

# transferring assets to your bond/account

This form should be used when transferring external assets to a Royal Skandia bond/account. Before completing this form please make sure you receive and read the relevant client brochure for your chosen bond/account type.

**Investors affected by UK tax rules**

Please note that transferring assets under these arrangements may constitute disposals for tax purposes. You will need to make arrangements to meet any such tax liability from other sources where this applies. You may wish to consult your financial adviser for more information.

**Investment Account only**

Please note we can only accept the transfer of collective investments that are approved by the Monetary Authority of Singapore (MAS). If the assets you intend to transfer are held outside of Singapore you should satisfy yourself whether such a transaction will give rise to a tax liability.

**PLEASE NOTE THE POWER OF ATTORNEY PART OF THIS FORM CANNOT BE USED BY TRUSTEES.**

All references to Royal Skandia in this form mean Royal Skandia Life Assurance Limited and Royal Skandia Life Assurance Limited (Singapore branch).

To complete this form:

- use CAPITAL LETTERS only
- use blue or black ink
- complete all relevant sections
- do not use correction fluid; any amendments should be crossed out, dated and initialled by all applicants or bond/account owners.

We will contact you regarding any missing information which will need to be provided in writing by you and this may delay your asset transfer.

A Details of the applicant(s) or bond/account owner(s)

Applicant or bond/account owner 1

Title (✓)  Mr  Mrs  Miss

Other (please specify)

Full forename/s

Surname

Applicant or bond/account owner 2 (if any)

Mr  Mrs  Miss

Other (please specify)



E	Asset transfer authority
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To: Royal Skandia Life Assurance Limited  
 Skandia House  
 King Edward Road  
 Onchan  
 Isle of Man IM99 1NU  
 Tel: +44 (0)1624 655 555  
 Fax: +44 (0)1624 611 715

1. As owner(s) of the assets listed in the schedule on the previous page ('the Assets'), I/we, in connection with an application for a Royal Skandia bond/account ('bond' or 'account') by

Name of applicant(s)   
 or bond/account owner(s)

hereby irrevocably authorise ROYAL SKANDIA LIFE ASSURANCE LIMITED ('Royal Skandia') to do any or all of the following as Royal Skandia in its absolute discretion shall decide:

- (i) Transfer to Royal Skandia any or all of the Assets at the market value obtainable by Royal Skandia for the Assets at the time of receipt.
  - (ii) Return to me/us any of the Assets that are not transferred as aforesaid.
2. I/We further authorise Royal Skandia to immediately apply any amount credited to me/us under 1 above to the bond/account as premium and insert the appropriate amount in the bond/account application form(s).
3. I/We understand that the transfers in 1(i) above will normally take place as soon as possible following the receipt of the correctly completed bond/account application form(s) and asset transfer authority, the relevant share certificates and/or other proof of title and, where appropriate, a completed power of attorney by Royal Skandia at the above address.
4. I/We further understand that if for any reason the applicant(s) or bond/account owner(s) do not proceed with the application for the bond/account all charges incurred by Royal Skandia will be deducted from the proceeds paid over to me/us.
5. I/WE HEREBY DECLARE THAT:
- (a) I/We have the necessary power and authority to dispose of the Assets listed.
  - (b) None of the Assets listed are subject to any lien, charge, encumbrance or third-party right.
  - (c) I am/We are not a director/directors (or closely related to a director) of, or employed by, a company which has issued any of the Assets, nor of a subsidiary (as defined in Section 736 of the United Kingdom Companies Act 1985) of such a company.
6. I/We agree to:
- (i) Account to Royal Skandia for all dividends, interest or other rights or benefits received or receivable by me/us after the transfer of the Assets listed to which I am/we are not entitled.
  - (ii) Pay all calls or other payments due in respect of the Assets before the transfer (except in so far as they were taken into account in the market value) and to forward to Royal Skandia all notices and communications received by me/us relating to the Assets and having effect after the date of transfer.
7. I/We understand that should the certificates or other documentation of title not accurately reflect my/our holding in the respective companies, I/we will reimburse Royal Skandia to the extent of any loss suffered by Royal Skandia.

Signature of first or sole applicant or bond/account owner  Date 

D	D	M	M	Y	Y	Y	Y
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Full name

Signature of joint applicant or bond/account owner (if any)  Date 

D	D	M	M	Y	Y	Y	Y
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Full name



F Power of attorney (continued)

2. Signed and delivered as a deed

Signature

By the said  
INSERT FULL NAME

In the presence of  
Full name of witness

Signature of witness

Address of witness

Postcode	<input type="text"/>	Country	<input type="text"/>
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Occupation of witness

G Checklist for the transfer of assets

As a transfer of assets is to be effected, I/We have:

- 
- enclosed a completed application form for the relevant bond/account.
- given full details of the assets to be transferred in section C **schedule of assets to be transferred**.
- enclosed certificates for all of the assets shown on the **schedule of assets to be transferred** in section C.
- completed details of my/our cash investment in section D (if applicable) and enclosed:
  - i) a cheque made payable to Royal Skandia Life Assurance Limited; or
  - ii) a copy of receipt of my/our electronic bank transfer.
- completed section E **asset transfer authority**.
- completed section F **power of attorney** (if applicable).
- ensured that the signature of the witness has been included on the **power of attorney** in section F.
- ensured that the signature(s) of all the owner(s) of the securities shown on the schedule of assets are included in this form **transferring assets to your bond/account**.
- enclosed a current valuation of assets to be transferred.
- enclosed contact details of my/our current custodian (if applicable).

