



STERLING

Sterling fund switch form for Investment Bond

For your information

If the terms of your trust state that the fund switch does not need to be authorised by all the trustees, please enclose a copy (if you haven't already provided one) so we can update our records. You don't need to enclose a copy if your trust was provided by Sterling.

Requests can be made in writing, by email or by fax.

You should complete this form and sign the authority on page 3 if you want to change your fund choice.

Please send your completed form to:

Sterling, Sterling Centre, PO Box 461, Bishops Cleeve, Cheltenham, Gloucestershire GL52 8ZN.

or fax your form to 0370 243 4807.

or email your form to life.servicing@uk.zurich.com (We will require a signed, scanned instruction to be attached to your email request.)

If you have any queries about this form, please call Sterling on 0370 909 6010.

We cannot accept instructions by telephone.

For information on the funds available and their charges, please refer to your adviser or the Sterling website at www.sterling-assurance.co.uk.

- Please complete section 1 if you want to change your unit holding and sign the authority on page 3.
- All Bondholders must sign – the names of the original Bondholders are shown on the Investment Bond Schedule. If the Investment Bond is no longer owned by the original Bondholders, the current Bondholders must sign. If the Investment Bond has been put into trust, then all the trustees must sign, unless the terms of the trust state otherwise. We cannot carry out your request without all the relevant signatures.
- If we receive your correctly completed form before 9.30am on a Business Day, we will switch the fund(s) using that day's prices. If we receive your form after 9.30am on a Business Day, we will use the next Business Day's price(s).
- If you want to switch out of the Distribution or Distribution 2 fund;
 - you must switch 100% of your investment,
 - you cannot invest in any other funds at the same time as investing in the Distribution or Distribution 2 fund.
- If you want to switch into the Distribution or Distribution 2 fund;
 - you must switch 100% of your investment,
 - you cannot invest in any other funds at the same time as investing in the Distribution or Distribution 2 fund,
 - your fund value must be £10,000 or more,
 - you must also complete section 2

Personal details

Name

Bond number

Name

Daytime contact number

Name

Name

1. Complete this section to switch your unit holding.

Important Note
Please sign the authority on page 3.

Switches will be carried out in accordance with your Terms & Conditions. For available funds and fund information please visit www.sterling-assurance.co.uk.

Funds to switch out of

Which funds do you wish to sell? Please state the fund(s) and the percentage* to be withdrawn from each of the funds to be sold. You must use whole percentages, not fractions.

Please ensure your instructions are clear, or we may not be able to complete the transaction.

Fund names (state in full including fund manager)	100% (tick)	OR	%*
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
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	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%

If you need any help completing the form, please call Sterling on 0370 909 6010.

Funds to switch in to

Which funds do you wish to buy with the net proceeds of the funds sold? Please state the fund(s) and their percentages*. The minimum investment into a fund is 1%. The total investment must add up to 100%. You must use whole percentages not fractions.

If you are switching into the Distribution or Distribution 2 Fund, please note you must switch 100% of your funds.

Fund names (state in full including fund manager)	100% (tick)	OR	%*
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
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	<input type="checkbox"/>		%
	<input type="checkbox"/>		%
	<input type="checkbox"/>		%

If you require distribution payments, complete section 2 on page 3.

= 100%

2. Complete this section if you are switching into the Distribution or Distribution 2 fund.

Do you want to take the distribution (which we will pay as regular monthly withdrawals)? Yes No

If yes, when do you want the first payment?

Immediately The first payment will be made on the 15th of the month after the switch.
For example, if you switch on 5 June, we'll make the first payment on 15 July.

After the next distribution date The first payment will be made on the 15th of the month after the next distribution date.

The distribution dates are 1 March and 1 September.

It may take up to 4 working days for the payment to reach your account.

Payments to be made directly to the following bank or building society account:

Name of bank or building society

Branch name

Sort code - -

Name of account holder

Account No

Roll No

A confirmation of verification of identity certificate will need to be completed if the account holder is not one of the bondholders

Please sign the authority below.

Your authority

I request and authorise Sterling to carry out the instructions on this form

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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Please contact us or your adviser if you would like this in large print, braille or on audiotape or CD.

Sterling is a trading name of Zurich Assurance Ltd. Registered in England and Wales under company number 02456671. Registered Office: The Grange, Bishops Cleeve, Cheltenham, GL52 8XX. Telephone number 0370 909 6010.

We may record or monitor calls to improve our service.