

GUIDANCE NOTES FOR STARTING OR ADDING TO YOUR OLD MUTUAL INTERNATIONAL MANAGED CAPITAL ACCOUNT

Redemption version for the individual investor

This document was last reviewed in August 2013. Please confirm with your financial adviser that this is the most up-to-date document for your product or servicing needs.

GENERAL INFORMATION

The application form is for individual applicants only. If you are a trustee or corporate applicant you should use the alternative application form which is available from your financial adviser. Please note the application form must not be used by applicants resident in Hong Kong, Singapore, the United Kingdom, the United States of America or Latin America.

A TYPE OF APPLICATION

The Managed Capital Account Redemption Version is a capital redemption account. It does not have lives assured, therefore it will not come to an end on the death of a person. Instead it has a term of 99 years. It will continue to the end of the term (the maturity date), unless it is fully cashed in before the 99 years come to an end. **Each account still in force at the maturity date has a guaranteed value of £100 or the value of the account if greater, which will be paid to the current accountholder(s) at the end of the 99 year term.** The relevant terms reference for capital redemption will always begin MCR.

B DETAILS OF ALL INDIVIDUAL APPLICANT(S)

The applicant is the person who will own the Account. We will allow up to TWO applicants in total to apply for a Managed Capital Account.

PREVIOUS NAME OR ALIAS

Please state any previous name(s) or any alias used in the box provided. This may include a previous surname before marriage, civil partnership or any other change of name in the past. This section must be completed for regulatory purposes. If this does not apply, please leave this field blank.

CORRESPONDENCE ADDRESS

If it is not practical to send correspondence to your residential address (for example if there is no recognised postal service in your country of residence), then you can provide an alternative correspondence address to your residential address. We will accept a PO Box address. **We can only accept one correspondence address for the Account.**

POLITICALLY EXPOSED PERSON

A politically exposed person is someone holding an important public position, or a person clearly related to them. Examples of these are:

- Heads of State or Government
- Senior politicians
- Senior Government officials
- Judicial or military officials
- Senior executives of publicly owned corporations
- Important political officials.

ADDITIONAL DOCUMENTS TO EVIDENCE YOUR IDENTITY AND RESIDENCE

In line with our anti-money laundering requirements we need the following documents to support your application:

- **Proof of identity** – copy of your passport or national identity card. If these documents are not available please provide two formal documents carrying appropriate personal details and verifiable reference numbers (for example bank statement, pension book or council tax bill).
- **Proof of residence** – copy of a utility bill or bank statement. This should be the latest available, but no more than three months old.

All documentary evidence, where the original document is not provided, must be certified by a suitable certifier (see section I of these guidance notes) as a true copy of the original, copies of a copy will not be accepted. Please note we are not able to return the documentary evidence to you.

In some circumstances we may need further documentation to support your application, for example in relation to your origin of wealth. Your financial adviser will be able to provide details on any additional needs by carrying out a short 'risk assessment' with you. We would encourage you to do this as without this further documentation, if applicable, the processing of your application may be delayed.

C INVESTMENT DETAILS

CONTRIBUTION PAYMENTS

You can pay your contribution either by cheque, standing order, credit card or electronic bank transfer. If you wish to pay your contribution by cheque (please note cheque payments in currencies other than pound sterling (£) may take longer to clear and some non-UK banks may apply high charges), please enclose it with your application form. **Cheques and standing orders should be made payable to Old Mutual International Isle of Man Limited.** If you wish to transfer the contribution electronically, please enclose a copy of receipt of your electronic payment with the application or use Old Mutual International's Bank Instruction Letter, available from your financial adviser. For electronic banking details please see below.

BANKING DETAILS

STERLING PAYMENTS

From UK banks (CHAPS* payments)

Sort code: 55-91-00
Bank: Isle of Man Bank, East Region,
2 Athol Street, Douglas, Isle of Man
Beneficiary: Old Mutual International Isle of Man Limited
IBAN***: GB89NWBK 559100 10934022
BACS payment
account number: 10934022

From non-UK banks (SWIFT** payments)

SWIFT code: RBOSIMD2XXX
Sort code: 55-91-00
Bank: Isle of Man Bank, East Region,
2 Athol Street, Douglas, Isle of Man
Beneficiary: Old Mutual International Isle of Man Limited
IBAN: GB89NWBK 559100 10934022

OTHER CURRENCY PAYMENTS (SWIFT PAYMENTS)

Payments should be made to Old Mutual International Isle of Man Limited's accounts held with National Westminster Bank, London.

