

Portfolio Bond Dealing Instruction

Please complete using block capitals or by typing into the field areas.
 When completed please fax to the Dealing Department on +44 1624 721899
 or for assistance please phone the Dealing Department on +44 1624 821026

Contact Name:
Company Name:
Email Address:
Policyholder Name:

Telephone Number:
Fax Number:
Date of Instruction:
Policy Number:

Order size			Asset details			
	Buy, sell or switch	Cash amount (see below for buy orders)	Amount of units	SEDOL, ISIN or FPI Mirror Fund Code	Asset Name <small>(Where applicable please confirm which share class you wish to purchase and your choice of Income/Accumulation units – we will default to Income Asset unless informed otherwise).</small>	Base Currency Unit
1						
2						
3						
4						
5						
6						
7						
8						

Please instruct currency conversions here	
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Additional Instructions:	

When investing specific cash amounts: Please ensure that the portfolio contains sufficient cash in the same currency as you have instructed to invest. Failure to do so may incur overdraft charges. If there is sufficient money but in a different currency, please instruct a currency conversion in the space provided. If uncertain please contact the Dealing Dept.

Client(s) signature.....

Fund Advisor signature.....



Guidance Notes – Completing a Dealing Instruction Form

For use for Portfolio Bond products (Reserve and Global Portfolio)

Section 1 – Policy and Contact Details

- Please complete these details fully to avoid unnecessary delays in the event of our Dealing Department needing to contact you regarding the instructions
- Our Dealing Department will confirm receipt of each instruction by return fax

Section 2 – Investment Instructions

Buy/Sell/Switch: Enter Buy, Sell or Switch

Cash Amount: Enter the currency and the amount of cash to be traded. If you intend to instruct an amount of units/shares, leave this section blank

Amount of units: Please instruct the number of units/shares to transact. If you have instructed a cash amount, please leave this section blank

SEDOL/ISIN (essential): Many funds have different classes and currency denominations, which all have different ISIN and SEDOL codes, to avoid ambiguity it is essential that this code is included. The omission of an ISIN or SEDOL code may result in delay

Security/Fund Name: This field should include the full name of the fund together with the desired fund class

Base Currency of Asset: This should be completed with the denomination of the asset involved.

Currency conversions: Please note that any currency conversions to be actioned must be outlined here. We are unable to convert without an instruction to do so (Please see guidance notes below for clarification)

General Notes

- The minimum investment into any one fund is USD7,500 (GBP5,000/EUR7,500/SGD15,000). There is no minimum for subsequent investments, unless stipulated by the fund manager
- We will accept instructions via fax. There is no requirement for you to post the original copy to us
- Emailed instructions are not accepted; signed instructions sent as an attachment to an email are
- All instructions must be signed by a party with the relevant authority
- If you are unable to obtain a SEDOL or ISIN number, please state the full name of the fund together with the desired fund class and currency denomination, and where the fund is based (UK or Offshore)
- If the currency you instruct to invest differs from the currency of the fund being invested into, we will perform a currency conversion to facilitate the investment; however,
- If, for example, you wish to invest US Dollars into a US Dollar fund, and the portfolio only contains available cash in Euros, we will not assume to convert sufficient Euros to US Dollars. We must be instructed to do so by you or your financial adviser
- Sale proceeds will be received in the denomination of the asset traded unless specifically instructed otherwise in the additional instructions section
- If you instruct to sell a specific number of units from a fund, the proceeds will be credited to the portfolio in the same currency as the fund unless advised otherwise
- If a choice of Income or Accumulation is offered by the fund, we will opt for Income Units unless advised otherwise
- For Income units we will only accept the cash option rather than re-invested dividends

Friends Provident International Limited

Registered & Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA

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Website: www.fpinternational.com

Incorporated company limited by shares

Registered in the Isle of Man No. 11494

Authorised by the Isle of Man Insurance & Pensions Authority

Provider of life assurance and investment products

Authorised by the Office of the Commissioner of Insurance to conduct long-term insurance business in Hong Kong

Registered in the United Arab Emirates as an insurance company (Registration No.76)

and as a foreign company (Registration No. 2013)

Authorised by the United Arab Emirates Insurance Authority to conduct life insurance and savings business

Registered in Singapore No. F06835G

Registered by the Monetary Authority of Singapore to conduct life insurance business in Singapore

