

HARCOURT LIFE

Surrender Request Form

Please complete this form using BLOCK CAPITALS. In addition, for bonds that commenced on or after 1 January 2001, please complete the form 'Declaration of Residence Outside Ireland'.

STEP 1		BOND DETAILS	
Contract Type (tick one box only)			
Investment Bond	<input type="checkbox"/>	Inheritance Plan (partial surrenders only)	<input type="checkbox"/>
Complete Investment Portfolio	<input type="checkbox"/>	Universal Capital Account	<input type="checkbox"/>
Guaranteed With Profit Bond	<input type="checkbox"/>	Flexible Investment Plan	<input type="checkbox"/>
International With Profit Investment Bond	<input type="checkbox"/>	Portfolio Bond	<input type="checkbox"/>
International With Profit Redemption Bond	<input type="checkbox"/>	Dublin With Profit Redemption Bond	<input type="checkbox"/>
PLAN NUMBER	<input type="text"/>		

STEP 2		OWNERS OF THE BOND - PERSONAL INVESTORS ONLY	
Owner 1		Owner 2 (if any)	
Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="text"/> Other (in full)	Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="text"/> Other (in full)
Surname	<input type="text"/>	Surname	<input type="text"/>
Forename(s) (in full)	<input type="text"/>	Forename(s) (in full)	<input type="text"/>
Address (for correspondence)	<input type="text"/> <input type="text"/>	Address (for correspondence)	<input type="text"/> <input type="text"/>
Owner 3 (if any)		Owner 4 (if any)	
Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="text"/> Other (in full)	Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="text"/> Other (in full)
Surname	<input type="text"/>	Surname	<input type="text"/>
Forename(s) (in full)	<input type="text"/>	Forename(s) (in full)	<input type="text"/>
Address (for correspondence)	<input type="text"/> <input type="text"/>	Address (for correspondence)	<input type="text"/> <input type="text"/>
If there is an additional owner of the bond, please copy Step 2, complete the corresponding details for the additional owner and attach the completed page to this Surrender Request Form.			

STEP 3 OWNERS OF THE BOND - TRUSTEE / CORPORATE INVESTORS

Name of Trust/Corporate Body

Address (for correspondence)

Please complete the details below for all of the Trustees / Authorised Signatories who are authorised to give instructions relating to the bond.

Name of Trustee/
Authorised Signatory 1

Name of Trustee/
Authorised Signatory 2 (if any)

Name of Trustee/
Authorised Signatory 3 (if any)

Name of Trustee/
Authorised Signatory 4 (if any)

If there is an additional trustee / authorised signatory of the bond, please copy Step 3, complete the corresponding details for the additional trustee / authorised signatory and attach the completed page to this Surrender Request Form.

STEP 4 SURRENDER DETAILS

Please tick and complete one of the following sections.

A. Full Surrender

Note:

1. Please ensure that the Plan Schedule is returned with this form along with any other relevant documentation e.g. Deed of Assignment and/or Trust documents.

B. Partial Surrender

Surrender Amount

£/E/US\$*

or

% of fund value

%

Note:

1. The minimum partial surrender you may take will depend on the contract type.

C. Segment Surrender

Number of segments to be surrendered

Note:

1. Please ensure that the Plan Schedule is returned with this form along with any other relevant documentation e.g. Deed of Assignment and/or Trust documents.

D. Segment & Partial Surrender

Surrender Amount

£/E/US\$*

Note:

1. The minimum surrender amount will depend on the contract type.
2. To pay the surrender amount we will cancel the minimum number of policies and take the balance over the remainder.
3. Please ensure that the Plan Schedule is returned with this form along with any other relevant documentation e.g. Deed of Assignment and/or Trust documents.

* Delete as appropriate

Note:

1. You cannot fully surrender the Inheritance Plan.
2. You can only surrender segments if your bond consists of more than one policy, your Plan Schedule will confirm the number of policies.
3. Depending on the contract type, the value of units cancelled will take account of any Terminal Bonus, Market Value Reduction, Allocation Charge or Surrender Charge that may apply. A breakdown of any charges likely to apply can be provided on request.
4. If your bond is invested in more than one Harcourt Life fund, any surrender amount will be taken out of all funds proportionately. If you are invested in a Complete Investment Portfolio A, B or C you should specify in Step 5 which holdings should be encashed to pay the surrender value.
5. For UK residents, any surrender payment may result in a chargeable event gain for income tax purposes.
6. We suggest you consult your Financial Adviser before taking any money out of your bond.

