

## INTRODUCTION

This form should be used for surrender payments, partial surrender payments or lump sum payments at retirement.

Please read each section of the form carefully and complete all relevant sections. Failure to complete all of the sections of the form or provide Nordben with the requested documentation may result in a delay in the payment being made.

Please also note that Nordben reserves the right to request further information and/or documentation prior to making payment if it deems it necessary.

This document should be stapled, together with the requested accompanying documents, and sent by post to Nordben at the address stated on the last page. Facsimile or e-mail copies cannot be accepted.

## GUIDELINES FOR COMPLETION OF THIS DOCUMENT

Where the payment is to be made to the Life Assured and the Grantee's approval is not required then all sections should be completed with the exception of section B, which can be left blank.

In all other circumstances every section should be completed.

**Please write clearly and in English using block capitals.**

## HOW WILL THIS DOCUMENT BE USED?

Nordben Life and Pension Insurance Co. Limited will use this document and other relevant details in order to process the payment. For these purposes this document will be disclosed to relevant Nordben staff and may be disclosed to personnel of the bank mentioned in Section E and any relevant correspondent bank. It might also be necessary to obtain additional details from persons and companies, referred to in this document, for the purpose of making the payment. By signing the 'Declaration' on page 4, you will have given consent to our disclosing appropriate details from this document to them. No sensitive data is passed on to a third party unless the correct legal procedure is followed.

This document will be held on file and will be disposed of in accordance with the terms of the contract.

Nordben Life and Pension Insurance Co. Limited takes the privacy and security of data held on its clients very seriously. We have published a guide to ensure that our clients are informed about their rights and our obligations under The Data Protection (Bailiwick of Guernsey) Law. The guide is available on our website [www.nordben.com/data-protection](http://www.nordben.com/data-protection).

## A. POLICY DETAILS

Policy number:

Group number: (if applicable)

\_\_\_\_\_

Tick as appropriate:

Triple C

Flex

Level

## B. GRANTEE

Name: _____	
Address: _____	
_____	Telephone no: _____
_____	Facsimile no: _____
_____	E-mail: _____
Post code: _____	

## C. LIFE ASSURED

Name: _____	
Address: _____	
_____	Telephone no: _____
_____	Facsimile no: _____
_____	E-mail: _____
Post code: _____	

## D. PAYMENT DETAILS

Requested date of surrender or retirement date: (dd/mm/yyyy) or ASAP _____
Please state the amount you wish to be paid from the Policy. If the Policy is to be paid out in full please print "FULL" next to "Amount".
Currency: _____ Amount: _____
Subject to all of the necessary information being provided to us payment will typically be made to you:
<ul style="list-style-type: none"><li>• Within 7 working days of receiving this form if you wish payment to be made to you as soon as possible (ASAP); or</li><li>• Within 2 working days of the requested payment date, if this has been specifically requested (and provided we receive the form at least 5 working days prior to this date)</li></ul>
The Grantee and Life Assured, where appropriate, hereby apply to Nordben Life and Pension Insurance Co. Limited for the amount above and confirm that the Policy has not been assigned or transferred to a third party.
Please read the following notes:
<ul style="list-style-type: none"><li>• Partial payments from a Triple C Plan policy are not permitted.</li><li>• Partial payments from a Flex Plan policy are subject to a minimum of GBP 5,000 or currency equivalent and a transfer charge of GBP 75 or currency equivalent.</li><li>• Nordben reserves the right to decline applications that if processed will result in the remaining policy value being less than GBP 20,000 or currency equivalent.</li><li>• The Company may vary the minimum partial payment, transfer charge and the remaining policy value from time to time.</li><li>• In the event that the Company is asked to convert the payment to an alternative currency before making payment, the currency conversion will be determined by the Company based upon prevailing rates of exchange. For such purposes, the Company will generally use a rate of exchange which is obtained directly from, or through systems provided by, the Company's bankers (currently Barclays Private Clients International Limited) and which reflects the size of the conversion transaction. The Company cannot specify in advance the exact timing of any conversion during the day concerned but will use the prevailing rate of exchange in accordance with the above principles.</li><li>• Where the Policy is to be paid out in full all benefits arising there under shall not be cancelled until the requested date of payment and that the amount of the surrender payment/lump sum on retirement shall be that applicable on the aforementioned date.</li><li>• Where the Policy is to be paid out in full this shall constitute final settlement in respect of the Policy and result in the Grantee, Life Assured, Specified Dependants and Designated Beneficiaries having no further entitlement to benefits in respect of this Policy.</li></ul>



## F. DECLARATION (Continued)

Required if the Grantee is a corporate entity:

Name of Signatory: \_\_\_\_\_

Status of Signatory: \_\_\_\_\_

## G. RETURN OF POLICY DOCUMENT

If you have applied for the policy to be paid out in full please tick as appropriate

I/We attach the original Policy Document

I/We have lost the original Policy Document

## H. ADDITIONAL DOCUMENTATION REQUIREMENTS

Please also attach the following documents for verification purposes (please note (1) and (2) are not required if the payment is being made to the Grantee).

A certified copy of the Life Assured's passport or national identity card.

An original utility bill or bank statement confirming the Life Assured's residential address. (The document should be the latest available, but not more than 12 months old. An original must be supplied. It will be returned once it has been processed.)

A certified copy of Grantee's passport or national identity card, if the Grantee is a private individual.

An original utility bill or bank statement confirming the Grantee's residential address, if the Grantee is a private individual. (The document should be the latest available, but not more than 12 months old. An original must be supplied. It will be returned to you once it has been processed.)

Who can act as a suitable certifier?

- The Grantee (where the Grantee is the Life Assured's employer)
- An embassy, consulate or high commission of the country of issue of the documentary evidence of identity
- A lawyer or notary public
- A member of the judiciary or senior civil servant
- A serving police or customs officer
- A bank manager or officer (of the bank mentioned above)

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