PHOENIX WEALTH

RETIREMENT

FUND SWITCHING, INVESTMENT ALLOCATION AND PORTFOLIO REBALANCING

When to use this form

- Switching between funds or changing the investment allocation for future contributions, and/or
- Setting up or amending Portfolio Rebalancing instructions.
- For the Investment Bond please use the relevant Investment Bond forms available on our website at phoenixwealth.co.uk/literature

If you have a:

- Phoenix Wealth Pension Funds only plan please return this form to Phoenix Wealth, Unit Linked Life & Pensions, PO Box 1393, Peterborough, PE2 2TP.
- Retirement Wealth Account - Self-invested plan please return this form to Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ.

1. YOUR DETAILS

Your full name	
Policy number	☐☐☐☐☐☐☐☐☐

2. INVESTMENT INSTRUCTIONS

Please confirm your instructions by ticking the boxes which apply. A list of our funds is available from your financial adviser.

Did you receive advice from a financial adviser in respect of the investment instructions in this form? ☐ Yes ☐ No

☐ I wish to change the investment allocation for some of my existing funds only (please complete Section 3 and Section 4.1).

☐ I wish to change the investment allocation for the whole of my existing investments and/or future regular contributions (please complete Section 4.1 and/or Section 4.2).

☐ I wish to change the investment allocation for future regular contributions only (please complete Section 4.2). This will mean your existing fund remains invested as it is now.

☐ I wish to set up Portfolio Rebalancing changing the whole of my existing investments (please complete Section 4.1 and Section 4.3).

Note

For postal applications we will apply investment prices applicable to the date of receipt. For faxed applications we will apply the prices applicable to the working day immediately following the day of receipt. Faxed applications that arrive at the weekend or on a nonworking day will be deemed to have arrived the next working day and hence we will apply the prices applicable to the second working day following the day of receipt. Please see the **Individual Pension Funds Fund Dealing Guide** for more information. This is available on our website at www.phoenixwealth.co.uk/literature/

3. SWITCH INSTRUCTIONS

Switch out instructions – for existing funds only

Please complete the section below if you wish to switch out of some of your existing fund choices. Complete Section 4 to allocate funds to your new fund choices. Please choose either the monetary amount or the percentage column.

Fund name	Amount of the individual fund (in whole £ only)	Percentage of the individual fund (in whole % only)
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
TOTAL	**£**	**N/A**

4. FUND CHOICE FOR SWITCHING AND PORTFOLIO REBALANCING

Please indicate the amount or percentage to be directed into each fund. The monetary amount column can only be used if the monetary amount column has been completed in the switch out instructions in Section 3.

4.1 Fund switch in instructions - for existing funds only

Fund name	Amount of the individual fund (in whole £ only)	**Percentage** (in whole % only)
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
TOTAL	**£**	**100%**

Note The total in the monetary amount column must equal the total in the monetary amount column of your switch out instructions in Section 3.

4.2 Instructions for future contributions only

Fund name	Percentage (in whole % only)
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
TOTAL	**100%**

4.3 Portfolio rebalancing, start date and frequency

When you choose this option, your whole portfolio will be rebalanced to the investment allocation specified in Section 4.1. If you would like to rebalance a specific source only, please use the notes below to add details.

☐ Please rebalance my entire pension portfolio to the fund choice specified above.

Please select the frequency and start date for the regular portfolio rebalancing.

Start Date: (Must be between 1st and 28th)

☐☐/☐☐/☐☐☐☐

Frequency:

☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Annually

5. MEMBER DECLARATION

I request that the investment instructions in this form are carried out and I understand that this form should be read in conjunction with the application form for the relevant product.

Financial Crime (verifying your identity to prevent Fraud & Money Laundering)

To verify your identity and prevent financial crime we may use and share your information with any company within the Phoenix Group, with companies who work for us and with appropriate organisations.

We may also search, send your details to, and use information from third party verification service providers and financial crime and credit reference agencies (Third Parties). This involves checking your details against databases these Third Parties use. The Phoenix Group and these Third Parties may keep a record of the search, the results of the search, any suspicions of financial crime and the details may be used to assist other companies for verification and identification purposes. This search is not a credit check and your credit rating should be unaffected.

By signing this form you are giving your consent to these activities which will make it easier for you to do business with us and help prevent financial crime. For more information, please write to the Money Laundering Reporting Officer, 1 Wythall Green Way, Wythall, Birmingham, B47 6WG.

Signature:

✖

Date:

☐☐ / ☐☐ / ☐☐☐☐

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