Monument International Portfolio Bond

Standard Cash-in request form

(For use when you want to request regular and/or one-off withdrawals, or when you want to cash in your plan)

Please complete sections 1 and 2.

Section 1	Your details
Section 2	Withdrawal(s) details
Section 3	Important information about one-off withdrawals

You should consult your adviser or seek independent financial advice before submitting this request if you are in any doubt as to how your withdrawal will be taxed.
Any tax liability may vary depending on whether the withdrawal is made by cashing in full policies or from across all policies within your plan.
When you have completed it, please either;

- email a scanned image to **enquiries@ipb.monumentinsurance.com** or,
- **post it to Monument Life Insurance dac, IPB Admin, Bishop's Square, Redmond's Hill, Dublin 2, D02 TD99, Ireland.**

Please use Block Capitals and black ink or type and do not use correction fluid.

Section 1) Your details

First planholder name	Second planholder name
Third planholder name	Fourth planholder name
Plan number	Organisation name (if applicable)

Please give details of who we can contact in the event of a query:

Name	Email address
Telephone number	Fax number

Section 2) Cash-in Withdrawal(s) details

Please complete only one of the following sections A, B, or C.

A. **Full cash-in**

I want to cash in the full value of the plan ◯ (tick if applicable)

Reason for encashment:

Please return your plan schedule with this form so we can make the payment to you.

B. **One-off withdrawal**

You must select either method A or method B. We will not be able to process your withdrawal without this information. You may have to pay tax on as a result of making a one-off withdrawal, the differences between method A and B and the potential tax consequences are explained in section 3 – Important information about one-off withdrawals.

Method A

Either

I want to withdraw £/$/€ by fully cashing in individual policies.

(Please insert the amount required and complete the following table with details of which permitted assets you want to make the withdrawals from.)

Or

I want to cash in individual policies.

(Please insert the number of policies and complete the table below with details of which permitted assets you want to make the withdrawals from.)

Method B

I want to withdraw £/$/€ from across all the policies in my plan.

(Please insert the amount required and complete the following table with details of which permitted assets you want to make the withdrawals from.)

Reason for encashment:

C. **Regular withdrawals**

Instructions given here will replace any existing instructions.

I want to take a regular withdrawal of £/$/€ each year.

Regular withdrawals are taken equally from across all the policies in your plan. You may have to pay tax if your yearly withdrawals are more than 5% of your total initial payment and any additional payment.

How often do you want to receive regular withdrawals? ◯ Monthly ◯ Three-monthly ◯ Four-monthly ◯ Six-monthly ◯ Yearly

What date do you want the withdrawals to start? Date Day Month Year

(This must be at least 30 days after we receive your request)

Section 2) continued

Permitted assets details/Transaction account details (ISIN is not required for transaction accounts)

D.

Permitted asset name	ISIN number	Complete only if you have completed Section 2B. Complete only one of the below columns	
		Value of Sale OR	Whole % of the withdrawal to be taken from each asset

Section 2) continued

Payee details

We will only make payments to planholders, beneficiaries, trustees, or the following third parties: solicitors, financial services companies or independent financial advisers who are regulated by the FCA.

Payee notes for plans in trust

The payment must be made to the trustees jointly or to the named beneficiary(ies). Please indicate which by ticking one of the boxes below:

◯ Pay trustees jointly. ◯ Pay beneficiaries in shares specified in the trust.*

If trustees and beneficiaries are being paid, you must fully complete the certification of tax status for an Entity (AEOI) form. You should also include all countries in which trustees and beneficiaries are tax resident, the relevant tax reference numbers and confirmation of whether or not the trustees and beneficiaries are US citizens on the Entity (AEOI) form.

*Please refer to the notes on page 8 'Payments from plans in trust'.

Section 2) continued

If the payment is to be made to the trustees jointly but you do not have a trustee bank account, we recommend you contact your bank now to arrange this.

If the beneficiaries currently named on the trust are not the people you wish to receive the payment, please contact us before completing the form.

Proof of identity is required for all trustees before we can make payment. Please see the '**Confirming and protecting your identity'** leaflet.

Where payment is to be made to beneficiaries, proof of identity will be required where they are not also trustees. This evidence needs to be documentary as listed in the 'Confirming and protecting your identity' leaflet. If the payment is to be made to anyone other than the planholder(s), please ensure the relevant anti-money laundering ID and International Tax Compliance self-certification form(s), for the individual(s) or entity(ies), are enclosed.

Name of payee(s)

Address

Postcode

Payment will be made by telegraphic transfer.

Bank/Building Society name

Account name

Address

Postcode

Account number ☐☐☐☐☐☐☐☐

Sort code ☐☐–☐☐–☐☐

IBAN

BIC/SWIFT code

Roll number

Declaration

I/We request that Monument sell the permitted assets detailed above and I/we are aware that the permitted assets will be sold in accordance with Section 6 of the terms and conditions.

