

# Draft deed of appointment and/or retirement of trustees

### Important notes

**This draft deed is a standard document designed only for use with the RL360° Services trust range. This deed is provided as a draft to be considered by you and your professional adviser. We can accept no responsibility for the tax or any other consequences arising out of you executing this deed, or for ensuring that the deed meets with your requirements.**

### Who is this form for?

This deed is for the appointor(s) of an existing RL360° Services trust who want to notify us of the appointment of a new trustee and/or the removal or retirement of an existing trustee. After completion of this deed, there must be no more than 4 continuing trustees.

We would also suggest that for practical reasons, a minimum of at least two individual trustees or one corporate trustee should be appointed. However, depending upon the law that the relevant trust is subject to, this may allow for just one individual trustee to be appointed. Please check the relevant trust deed accordingly.

### Note

**Specified US Person** means a US citizen or tax resident individual who has a US residential/correspondence address or who either holds a US Passport, a US Green Card or who was born in the US and has not yet renounced their US citizenship. More information on US FATCA can be found at: [www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA](http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA)

If you choose Yes to being a Specified US Person, you will need to provide us with your US Taxpayer Identification Number (TIN) or US Social Security Number (SSN).

If you choose No but you have a US residential/correspondence address, hold a US Passport, a US Green Card or you were born in the US, you will need to provide us with documentary evidence that you are in the process of or have renounced your US Citizenship. RL360 can accept a certified copy of your DS-4083 form (also known as CLN - Certificate of Loss of Nationality) and/or a certified copy of your passport in which you are obtaining new citizenship.

### Definitions

**The Appointor** is the person(s) who has/have the power of appointment under the terms of the Trust.

**The Continuing Trustee(s)** - these are the people who will remain as trustees under the Trust.

**The New Trustee(s)** - these are people or a corporate entity who are being appointed as trustee to act with the Continuing Trustee(s).

**The Retiring Trustee(s)** - these are the people who wish to retire from being a trustee.

### Completing this deed

Please complete in BLOCK capitals throughout.

If you make a mistake as you complete the deed, either insert your initials next to the changes or complete a new deed.

Please make sure this deed is dated before it is sent to us.

Where a new trustee is being appointed, you will need to submit suitably certified identification and proof of residential address documents as detailed below. Please note that RL360° Services will be unable to deal with any newly appointed trustees until we have received the appropriate documentation.

Information regarding suitable identification documents are on page 7 of this document.

### Where should I send the completed deed?

Please post the completed deed and additional documents to:

Alterations Team  
RL360° Services  
International House  
Douglas  
Isle of Man  
IM2 2SP  
British Isles.

In this deed the singular includes the plural and the masculine includes the feminine (and vice versa) where appropriate.

**Please ensure you date the deed below.**

THIS DEED OF APPOINTMENT is made on (dd/mm/yyyy)

By:

The Appointor(s) named below in Part 1;

The Continuing Trustee(s) named below in Part 2;

The Retiring Trustee(s) (if any) named below in Part 3

The New Trustee(s) (if any) named below in Part 4.

**WHEREAS**

- 1. This deed of appointment is in addition to and in accordance with the Declaration of Trust (“the Trust”) for the policy(ies) (“the Policy”) shown in the Schedule below.
- 2. The Continuing Trustee(s) and the Retiring Trustee(s) (if any) are the current trustees of the Trust.
- 3. The Appointer has the power to appoint New Trustees under the terms of the Trust.
- 4. The Continuing Trustee(s) want to remain as a trustee.
- 5. The Retiring Trustee(s) (if any) does not wish to remain as a trustee and wants to be discharged from the trusts created by the Trust.
- 6. The Appointer would like to appoint the New Trustee(s) (if any) to be a trustee of the Trust to act jointly with the Continuing Trustee(s).

**NOW THIS DEED WITNESSES**

- 1. The New Trustee(s) (if any) is appointed to act jointly with the Continuing Trustee(s) (if any) as trustees of the Trust.
- 2. The Continuing Trustee(s) agree to the Retiring Trustee(s) (if any) being discharged from the Trust.

