

## Part 1 - For completion by the Applicant(s)

Please write in ink and use BLOCK CAPITALS

### Section A

Reserve Policy Number

Name of Investment Adviser  
("the Adviser")

Address

### Declaration

I/We\* declare that I/we wish to appoint the Adviser to be the Investment Adviser of the underlying assets held within my/our\* Reserve policy, in accordance with the Investment Restrictions specified in Section C below. I/We\* request Friends Provident International Limited (FPIL) to enter into any formal agreements required by the Adviser to facilitate this appointment.

### Authority granted

I/We\* grant the Adviser authority to act in the following capacity (please read the three options carefully before indicating the authority you have granted to your Investment Adviser):

**Please tick one box only**

**OPTION 1: Advisory basis only, my signed consent required:**

I/We\* declare that the Adviser will discuss any proposed alterations to the composition of the Reserve policy with me/us\*, and FPIL will only act upon investment instructions that I/we\*, as policyholder(s), have signed. **FPIL will not action any instructions that have not been signed by me/us\*.**

**OPTION 2: Advisory basis only, without signed consent:**

I/We\* declare that the Adviser will discuss any proposed alterations to the composition of the Reserve policy with me/us\*, and obtain my/our\* agreement before any changes are made. **I/We\* authorise my/our\* Adviser to submit written instructions to FPIL on my/our\* behalf, without the need to obtain my/our\* signature(s) on these instructions.**

**OPTION 3: Delegated Investment Management:**

I/We\* declare that I/we\* have delegated investment decisions to the Adviser, who has complete discretionary authority, without consulting me/us\* first, to make all investment decisions to buy or sell assets, hold cash or other investments, within the boundaries of the investment restrictions detailed below. **I/We\* authorise FPIL to act upon the investment instructions of the Adviser as if the Adviser was the policyholder.**

I/We\* agree that FPIL shall not be responsible for any loss or liability to the Reserve policy, as a result of the actions, or failure to take action, on the Adviser's part, which gives rise to any loss in value to the Reserve policy howsoever arising.

I/We\* and my/our\* estates undertake to indemnify FPIL against all claims and actions against FPIL, in respect of any loss and all costs and expenses arising from the activities of the Adviser (including but not limited to the cost of defending in any court of Law such claim, demand or action against FPIL and the cost of recovering the investments held by the Adviser).

### Section B

#### Remuneration (please tick one box)

I/We\* have agreed with the Adviser that a fee will not be paid.

I/We\* authorise FPIL to make a quarterly withdrawal from the Reserve policy of  per quarter or  % per annum, up to a maximum of 1.5%, of the value of the Reserve policy at the quarterly valuation point.

I/We\* understand that an amount equivalent to this withdrawal shall be payable by FPIL to the Adviser on my/our\* behalf.

## Section C

### Investment restrictions

(a) **Personalised Assets**

Choosing the personalised assets option enables you to invest in assets from a virtually limitless range including:

- Equities and fixed-interest securities quoted on most recognised stock exchanges
- Unit trusts
- Open-Ended Investment Companies (OEICs)
- Investment trusts
- Offshore distributor and non-distributor funds
- Government securities
- Hedge Funds, Funds of Hedge Funds and Exchange Traded Funds (ETFs)
- Sukuks (asset backed trust certificates)
- Structured Notes and Deposits
- Cash, including bank and building society deposits.

We reserve the right to refuse some assets, such as:

- Shares in the Friends Provident group of companies
- Commodities
- Real property
- Futures and Options
- Precious metals
- UK National Savings and Investments Capital Bonds
- US and Canadian Mutual Funds.

This list is not exhaustive; we may refuse other assets which we believe are unsuitable.

(b) **Collective Investments**

This option allows you to invest in the following:

- UK authorised unit trusts
- UK authorised investment trusts (excluding warrants)
- Open-Ended Investment Companies (OEICs)
- An Interest in an Overseas Collective Investment Scheme<sup>†</sup>, that is structured as one of the following:
  - an open-ended investment company
  - a unit trust
  - offshore distributor and non-distributor funds
- Hedge Funds and Exchange Traded Funds (ETFs) are permitted provided they comply with one of the structures above
- Cash, including bank and building society deposits.

<sup>†</sup> "Collective Investment" as defined in section 235 of the UK Financial Services and Markets Act 2000.

(c) The Reserve policy shall not at any time be more than 100% invested i.e. no overdrafts shall be created nor any other commitments made beyond the extent of the investible cash available in the Reserve policy, without the prior formal approval of FPIL

(d) Any assets purchased as a result of an instruction FPIL receives from the Adviser, shall be purchased at the open market price, as shown on the contract note issued by the fund manager or stockbroker.

(e) FPIL is the beneficial owner of all of the assets held within the Reserve policy, which are held in FPIL's name.

I/We\* authorise FPIL to act upon this authority until I/we\* revoke this authority in writing.

