



## Fund/Investment Switch and/or Re-direction Request Form

The information given on this form will be used to update and change your personal records.  
The information provided will not be disclosed to third parties without your consent.

Please read the notes section before completing this form.

### Part A. Policyholder Details (To be completed in all circumstances)

Policyholder title: (Mr/Mrs/Miss/Ms/Other)	Surname:	Forename(s):
Joint Policyholder title: (if joint life policy): (Mr/Mrs/Miss/Ms/Other)	Surname:	Forename(s):
Policy No(s):		

### Part B. Fund Switch (note 2)

Cancel units from the funds shown below and allocate their value under the terms of the policy provisions to the new funds shown. (note 3)			
(Please tick one of the following)	<input type="checkbox"/> Amount (£)	<input type="checkbox"/> Percentage (%)	<input type="checkbox"/> No. of Units
From the following fund or funds:			(note 4)
Funds selected: (note 4)	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
(Please tick one of the following)	<input type="checkbox"/> Amount (£)	<input type="checkbox"/> Percentage (%)	
To the following fund or funds:			(note 5)
Funds selected:	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:

### Part C. Re-direction Details for Future Investment (note 6)

All future contributions are to be invested as follows: (Please tick one box only)			
<input type="checkbox"/> In the same funds as immediately prior to this request			
<input type="checkbox"/> In different funds as shown below			
			Amount or Percent %
Funds selected:	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:
	Name:		Value:



**Part D. Declaration (Must be completed in all circumstances)**

Signed:	Print name:	Telephone number:	Date:
Signed:	Print name:	Telephone number:	Date:
Signed:	Print name:	Telephone number:	Date:
Signed:	Print name:	Telephone number:	Date:

**Please return to:** Windsor Life, Windsor House, Telford Centre, TF3 4NB

**Notes:**

1. The Company reserves the right to defer fund variations if exceptional circumstances render it desirable that such variations be deferred in the interests of the body of the policyholders as a whole.
2. If you wish to change the funds in which you are currently invested to different funds, please complete Part B. You may choose either;
  - (i) to have a percentage of your contribution allocated to other funds, in which case the total percentages marked for the new allocation rate should total 100% or,
  - (ii) you may divide the allocation between funds in a monetary manner and again the total allocation amount should equal the total contribution made.
3. There may be a charge for carrying out a fund switch.
4. Please enter a monetary value, a percentage figure or the number of units.
5. Please enter a monetary value or a percentage figure.
6. If you wish to re-direct your future contributions to different funds than currently, please complete Part C. If Part C is left uncompleted, future contributions will be invested in the same funds and in the same proportions as they were prior to receipt of this request.
7. For some policies, there are minimum requirements in respect of the amount held in, or switched from, any one fund. Details of the current minimum are available on request.
8. With Profits funds – If you are switching in or out of with profits please note the following points before signing this form:

If you are currently invested in our with profits fund and decide to switch out, you might not be able to switch back in the future, so please check before making your decision.



We may apply a Market Value Reduction (MVR). If you are switching money out of a with profits fund, this would reduce the monetary value switched into the chosen fund. This is to make sure all investors receive their fair share of the returns over the period of their investment. An MVR is most likely to happen following a large or prolonged fall in stock markets, or after a period where investments are regularly below the level we normally expect. To find out the current position on whether a MVR applies, phone us on 0800 073 1777 or speak to your financial adviser.

### **Market Value Reduction (MVR)**

We have the right to deduct a Market Value Reduction (MVR) from the amount paid out in certain circumstances. However, there are times when an MVR will not apply and these are:

- your original maturity or selected retirement date
- death
- any other dates set out in your policy terms and conditions.

If you choose to take your policy's benefits, (or switch investment funds if you have a unit linked with profits policy), on a date other than shown above and an MVR applies at that time, we will reduce the value of your policy by the MVR amount.

We will generally only apply an MVR if market conditions are very poor. This is to make sure investors who leave the with profits fund do not get more than their fair share of the fund. If investors take their benefits on their originally selected retirement or maturity date we will not apply an MVR.

### **Final Bonus**

We may also pay a final bonus, but this is not guaranteed. If payable, it is added to your policy on top of regular bonuses in the following events:

- switching
- maturity
- surrender
- transfer
- death

Our Principles and Practices of Financial Management document governs the way in which bonuses are added to policies. The yearly statements we send out include information about the current bonuses and you can find full details from the with profits section of our website [www.windsor-life.com/ppfm](http://www.windsor-life.com/ppfm).

9. The instructions overleaf will be carried out in accordance with the policy provisions.