SWIFT code: NWBKGB2LXXX
Bank: National Westminster Bank, London
IBAN: (select as applicable, see below)

- | | |
|--------------|----------------------------------|
| 1. US dollar | IBAN – GB69 NWBK 607301 67505139 |
| 2. Euro | IBAN – GB11 NWBK 607202 57005028 |

* CHAPS is an electronic bank-to-bank same day value payment made in the UK in either pound sterling (£) or euro (€).

** SWIFT is an acronym for Society for Worldwide Interbank Financial Telecommunications.

*** IBAN stands for international bank account number and is always used in conjunction with a bank identifier code (BIC).

IMPORTANT:

- Please make sure that the applicant's name and/or Account number (if reserved) is/are quoted in the payment field, referred to by the bank as SWIFT field 70, on the electronic bank transfer form to ensure that correct details are sent to Old Mutual International.
- Please note that when sending payments electronically spaces should be excluded from the IBAN numbers.
- All bank charges, such as telegraphic transfer charges, are the responsibility of the applicant, not Old Mutual International.

Banking details

Sterling payments

From UK banks (BACS payments)

Sort code: 55-91-00
Bank: Isle of Man Bank, East Region,
2 Athol Street, Douglas, Isle of Man
Beneficiary: Old Mutual International Isle of Man
Limited
Account number: 10934022

Banker's draft/Cheque payments

These should be sent directly to:
Old Mutual International Isle of Man Limited
King Edward Bay House
King Edward Road
Onchan
Isle of Man
IM99 1NU
British Isles

NUMBER OF ACCOUNTS

We will automatically issue 10 accounts if the number of accounts has been left blank in the application form. If you would like a different number of accounts to enhance the future flexibility of your Account, which you may have discussed with your financial adviser, then you need to take the following into consideration:

- The minimum initial investment amount for each individual account is £1,000 (or other currency equivalent).
- The investment amount for each account will be the same, ie your investment will be spread equally across the number of accounts you choose.
- You can ONLY select more than 10 accounts if the investment is over £10,000 (or other currency equivalent) as the minimum investment amount for each account, see the first bullet point above, has to be met.
- If you choose a number of accounts which results in less than £1,000 (or other currency equivalent) per account, we will automatically reduce the number of accounts to a level where a minimum of £1,000 (or other currency equivalent) per account is achieved.
- The maximum number of accounts we will allow without referral is 100.
- You CANNOT change the number of accounts once the account has been established.

D ORIGIN OF WEALTH

As part of global efforts to prevent money laundering, all Isle of Man based companies have to collect additional information on origin of wealth for all investments. This should not be viewed as questioning the quality of your investment. It is a safeguard that will benefit the industry as a whole and ultimately protect you as an investor.

The first step is to complete all the relevant information in section D of the application form. In some circumstances we will require documentary evidence before we can process your application form. Your financial adviser can establish if documentary evidence is needed before sending your application form to us. It is in the interest of all parties that you and your financial adviser confirm as early as possible what documentary evidence we need in order to avoid delays.

In the event that more documentary evidence is required, the list below reflects what is needed for each source of wealth; please state what evidence you are enclosing in this form. In certain circumstances, when an application form falls into a high risk group for money laundering purposes, we may require further documentary evidence.