## Section D

### Fees and Commissions

I am/we are\* aware that certain investments the Adviser makes from time to time may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to my/our\* Adviser. I/We\* understand that full details of any commissions paid in respect of certain investments held within the Reserve policy are available on request from my/our\* Adviser.

I/We\* acknowledge that the above fees and commissions are in addition to FPIL's Reserve policy charges and any Investment Adviser fee taken under Section B.

**Signature(s) of Applicant(s)**

**Applicant**

**Second Applicant**

Signature
Date

Signature
Date

## PART 2 - For completion by the Adviser

Please write in INK and use BLOCK CAPITALS

### Declaration

On behalf of the 'Financial Adviser' named in Part 1, Section A above, I have read and understood the **Investment Restrictions** specified in Part 1, **Section C** above and agree to act in accordance with them. The capacity in which I will act as Investment Adviser will be (please indicate below by ticking the appropriate box):

**Please tick one box only**

- Advisory basis only (the Applicant(s) has/have selected OPTION 1 above)**  
I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Applicant(s). I understand that FPIL can only act upon investment instructions that have been signed by the Applicant(s).
- Advisory basis only (the Applicant(s) has/have selected OPTION 2 above)**  
I confirm that I hold the appropriate authorisation to provide ongoing investment advice to the Applicant(s). I understand that I must obtain the Applicant's/Applicants' agreement to any investment advice given and that I may be asked to provide such agreement to FPIL if requested.
- Delegated Investment Management (the Applicant(s) has/have selected OPTION 3 above)**  
I confirm that I hold the appropriate authorisation enabling me to provide investment instructions to FPIL, and that I have the agreement of the Applicant(s) to issue investment instructions on their behalf.

### Important Note

**If you are licensed to provide financial services in one of the following jurisdictions, please complete Section E:**

- Financial Action Task Force member country
- European Union member state
- Isle of Man, Guernsey, Jersey, Gibraltar, Iceland, Liechtenstein, Malaysia, Norway, Switzerland

**If you are not licensed in a country or jurisdiction listed above, please complete Section F.**

## Section E

I confirm that I am licensed by a Regulatory Body located in one of the following jurisdictions:

- Financial Action Task Force member country
- European Union member state
- Isle of Man, Guernsey, Jersey, Gibraltar, Iceland, Liechtenstein, Malaysia, Norway, Switzerland

and I am required by my Regulatory Body to comply with legislation in accordance with (or equivalent to) the EU Money Laundering Directives.

I am regulated by  (name of Regulatory Body)

in  (country)

My Regulatory License Number is

I confirm that I will comply with all legal and regulatory requirements of the country where I am licensed to provide financial advice. I confirm that I will notify you of any changes to my authorisation including any disciplinary action taken against me.

Signature of Adviser

Signature
Date

Name of Adviser

For and on behalf of  
(Name and address of firm)

**Section F**

I understand that its Principal Regulator requires Friends Provident International Limited to complete an identification check on the Investment Adviser firm and I must provide the following certified documents, if not previously provided, before this Appointment of Investment Adviser Form can be accepted:

- A suitably certified copy of the Certificate of Incorporation or equivalent document
- A list of all directors and verification of the identity<sup>†</sup> of at least two directors, one of whom must be an executive director
- Verification of the identity<sup>†</sup> of all shareholders holding 20 per cent or more of the issued share capital of the firm.

(Please refer to 'Identification Requirements - Notes' below)

I confirm that I will comply with all legal and regulatory requirements of the country where I am licensed to provide financial advice. I confirm that I will notify you of any changes to my authorisation including any disciplinary action taken against me.

Signature of Adviser	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Signature</td> </tr> <tr> <td style="padding: 2px;">Date</td> </tr> </table>	Signature	Date
Signature			
Date			
Name of Adviser			
For and on behalf of <i>(Name and address of firm)</i>			

**Identification Requirements - Notes**

**These notes apply only if Section F is completed**

The principal requirement is to look behind the corporate entity to identify those who have ultimate control over the business and company's assets. Where the shareholder is a holding company, trust or nominee, then FPIL is required to look behind this to the ultimate beneficial owner and verification of identity of the ultimate beneficial owner must be obtained, together with evidence demonstrating beneficial ownership.

<sup>†</sup> Verification of the identity: this is deemed to comprise:

- Primary Identity document - certified copy of a passport or Government-issued Identity Card
- Verification of residential address - certified copy of one of the following documents:
  - A utility, rates or council tax bill. Mobile telephone bills are not acceptable as evidence of address
  - An entry in a local telephone directory
  - An extract from the official register of electors
  - A current driving licence
  - A tax assessment document
  - An account statement from a bank. Bank credit cards and non-bank cards, such as store cards, are not acceptable.
  - Proof of ownership or rental of the residential address
  - A mortgage statement.

**PART 3 - Investment Adviser contact details**

Telephone / Fax number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px; text-align: center;">/</td> </tr> </table>	/
/		
Email address		