STEP 5 SURRENDER INSTRUCTIONS (Complete Investment Portfolio A, B OR C,)

The surrender value should be paid by encashing the following holdings e.g. Funds/Stocks/Shares

Full Name of Holding e.g. Funds/Stocks/Shares	Number of units/amount/ALL

Note:

1. There will be a dealing charge on each external asset sold.
2. Any balance of sales proceeds will be deposited in the Cash Account, applies to the Complete Investment Portfolio A, B or C and the Portfolio Bond only.
3. It may take some time to receive the sales proceeds when selling external holdings. Harcourt Life will not be held liable for any delays.

STEP 6 DATE OF SURRENDER

The surrender is to be processed:

At the relevant price calculated on the first valuation date after receiving all relevant documentation

STEP 7 PAYMENT DETAILS

The surrender payment can be made by telegraphic transfer. Payments made by telegraphic transfer will incur a bank charge.

(See note 1) Please complete the following Bank Details:

Name of Bank / Building	<input type="text"/>		
Society	<input type="text"/>		
Address	<input type="text"/>		
Account Name	<input type="text"/>		
Account Number	<input type="text"/>	Sort Code	<input type="text"/>
Building Society Reference Number (if applicable)	<input type="text"/>	Swift Code of Receiving Bank	<input type="text"/>
Currency of Receiving Bank Account	<input type="text"/>		

STEP 7 PAYMENT DETAILS (Continued)

There may be some circumstances when Intermediary Bank Details are needed e.g. if the payment is to be made in Euros or US Dollars. Please refer to your own bank for advice and complete the following Intermediary Bank Details if appropriate.

Name of Intermediary Bank	<input type="text"/>		
Intermediary Bank Address	<input type="text"/>		
	<input type="text"/>		
Account Number	<input type="text"/>	Sort Code	<input type="text"/>
Swift Code	<input type="text"/>		

Note:

1. the cost of telegraphic transfers will be deducted from the surrender payment before it is paid. So, for example, if you choose a partial surrender of £300 what will be paid is £300 less the cost of the transaction.

STEP 8 PLAN SCHEDULE

For full surrenders, segment surrenders and segment & partial surrenders, please ensure that the Plan Schedule is returned with this form along with any other relevant documentation e.g. Deed of Assignment and/or Trust documents. Do not enclose your Plan Schedule if you are only taking a partial surrender - we do not require it for this type of surrender.

The Plan Schedule is enclosed

OR

The Plan Schedule is lost (See Step 9 - Declaration)

STEP 9 DECLARATION

- I declare that I have the authority to give instructions in respect of the above numbered bond.
- I instruct Harcourt Life to make a surrender payment in accordance with the details above. I understand that the surrender payment will be net of all applicable charges.
- If the Plan Schedule has been lost, I declare that
 - I am the legal owner of the bond and I am legally entitled to the proceeds of the above bond.
 - The bond has not been assigned, pledged as security or given to any person who could have any claim upon it.
 - I will return the Plan Schedule to Harcourt Life if this is found.
 - I will indemnify Harcourt Life against any claim and any loss or expense which it may occur in consequence of the above not being true and/or payment of the surrender proceeds being made without the Plan Schedule being returned to Harcourt Life.

Signature of Owner / Trustee / Authorised Signatory 1

Date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Owner / Trustee / Authorised Signatory 2 (if any)

Date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Owner / Trustee / Authorised Signatory 3 (if any)

Date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Owner / Trustee / Authorised Signatory 4 (if any)

Date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If there are additional owners / trustees / authorised signatories of the bond, please copy this page, complete the corresponding details for each additional owner / trustee / authorised signatory and attach the completed page to this Surrender Request Form.

PRIVACY STATEMENT

Our Privacy Statement explains when and why we collect personal information about our customers, how we use it, the conditions under which we may share it with others and how we keep it secure. It also explains how long we keep customer information for, how a customer can obtain details of the information we keep and the choices customers have about how we use that information. You can find a copy on our website www.harcourtlife.ie or you can request a copy from our Customer Service Team.

Address for correspondence:

Harcourt Life Ireland Designated Activity Company, 16 Joyce Way, Park West Business Park, Dublin 12, Ireland.
Telephone number (+353-1) 804 4000. Telephone calls may be recorded. Fax (+353-1) 804 4005. Website address: www.harcourtlife.ie

Harcourt Life is a trading name of Harcourt Life Ireland Designated Activity Company. Harcourt Life Ireland Designated Activity Company is regulated by the Central Bank of Ireland and is registered in Ireland (Company No. 242244). The company's registered office is Block 2, Harcourt Centre, Harcourt Street, Dublin 2, Ireland. Directors: William Finn - Chairman, Alan Foley - Chief Executive, Matthew Coffey, Tim Madigan, Ian Maidens (British), Henry O'Sullivan, Paul Thompson (British).