

**INTRODUCTION**

Nordben does not release any information to a third party without written consent.

This document should be completed by both you and the third party you wish the information to be released to.

This document should be stapled, together with the requested accompanying documents, and sent by post to Nordben at the address given on the last page. For your protection, facsimile or scanned copies cannot be accepted. Nordben reserves the right to request further information before releasing any information if it deems necessary.

To avoid delays please complete all section in English using block capitals.

**HOW WILL THIS INFORMATION BE USED?**

Nordben Life and Pension Insurance Co. Limited will use the information supplied in this document, and any further information requested in connection with this document, in order to assess whether or not it can release information to the third party.

For these purposes this document, together with copies of the requested supporting documents, will be disclosed to relevant Nordben staff. By signing below you will have given your consent to our disclosing appropriate details to them. No sensitive data is passed on to a third party unless the correct legal procedure is followed.

This document, together with copies of the requested supporting documents, 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. THE THIRD PARTY TO WHOM THE INFORMATION IS TO BE RELEASED**

Name of person:	Job title/position (if representing a company):
_____	_____
Name of company (if applicable):	Name of regulatory body (if acting as a financial advisor):
_____	_____
Address (registered address if a company):	Telephone no: _____
_____	Facsimile no: _____
_____	E-mail: _____
_____	
Post code: _____	
Relationship to policyholder: _____	
Signature: _____	Date: (dd/mm/yyyy) _____

## B. YOU

Your name: _____	Contact person: _____
Address: _____	
_____	Telephone no: _____
_____	Facsimile no: _____
_____	E-mail: _____
Post code: _____	
Policy number(s) applicable to this request: _____	
I hereby authorise Nordben Life and Pension Insurance Co. Limited to supply any information in respect of the policy(ies) stated above, to the person/company stated in section A. I confirm that this authorisation will remain in place, until I notify Nordben otherwise in writing/ for 90 days (delete as appropriate)	
Signature: _____	Date: (dd/mm/yyyy) _____

## C. ADDITIONAL DOCUMENTATION

<b>Please attach the following documents for verification purposes:</b>	
A certified copy of your passport or national identity card	<input type="checkbox"/>
An original utility bill or bank statement confirming the your 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)	<input type="checkbox"/>
<b>Who can act as a suitable certifier?</b>	
<ul style="list-style-type: none"><li>• The Grantee of the policy(ies) concerned. (where the Grantee is an employer)</li><li>• An embassy, consulate or high commission of the country of issue of the documentary evidence of identity</li><li>• A lawyer or notary public</li><li>• A member of the judiciary or senior civil servant</li><li>• A serving police or customs officer</li><li>• A bank manager or officer</li></ul>	

## D. NORDBEN USE ONLY

<b>To be approved by 2 "A" signatories</b>	
Signature: _____	Date: (dd/mm/yyyy) _____
Signature: _____	Date: (dd/mm/yyyy) _____
<b>(This form must be approved and a copy filed with the Compliance Officer before any information can be released)</b>	

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