DESCRIPTION OF SOURCE OF WEALTH	DOCUMENTARY EVIDENCE REQUIRED
Accumulated savings/investments	One of the following: <ul style="list-style-type: none"> investment certificates, contract notes or statements confirmation from the relevant investment company bank statements showing receipt of payment by investment company name signed letter detailing payments from a regulated accountant or solicitor Copy of a bank statement covering a 3 month period which shows total savings from accumulated wealth. If the statement does not evidence the accumulation, please also supply one of the listed documents above. E.g. If savings is from income, please supply one of the required documents from the income section.
Regular Income from employment/ Regular Income from business	One of the following or equivalent: <ul style="list-style-type: none"> original copy of recent payslip (or bonus payment) recent accounts if self-employed bank statement clearly showing receipt of most recent three months' regular salary payments from named employer employer letter confirming annual salary signed by the Human Resources Manager or an equivalent Senior Manager of the firm
Sale of shares	One of the following: <ul style="list-style-type: none"> legal sale document copy of contract notes
Maturing investment/Policy claim/ Replacement policy	One of the following: <ul style="list-style-type: none"> letter from previous product provider regarding notification of proceeds of claim closing statement from previous product provider
Sales of property	One of the following or equivalent: <ul style="list-style-type: none"> signed letter from solicitor/lawyer or regulated accountant; or signed letter from estate agent (if applicable); or copy of sale contract
Other unearned income	All of the following: <ul style="list-style-type: none"> appropriate supporting documentation signed letter detailing income from a regulated accountant
Sale of interest in company	One of the following: <ul style="list-style-type: none"> signed letter from solicitor/lawyer signed letter from regulated accountant copy of contract of sale and sight of investment monies on bank statement copies of media coverage (if applicable) as supporting evidence
Inheritance	One of the following: <ul style="list-style-type: none"> grant of probate (with a copy of the Will) which must include the value of the estate the Will signed letter from solicitor/lawyer
Loan	One of the following: <ul style="list-style-type: none"> confirmation letter from loan provider recent loan statement
Gift	All of the following: <ul style="list-style-type: none"> identification on the grantor (even if it is not coming from their account) letter from grantor explaining the gift and source of their wealth documentary evidence as to the grantor's source of wealth as detailed in this table
Compensation	One of the following: <ul style="list-style-type: none"> letter/court order from compensating body signed letter from solicitor/lawyer
Competition or gambling win	One of the following: <ul style="list-style-type: none"> letter from relevant organisation (lottery headquarters, betting shop, casino) bank statement showing funds deposited by company name copies of media coverage (if applicable) as supporting evidence
Other	Refer to Old Mutual International

The evidence supplied must support the details stated in the relevant section of the application and cover the total investment.

E INVESTMENT CHOICE

Depending on how involved you want to be in the investment selection process and according to your attitude to risk, we have a fund choice to suit you. We do not provide investment advice on the selection of funds. Your financial adviser will be able to help you choose the funds most suitable for you. Please remember your Managed Capital Account and your chosen funds must be denominated in the same currency that you pay your contributions in. The full range of Old Mutual International funds available to a Managed Capital Account and their Old Mutual International fund identity numbers are available from www.oldermutualwealth.co.uk/funds/fundinfo, under the section 'company/products', please select the company name Old Mutual International.

You can follow the Old Mutual International Investment Management process for 'Managing the Managers' or you can choose one or more of our range of investment funds from other leading fund management groups. For more information, please speak to your financial adviser or alternatively, visit www.oldermutualwealth.co.uk/funds/fundinfo

HOW DO I COMPLETE THE INVESTMENT CHOICE SECTION?

- **Fund number** – if known, please provide the Old Mutual International fund number for all fund requests. Your financial adviser can provide you with the relevant fund number.
- **Fund name** – please make sure you clearly state the full name of the fund and please do not use abbreviations.
- **Currency of fund** – this can be abbreviated, for example GBP for pound sterling (£) or USD for US dollar. The Old Mutual International Managed Capital Account must be invested in funds of the same currency as the account. For example, if the Managed Capital Account is denominated in pound sterling (£) then the investment must be held in the same currency.
- **Investment %** – please use whole percentages only, which must add up to 100% in the total box.
- If the information requested in a column does not apply then either leave it blank or state 'n/a' for not applicable.

A delay in allocating your contribution may occur if the instructions are illegible or unclear. Please note that we are unable to backdate transactions resulting from the delay caused in clarifying your instructions.

Providing this information will remove the potential need to seek clarification and enable us to act upon your instruction more efficiently.

IMPORTANT GUIDANCE NOTES ABOUT YOUR INVESTMENT CHOICE

We do not provide investment advice and have no responsibility for the performance of your selection of investments. It is for you and your financial adviser to choose the investments most suitable for you.

F REGULAR WITHDRAWALS (OPTIONAL)

Old Mutual International does not offer legal, tax or financial advice and cannot accept responsibility for any action taken or avoided on the basis of information provided by us. Any information provided is based on our understanding of the current law and practice and is subject to change in the future.

GENERAL CONDITIONS FOR SETTING UP REGULAR INCOME PAYMENTS

- The minimum payment for any withdrawal, regardless of frequency, is £50 monthly (or other currency equivalent).
- Not available when regular contributions are being paid into the Account.
- Any automatic withdrawal payments will be in the currency in which the Account is denominated.
- If this is an application for a new Managed Capital Account and you ask for a percentage of contributions to be withdrawn, this will be based on the initial contribution. If this is an application for an additional contribution into your Managed Capital Account, and you would like to either set up or amend existing regular withdrawals, then you can base the regular withdrawals either on the total contribution invested in the Managed Capital Account or the initial contribution. Please state your choice in section F of the application form.
- Where the value of the units allocated to the Managed Capital Account at the date of the withdrawal falls below £1,000 (or other currency equivalent), we may decline the payment. We will contact you if this happens.
- We will process regular withdrawals by cashing in part or all of the accounts within the Managed Capital Account, in equal amounts, to generate your regular withdrawals.