I/We wish to cash in/take a one-off withdrawal/take regular withdraws from the plan in accordance with the terms and conditions and acknowledge that payment will be made to the extent indicated and as specified above.

I/We declare that I am/we are legally entitled to the plan and to any payments due under the plan.

I/We authorise Monument to make payment to the payee(s) specified above (if applicable).

I/We agree that payment by Monument of the above amounts to me/us (or the payee(s) specified above, if applicable) is in full and final discharge of my/our claim in respect of the plan or that part of the plan being cashed in.

I/We declare that the plan, or any of its individual policies, has not to the best of my/our knowledge, information and belief been assigned or dealt with in any way which could create any claim or entitlement that may override or restrict my/our entitlement to the plan.

I/We acknowledge that it may be necessary for Monument Life Insurance dac to disclose to any tax authority, including the Irish Revenue Commissioners, any regulatory authority, the police or such other persons, as required by law or as otherwise required, to enable Monument Life Insurance dac to carry out its duties under law and under the policy terms and conditions, any information they may require in relation to me/us and my/our accounts.

In addition, I/we authorise Monument Life Insurance dac to comply with any tax obligation of Ireland or elsewhere applying to the Monument Re Group, including tax reporting and the deduction of any withholding tax.

I/We agree that I/we will be responsible for any losses and/or expenses incurred by Monument which are the result of any untrue, misleading or inaccurate information carelessly or deliberately given by me/us or on my/our behalf in this cash-in form or with respect to payments under the plan.

I am/We are over 18 years old and I am/we are not bankrupt, declared insolvent or placed into administration, nor have been since acquiring the plan.

Important Notes

In order for Monument Life Insurance dac to meet its legal obligations we need to verify your identity. Monument will not be able to provide services in the absence of this verification taking place.

This declaration must be signed by either your adviser, if an adviser authority has been completed, or by all planholders, trustees or authorised signatories (please delete as appropriate), if no adviser authority has been completed.

Please attach an additional sheet if there are more than four planholders/trustees.

Section 2) continued

Planholder signatures

First planholder

Name

Signature

Date Day Month Year

Second planholder

Name

Signature

Date Day Month Year

Third planholder

Name

Signature

Date Day Month Year

Fourth planholder

Name

Signature

Date Day Month Year

Adviser signature (where an adviser authority has been completed)

Adviser name

Adviser signature

Date Day Month Year

Section 3) Important information about one-off withdrawals

One-off withdrawals

Your plan was originally made up of 250 separate identical policies and there is more than one way you can make a one-off withdrawal. For both method A and B below, we will cash in permitted assets as specified by you:

Method A

- We will only cash in enough individual policies to raise the amount you need. If the amount that you require is less than the value of one whole policy, we will use Method B.
- If cashing in individual policies doesn't produce the exact amount, we will make up the difference by taking an equal amount from each of the remaining policies.
- You need to consider the tax implications carefully. Cashing in individual policies may result in an immediate chargeable gain. You will be sent a chargeable event certificate if this is the case.
- If you have a regular withdrawal arrangement, you will need to reassess it, as there will be fewer policies over which to spread the withdrawal. Your yearly 5% allowance will be reduced in future years.

Method B

- We will cash in units across all policies equally.
- A chargeable excess will occur if total withdrawals in any one year exceed the cumulative allowances. If this occurs, then a chargeable event certificate will be sent to you at the end of the policy year.
- If you have a regular withdrawal arrangement, you may need to reassess it to avoid exceeding your 5% allowance in the current policy year.

Should I choose Method A or B?

It is not possible to give any specific guidance as to which method will be better for you as this will differ from one person to another. The method you should choose will depend on a number of factors such as your personal circumstances, the rate of tax you pay now or may pay in the future, the amount(s) invested, when the investment was made, fund performance, the amount of the one-off withdrawal and the history of previous withdrawals.

We are not permitted to give you tax advice. If you are in any doubt about which method to choose, we recommend that you consult your adviser or seek independent advice before completing this form.

Payments from plans in trust

If the plan is in trust, we can make payments jointly to the trustees or, in the case of most trusts, to the named beneficiaries in accordance with the shares specified.

The exceptions to this are the Discretionary Discounted Gift Trust, Bare Discounted Gift Trust, Discretionary Loan Trust, Discretionary Gift Trust (Settlor included) and trusts that were not drafted by us. We must make the payment from plans in these trusts jointly to the trustees.

There may be inheritance tax implications – please contact your adviser or seek independent advice.

The Monument International Portfolio Bond is provided by Monument Life Insurance dac.

Monument Life Insurance dac is regulated by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority and the Prudential Regulation Authority.

Registered office: 2 Park Place, Ground Floor, Upper Hatch Street, Dublin 2, Ireland. Registered in Ireland under company number 325795.

Telephone number 0370 850 6130.

We may record or monitor calls to improve our service.

MONUMENT
Life Insurance dac

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