This service is only available for investments over £50,000 (or other currency equivalent). This applies to initial as well as additional investments.

1. List the assets which you wish to transfer into your Royal Skandia bond/account. Each asset must have a minimum value of £5,000 (or other currency equivalent).
2. Confirm the amount of extra money you wish to invest and attach your cheque payable to 'Royal Skandia Life Assurance Limited'. Alternatively, you can electronically transfer the monies (for example, by telegraphic transfer) directly to the relevant Royal Skandia bank account, details are available on request from Royal Skandia.
3. Complete section F **power of attorney** and section E **asset transfer authority**. If any assets are held in joint names then both parties must complete these sections. Please remember that you must also have a witness to your signature as indicated on the **power of attorney**.
4. The **power of attorney** may not be an acceptable method of dealing with an asset transfer in certain locations. Wherever a power of attorney proves unacceptable, stock transfer forms may be issued which should be completed for each holding and sent directly to Royal Skandia. Clients may use this method for all assets if they so wish but the power of attorney method is recommended. Where you transfer assets which are currently held on your behalf by an appointed agent or nominee, then you must supply full details, including account number(s) and contact name and address, together with a copy of a recent statement. You should also write directly to the agent authorising them to deal with Royal Skandia over the transfer of the assets and supply a copy of the letter to Royal Skandia.
5. All fund certificates (including contract notes where available) should be sent with the completed **power of attorney**, **asset transfer authority** and the relevant Royal Skandia bond/account application form to Royal Skandia. The contract will then start on the working day that Royal Skandia receives information to its satisfaction that all necessary steps have been carried out to transfer legal ownership to Royal Skandia. However, if the transfer to Royal Skandia of the legal ownership of all the units or shares does not take place at the same time, then provided the net value of the units or shares first transferred into Royal Skandia ownership is at least equal to the minimum premium, then Royal Skandia may accept that amount and start the contract. Royal Skandia will treat the net value of any later transfer of ownership as an additional premium.

If the value transferred is less than our minimum stipulated premium (or additional premium) then we will normally hold it to your credit until the values transferred do meet our minimum stipulated premium or additional premium.

6. A statement of the value of the assets will be forwarded to the introducing financial adviser for distribution to you.
7. Royal Skandia will then transfer the assets in the bond/account into its name.
8. Completion of the transfer of asset into the name of Royal Skandia, or into our account with our appointed custodian, can take several weeks to complete. **Please note that an asset cannot be sold while the transfer is in progress.**

Royal Skandia does not normally make a charge for the asset transfer service. Any custodian fees applicable when transferring the asset will be met by Royal Skandia. **However, Royal Skandia reserves the right to debit the bond/account with the costs incurred in the event that:**

- i) excessive 'out of pocket' expenses are incurred, for example stamp duty in territories such as Australia and Hong Kong.
- ii) assets transferred are subsequently sold within three months of the transfer being completed.

**Skandia International is the divisional name for the international companies within the Skandia Group.**

[www.royalskandia.com](http://www.royalskandia.com)

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Royal Skandia Life Assurance Limited is registered in the Isle of Man under number 24916C. Registered and Head Office: Skandia House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Phone: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715.

Authorised by the Isle of Man Government Insurance & Pensions Authority. Authorised and regulated by the Financial Services Authority for business conducted in the UK. Some of the FSA's rules do not apply to non-UK based insurers. FSA register number 142309. [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register).

Royal Skandia's Hong Kong office: 24th Floor, Henley Building, 5 Queen's Road Central, Hong Kong  
Tel: +852 3552 5888 Fax: +852 3552 5889 E-mail: [hongkong@royalskandia.com](mailto:hongkong@royalskandia.com).

Royal Skandia Life Assurance Limited (Singapore Branch), Level 25, North Tower, One Raffles Quay, Singapore 048583  
Phone: +65 6622 5406 Fax: +65 6622 5400.

Registered in Singapore number. T08FC7158E. Authorised by the Monetary Authority of Singapore to conduct life assurance business in Singapore.

Member of the Life Insurance Association of Singapore. Member of the Singapore Financial Dispute Resolution Scheme.

A Member of the  **OLD MUTUAL** Group