

Draft deed of appointment and/or retirement of trustees

Important notes

This draft deed is a standard document designed only for use with RL360° Services policies. 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 form is for trustees of an existing RL360° Services policy 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

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.

We can only accept an original written deed by post that has been signed by all trustees. We will not accept instructions by email or fax.

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 8 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"/>
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"/>
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	<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"/>
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 4

New Trustee(s) - Individuals

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"/>
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.

New Trustee - Corporate

Company name	<input type="text"/>
Registered address	<input type="text"/>
Country or countries of tax residence	<input type="text"/>
Company tax reference number(s)	<input type="text"/>
FATCA GIIN (if applicable)	<input type="text"/>

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	<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 Continuing Trustee

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 Retiring 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 (if any)

Name	<input type="text"/> <input type="text"/>	<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"/>	<input type="text"/> <input type="text"/>
Witness address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <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)

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

Verification of identity and current residential address

In order to satisfy the Isle of Man's Insurance (Anti-Money Laundering) Regulations 2008, we are required to obtain documents to evidence your identity and residential address. Documents to evidence your current residential address must be the most recently issued and ideally not more than 3 months old. All copy documentation provided should be suitably certified.

Individual Trustees

Documents that can be accepted as satisfactory evidence of identity

- A valid 'full' passport
- A national ID card (carrying a photograph)
- Where the above documents are not available, we must be provided with a reason and two formal documents with appropriate reference numbers for consideration

Documents that can be accepted as satisfactory evidence of your current residential address

- A current driving licence
- A utility, rates or council tax bill. Mobile telephone bills are not acceptable
- An entry in a local telephone directory
- A tax assessment document
- An account statement from a bank or bank credit card
- Proof of ownership or rental of the residential address
- Proof of payment for a PO Box service (which must also show your current residential address), where the PO Box shown is also your correspondence address
- A mortgage statement
- An extract from the official Register of Electors

Corporate Trustees

Documents which are required for Corporate trustees

As a corporate trustee we will require the following information before we can process your appointment as trustee.

- A full list of all directors
- Suitably certified certificate of incorporation or equivalent document showing date and place of incorporation
- A copy of the latest annual report and accounts.
- Suitably certified documentation verifying registered address of the company.
- Suitably certified identity and address documentation for at least 2 directors, one of whom must be an Executive Director (as per the requirements documented in the Individuals section above)
- A full list of authorised signatories (including board resolution for public limited companies) showing officers from whom we can take instructions and including specimen signatures.
- Suitably certified identity and address documentation for all shareholders with a beneficial interest of 25% or more.

Should you have any questions regarding the above information, please contact our Customer Services Centre on +44 (0) 1624 681682 or email csc@rl360.com.

Suitably Certified Copy Documentation

We can accept certification of copy documents by your financial adviser, assuming they hold established Terms of Business with us and, where appropriate, have been granted Suitable Certifier status. Please consult your financial adviser to determine if they can certify your documents.

Where Suitable Certifier status is not held, we will only accept certification by one of the following "Suitable Certifiers"

- A Notary Public (or equivalent)
- A lawyer
- A formally appointed member of the judiciary
- An employee of RL360° Services
- A Commissioner for Oaths

Suitably Certified Copy Documentation continued

The certifier must

- Add the statement 'Certified as a true copy taken from the original'
- Sign and date the copy document on all pages
- Print their name clearly in BLOCK CAPITALS underneath their signature
- Record the capacity or position in which they are certifying the document
- Add their company name or official stamp or seal

The documents which we receive must contain the original certification and stamp.

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. 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. 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 or can be obtained by requesting a copy from our Data Protection Officer.