WHAT ABOUT TAX?

- **We strongly suggest you contact your financial adviser before making a decision to take regular income payments, in order to make sure that this is the most suitable withdrawal option for you and also to find out if this will have any tax consequences in your country of residence.**

PAYMENTS

- Payments will only be made to a bank account in the accountholder's name; we will not accept requests to make payments to third parties other than those specified in the exceptional circumstances below.
 - In exceptional circumstances payments can be made to UK Financial Conduct Authority (FCA) recognised financial institutions, financial advisers/solicitors/ accountants, who have the appropriate authorisation to handle client money. Please discuss such requests with Old Mutual International before submitting your form.
 - If you assign your Account your regular income payments will be cancelled. Please contact us for more details before you assign your Account into trust.
 - Payments will be made in your account currency (shown on your schedule).
 - Your regular income payment will start on the next available date, and at the frequency you have requested, after your Account has started. Therefore, if you have asked for your regular income payments on a monthly basis starting in January and we received your application form and investment in December, but we were unable to start your Account until the middle of January, then your first regular income payment will not be paid until February.
 - The first withdrawal must be made at least one month after your Account has started. If no date is specified, the regular payment date will be fixed by reference to the Account start date. Payments will be sent to your bank account by BACS (bank automated clearing system) if you have asked for them to be made in pound sterling (£) to a UK bank and by telegraphic transfer in all other circumstances. Please note that Old Mutual International will pass on any bank charges incurred for sending the payment by telegraphic transfer. These charges will be deducted from the payment amount being withdrawn. In addition there may be foreign/third party bank charge fees for the telegraphic transfer and these will be deducted from the payment by the third parties. You should therefore be aware that you may get less than is requested.
 - We will not pay regular income payments by cheque.
 - Bank account details:
 - Payments within the UK require a bank account number and sort code.
 - All payments to banks within Europe now require a bank identifier code (BIC) and an international bank account number (IBAN).
 - Payments outside Europe require a bank account number and a SWIFT code.
- Please make sure you complete these details in section F of the application form, as your payment may otherwise be delayed.

H VERIFICATION OF CUSTOMER IDENTITY – FINANCIAL ADVISER/SUITABLE CERTIFIER TO COMPLETE

As part of global efforts to prevent money laundering, all Isle of Man based companies have to verify the identity and address of all individuals party to a contract (for example applicant(s), trustees, power of attorney).

Parts A and B in section H of the application form set out the various documents Old Mutual International is required to obtain by the Isle of Man Insurance & Pensions Authority. Please note that the requirements may change if the regulations are altered, in which case Old Mutual International may need further documentary evidence.

I FINANCIAL ADVISER/SUITABLE CERTIFIER DECLARATION

CERTIFYING DOCUMENTS

Unless the documents provided are originals, they will all need to be certified as a copy by a suitable certifier. A suitable certifier can be any of the following:

- A regulated introducer, or authorised employee of a regulated introducer, that is based and regulated in a financial action task force Schedule 2 member country;
- A person appointed in writing by Old Mutual International (suitable certifier);
- A solicitor, lawyer or advocate;
- Notary Public;
- An authorised representative of an embassy or consulate of the country who issued the identification document.

When certifying a document, the suitable certifier must include the following wording:

‘I hereby confirm that this document is a true copy of the original.’

The suitable certifier must also sign and print their name, state their company name, their position within the company and the date.

UK lasting powers of attorney can be certified by the settlor, a solicitor or notary. UK enduring powers of attorney can be certified by the settlor, a solicitor or a stockbroker.

www.oldmutualinternational.com

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

Old Mutual International Isle of Man Limited is registered in the Isle of Man under number 24916C. Registered and Head Office: King Edward Bay 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 and regulated by the Isle of Man Insurance & Pensions Authority.

Old Mutual International Isle of Man Limited is a member of the Association of International Life Offices.

Old Mutual International is registered in the Isle of Man as a business name of Old Mutual International Isle of Man Limited.

When printed by Old Mutual this item is produced on a mixed grade material, which uses a combination of recycled wood or paper fibre from controlled sources and virgin fibre sourced from well managed, sustainable forests.