

# Security Transfer Request Form

Policy Number (if known)

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## Transfers of Securities into Portfolio

*(Including where assets are held with an external custodian under an "Investment Account" arrangement)*

SEB Life International (the 'Company') will accept requests to transfer a range of transferable securities currently held in the name of the Policyholder directly into the unique Fund linked to their Policy subject to the Company's ability to accept and value the assets. The Policyholder may transfer the securities instead of, or in addition to a cash premium. Typically, these assets would fall under the SEB Life International definition of standard assets and are subject to Irish Asset Admissibility Rules and the Company's 'Permitted Assets and Exchanges' policy (available at [www.seb.ie](http://www.seb.ie)). Following the transfer the Company becomes the legal and beneficial owner of the assets transferred.

The Company reserves the right to accept or refuse an asset transfer request in its sole discretion. In particular, non-EEA related asset transfer requests will be assessed on a case by case basis. If, following receipt of the security transfer request, the Company decides to accept the asset transfer, then, following the transfer, the Company becomes the legal and beneficial owner of the assets transferred.

A transfer charge of between €35 and €100 (or currency equivalent) will be applied in respect of each security transferred. The rate of this charge will depend on type of asset and the complexity of the transfer (please see the Company's 'Guide to Security Transfer Requests' for further details). The relevant custodian settlement charge will also apply (this will vary according to depot domicile).

Please note: SEB Life International does not provide tax or investment advice. We strongly recommend that you seek independent professional tax and/or legal advice specific to your own circumstances before requesting a transfer of securities.

- Where SEB Life International's Custodian has been selected please refer to Section A and complete the Security Transfer Request Form
- Where an external custodian has been selected please refer to Section B

## A. Procedure for the transfer of securities to SEB Life International's Custodian

The procedure for the transfer of securities to SEB Life International's Custodian must be followed in respect of all transfers. In the event that all required information is not supplied, the Company reserves the right to refuse the transfer.

1. The Security Transfer Request Form must be submitted. If details are not provided, SEB Life International will not be able to consider the security transfer request and may not be able to accept the transfer of assets and delays may occur.
2. Where any security is a non-standard asset, a Statement of Understanding form (available from SEB Life International) must be completed and submitted together with the Security Transfer Request Form.
3. The Policyholder must advise their transferring institution (existing custodian) of their wish to transfer the assets to SEB Life International (with a copy of the request to SEB Life International). SEB Life International's contact details should be provided to the transferring institution.
4. In the case of securities which will be held in non-certificated form (e.g. Unit Trusts) the Policyholder should also ascertain the transferring institution's requirement for processing the transfer into SEB Life International's name. It is important to note that many Fund Houses will require the transfer to be requested on their particular form as opposed to a standard Stock Transfer Form.
5. SEB Life International will review the Security Transfer Request Form details, and if SEB Life International decides to accept the security transfer request, it will liaise with the contact person at the transferring institution with regard to the physical transfer of the securities.
6. SEB Life International will confirm the premium value only on written confirmation of re-registration of all securities into its name or 48 hours after date of settlement of the final transfer. It is important to note that some assets can take longer than others to settle.

## B. Procedure for the transfer of securities to an external custodian ("Investment Account")

The procedure for the transfer of securities to an external custodian must be followed in respect of all transfers. In the event that all required

information is not supplied, the Company reserves the right to refuse the transfer.

1. The Security Transfer Request Form must be submitted. If details are not provided, SEB Life International will not be able to consider the security transfer request and may not be able to accept the transfer of assets and delays may occur. If, following receipt of the security transfer request, the Company decides to accept the asset transfer, then, the Policyholder will be asked to complete the forms referred to below.
2. An Investment Account must be requested by the Policyholder by completing the relevant SEB Life International application form, the Additional Conditions for Investment Accounts, as well as an Investment Risk Profile Form / Statement of Investment Objectives (Appendix). Other forms may be required depending on the specifics of the case.
3. SEB Life International will contact the external custodian selected by the Policyholder and set up a new Custody Account. A list of acceptable custodians and Asset Managers is available from the Company.
4. The selected Asset Manager will be advised of the new Custody Account number.
5. The Policyholder must advise their transferring institution (existing custodian) of their wish to transfer the assets to the external custodian (with a copy of the request to SEB Life International). The Policyholder should ascertain the transferring institution's requirements for processing the transfer and comply with their requirements in order to affect the transfer.
6. When the transfer is complete, the external custodian will issue an account opening statement to SEB Life International detailing the assets transferred and their current value.
7. SEB Life International will confirm the premium value on receipt of the opening statement from the external custodian.

The Policyholder must ensure that only admissible assets are transferred to the external custodian (please refer to the Company's Permitted Assets and Exchanges policy available at [www.seb.ie](http://www.seb.ie)) and the Asset Manager must ensure that all assets transferred are fully within their Asset Management mandate. Failure to do so may delay confirmation of the premium by SEB Life International.

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