

## **FUND SWITCH INSTRUCTIONS FORM**

### **IMPORTANT INFORMATION ABOUT SWITCHING YOUR FUNDS**

Before you make a decision in relation to your Investments it is important that you read the following information and consult your Independent Financial Advisor.

#### **Restrictions:**

- There may be a minimum amount that can be switched from one fund to another
- You may have to leave a minimum amount in any fund in which you continue to invest, unless you move 100% out of that fund and leave the fund balance at Zero.
- There may be some funds that you cannot switch to or from
- The maximum number of funds you can invest in at any one time is six

#### **Charges:**

- If you decide to switch from one fund to another, there may be a charge deducted from your funds (currently you can make 12 fund switches free of charge per calendar year for Pension policies and four for Life policies. Any additional switches will incur a charge. For details of the charge please contact us)
- Charges vary from fund to fund. If you decide to switch funds, the fund manager \ administration charge may change.

#### **Risk Warning:**

- If you switch out of some of the with profits funds, a Market Value Adjustor (MVR) may be applied. If you would like to know if there is an MVR applicable to your fund and how much the reduction will be, please contact us before you send in your fund switch instructions. An MVR ensures that when an investment is switched out of the fund the value that is switched reflects its fair share of the fund's assets. This is to protect the plan holders who remain invested in the fund, by ensuring that the fund's total value is not unfairly reduced. When an MVR is applied, the proceeds you receive when you switch out are reduced. MVR's are reviewed regularly please contact us for current rates.
- Some plans and some funds may have guarantees about the value of your investment or the benefits it will pay, which may be important to you. Please contact your financial advisor for more information.

#### **Final Bonus:**

- If you decide to switch out of some of the with profits funds we may apply a final bonus. The final bonus ensures that when an investment is switched out of the fund, the value that is switched reflects its fair share of the fund's assets. This is to ensure that you receive your fair share of the fund's total value. By switching out early, the final bonus rate that will be applied to the money that is switched may be different from that which would have been applied in the future, had you not switched. Final bonuses are not guaranteed and can be declared as Zero. Final Bonus rates are reviewed twice a year, usually in January and July and are subject to change at any time.