we will only accept changes to bank details from the Account/Bond Holder(s). In certain circumstances we may require evidence of identity and/or bank details eg recent bank statement or a cheque marked void.

Name of bank/building society ▶ this must be a UK bank/building society account

Branch address

Postcode

Sort code

 -   -  

Building society reference number ▶ if applicable

Account number

Account name

Payments to beneficiaries of a trust are limited to a total of £50,000 in a rolling 12-month period. After this limit has been reached, any further payments must be made to the trustees. We reserve the right to cancel these payments if the total exceeds the £50,000 limit.

## 7 Regular investment amendment (direct debit) ▶ *only available for ISA, CIA or CRA*

### ISA and Collective Investment Account

Please amend the contribution to

£  per month

Collection day ▶ *please tick*  10th  20th

Month to take effect from ▶ *please indicate*

/   /

Please refer to Terms and Conditions for notice periods required.

You can only amend one contribution source using this form; if you wish to amend multiple contributions you must use a separate form. The new contribution amount will be invested in the same funds and proportions as selected for your current contribution.

If you wish to amend bank details from which the contribution is being made, a new direct debit instruction is required. Please contact us or your financial adviser for a copy. If you wish to establish a new third-party contribution please contact us.

### Collective Retirement Account

Please select which direct debit you wish to amend ▶ *please tick only one*

Investor contribution

Third-party contribution ▶ *please indicate third party name*

If you wish to make an amendment to an employer's contribution, your employer will be required to complete an employer payer form.

Please amend the contribution to

£  per month Is this contribution  Gross **OR**  Net

Frequency ▶ *please tick*  Monthly  Annually

Collection day ▶ *please tick*  10th  20th

If you wish to amend bank details from which the contribution is being made, a new direct debit instruction is required. Please contact us or your financial adviser for a copy.

Following a missed payment or failed direct debit, you may opt to make a catch-up payment in addition to your existing direct debit instruction. This payment will be invested under the same terms and into the same fund selection as the contribution detailed above. If you would like this one-off payment to be made, please indicate the investment amount that you wish to be collected from the nominated bank account.

£  (gross) **OR** £  (net) ▶ *only applicable for relevant UK individuals*

## 8 Cancellation of phased investment

I wish to cancel my phased investment ▶ *please tick here*

Following the cancellation of phased investment on your Account/Bond, the outstanding balance to be phased will remain in the cash deposit (for ISA and CIA) or within the BlackRock Cash Fund (for Onshore Bond and Collective Retirement Account) until we receive further instructions from you.

## 9 Change to portfolio rebalancing option

You can choose to have portfolio rebalancing applied to your Account/Bond. This option allows you to switch investments between funds and Investment Strategies automatically within your Account/Bond every 3, 6 or 12 months to restore the proportionate value of your investments to percentages you have specified.

Please tick here if you wish to choose this option, and we will send you a portfolio rebalancing instruction form.

Please tick here if you wish to cancel portfolio rebalancing on your Account/Bond.

**10 Declaration and signature(s)** ▶ *all investors must sign this declaration*

**Please read this section carefully before signing and dating the declaration. This declaration is made by each investor.**

**Please make changes requested to the Account(s)/Bond indicated in section 2 of this form. I understand that these changes will take effect in accordance with the Terms and Conditions applicable to the Account(s)/Bond set out in section 2.**

I authorise and request Skandia MultiFUNDS Limited and/or Skandia MultiFUNDS Assurance Limited as applicable to effect the transactions detailed in this form.

I confirm that I am entitled to give instructions on the Account(s)/Bond stated in section 2.

I declare that this application has been completed correctly and to the best of my knowledge and belief.

**Where there is more than one investor each investor must sign.**

Authorised signature

Date ▶ *dd mm yyyy*

 /  / 

Capacity in which signing

Authorised signature

Date ▶ *dd mm yyyy*

 /  / 

Capacity in which signing

Authorised signature

Date ▶ *dd mm yyyy*

 /  / 

Capacity in which signing

Authorised signature

Date ▶ *dd mm yyyy*

 /  / 

Capacity in which signing

**11 Third-party payer details** ▶ *if applicable*

I agree to the changes requested to the regular investment detailed in section 7.

Name

Capacity

Company

Signature

Date ▶ *dd mm yyyy*

 /  / 

[www.skandia.co.uk](http://www.skandia.co.uk)

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Skandia provides you with access to its investment platform, known as Skandia Investment Solutions. Within this platform you can open an ISA and Collective Investment Account provided by Skandia MultiFUNDS Limited, a Collective Retirement Account and Collective Investment Bond provided by Skandia MultiFUNDS Assurance Limited and an Offshore Collective Investment Bond, distributed by Skandia MultiFUNDS Limited but provided by Old Mutual International (Guernsey) Limited.

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