**Schedule**

**Details of the Trust**

Declaration of Trust between  (Settlor(s))

and  (Trustees)

called The  (name of Trust)

dated

**RL360° Services policy/policies**

Policy number(s)

**Part 1**

**The Appointor(s)**

Full name	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country of birth	<input type="text"/>	<input type="text"/>
Country or countries of tax residence	<input type="text"/>	<input type="text"/>
Tax Identification Number (TIN)	<input type="text"/>	<input type="text"/>

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number)

Are you a Specified US Person?      Yes       No       Yes       No

Please see page 1 for a definition of Specified US Person and for the information a Specified US Person must provide.

**Part 2**

**Continuing Trustee(s)**

Full name	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country of birth	<input type="text"/>	<input type="text"/>
Country or countries of tax residence	<input type="text"/>	<input type="text"/>
Tax Identification Number (TIN)	<input type="text"/>	<input type="text"/>

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number)

Are you a Specified US Person?      Yes       No       Yes       No

Please see page 1 for a definition of Specified US Person and for the information a Specified US Person must provide.

**Part 3**

**Retiring Trustee(s)**

Full name

Residential address

**Part 4**

**New Trustee(s) - Individuals**

Full name

Residential address

Date of birth (dd/mm/yyyy)

Country of birth

Country or countries of tax residence

Tax Identification Number (TIN)

If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number)

Are you a Specified US Person?

Yes

No

Yes

No

Please see page 1 for a definition of Specified US Person and for the information a Specified US Person must provide.

**New Trustee - Corporate**

Company name

Registered address

Country or countries of tax residence

Company tax reference number(s)

FATCA GIIN (if applicable)

## Signatures

### Signed and delivered as a deed by the Appointor

Please ensure all of the signatures below are witnessed by an independent person, over 18 and not a relative of the person whose signature is being witnessed.

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

### Signed and delivered as a deed by the Continuing Trustee

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

### Signed and delivered as a deed by the Retiring Trustee (if any)

Name		
Signature		
IN THE PRESENCE OF		
Witness name		
Witness address		
Witness signature		

**Signed and delivered as a deed by the New Trustee (if any)**

Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
IN THE PRESENCE OF		
Witness name	<input type="text"/>	<input type="text"/>
Witness address	<input type="text"/>	<input type="text"/>
Witness signature	<input type="text"/>	<input type="text"/>

**Signed and delivered as a deed by the New Trustee (Corporate)**

	<b>Authorised Signatory 1</b>	<b>Authorised Signatory 2</b>
Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>

Please note, where a corporate trustee is a Continuing Trustee or a New Trustee, we require at least 2 authorised signatures on behalf of the company.

Where there are more than two trustees, please photocopy pages 3, 4 and/or 5 and insert their details on the copied pages which should then be incorporated into this deed.

## Data Protection

This form collects personal data. We require personal data so we can provide services relating to the performance of a contract. To find out how long we will keep your data, please refer to our privacy policy at [www.rl360services.com/privacy](http://www.rl360services.com/privacy). Any data you provide to RL360° Services may be shared, if allowed by law, with other companies both inside and outside of RL360° Services and to persons who act on your behalf. Data and information about you can be transferred outside of the Isle of Man and RL360° Services may be required to provide it to its regulator, its government or anyone else required by law.

RL360° Services will use the data and information to allow for the administration of a policy prevent crime, prosecute criminals and for market research and statistics. RL360° Services will, at all times, make sure that the data and information is only used in ways that are allowed by law.

You can receive a copy of the information RL360° Services holds about you free of charge by writing to our Data Protection Officer at: RL360° Services, International House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles, or by emailing [dpo@rl360.com](mailto:dpo@rl360.com). We can reserve the right to not send you your personal data in some circumstances - if we do we will write to you setting out the reasons why.

Our full privacy and cookie policies can be viewed at [www.rl360services.com/privacy](http://www.rl360services.com/privacy) or can be obtained by requesting a copy from our Data Protection Officer.