



# Switch and redirection Help guide



- This guide is for your use and is NOT required to be returned with your switch form.
- Please note any unclear instructions on the form will not be performed.
- Please ensure you have checked that all the funds you have selected are available, before sending your form to us.
- If you require more space for your fund selections, please use the Additional fund selection form (MSP2257).

## Information and contact details

Please send all completed switch/redirection forms to your nearest Zurich International Life (Zurich) office. Different local cut-off times apply and are subject to change. Please check with your nearest Zurich office for details.

### Switch cut off times

Your area	Switch fax number	Telephone number	Local cut-off times
Asia*	+852 3018 7516	+852 3405 7150	16.00hrs
Middle East**	+971 4 363 7429	+971 4 363 4444	13.00hrs
Isle of Man	+44 1624 691055	+44 1624 691111	11.00hrs
Corporate Pensions***	+44 1624 691055	+44 1624 691013	11.00hrs

\* Asia cut-off time is Hong Kong/Singapore local time.

\*\* Middle East cut-off time is United Arab Emirates local time.

\*\*\* For corporate schemes some restrictions apply, if you are unsure please speak to your scheme administrator or the Isle of Man Corporate Pensions department.

Please note that the dealing date is determined by the date and time of receipt of the completed form in the relevant Zurich office.

Switch instructions received after the cut-off times stated will be processed on the next available Isle of Man working day.

For the majority<sup>1</sup> of funds, if a switch request is received before the cut-off time, then the holding will be valued based on the price of the fund that day. The switch will be processed, completed and confirmed in writing to you two days later. For switches received on a Saturday or Sunday, these will be treated as if received on a Monday, or where appropriate the next available Isle of Man working day.

<sup>1</sup>Some fund managers may apply longer redemption deferral periods, which require a certain number of days notice before any sales can be made.

## Options

**Switch only** – you wish to change all or some of your present fund holding to a new fund holding. Future payments should continue to follow the same investment strategy as the previous investment strategy – i.e. no change. Please complete sections 1, 2 and 5 in full.

**Redirect only** – you wish to change the funds into which future payments are invested (including single and regular premiums. Existing funds remain invested in the present fund strategy. Please complete sections 1, 3 and 5 in full. Note: this does not apply to Elite International Bond, the International Wealth Account (IWA) or the Wealth Preservation Account (WPA), which only have single premiums).

**Switch and redirect** – you wish to change all or some of your present fund holding to a new holding. Future payments should follow a new strategy – either the same redirection strategy as the switch instruction, or a different redirection strategy to the switch instruction. Please complete sections 1, 2, 3 and 5 in full.

**Investment strategies** (not available with the IWA or WPA) – you wish to move your entire fund holding into Retirement Investment Strategy (RIS) (for Vista policies issued prior to January 2005) or Automatic Investment Strategy (AIS) (for policies issued after January 2005), please complete sections 1, 4 and 5 in full. If you are in RIS or AIS and instruct us to perform a switch and/or a redirection, this cancels RIS or AIS.

## Restrictions

**Maximum number of funds** - for IWA and WPA policies and Vista policies issued after January 2005 you may hold a maximum of 30 funds at any one time. For all other policies, including Vista policies issued prior to January 2005, you may hold a maximum of 10 funds at any one time.

Where you wish to switch or redirect more than 10 funds at any one time, please complete the Switch and redirection Additional fund selection form (MSP2257).

**Minimum holding in any one fund** - the following minimum values apply across all funds:-

Currency	IWA/WPA	All other policies
AUD	250	200
CHF	250	300
EGL	N/A	200
EUR	150	150
GBP	100	100
HKD	1,000	1,000
JPY	20,000	20,000
SEK	1,500	1,500
SGD	240	240
USD	150	150

**Guaranteed Accumulation fund** - if you switch out of the Guaranteed Accumulation fund (GAF), we may apply a Market Level Adjustment (MLA). This is applied any time funds are moved out of the GAF before a permitted withdrawal point, which is typically at the 10-year anniversary of the investment date. The MLA is administered on a case-by-case basis, and its amount depends on when you invested in the fund, how long you were invested for and the market conditions over this period. No investment can be made into the GAF if your policy is within 5 years of maturity.

**Policy loans** - whilst any policy loan provided by Zurich International Life Limited is active you are unable to switch into or out of any funds transferred to the savings account. Likewise, should you have used your policy as security for loan with a bank or other such financial institution, we will not be able to carry out your instructions to switch without their written consent.





When choosing a strategy, currency details are required. If this is not selected we will be unable to carry out your request.

**Example:**

**4 Investment strategies** (Please select the required strategy and currency.)  
 We want my/our policy/policies to follow the:

<input type="radio"/> Retirement investment strategy	in	<input type="radio"/> GBP	<input type="radio"/> USD	<input type="radio"/> EUR
<input checked="" type="radio"/> Automatic investment strategy	in	<input type="radio"/> GBP	<input checked="" type="radio"/> USD	<input type="radio"/> EUR
<input type="radio"/> Automatic investment strategy – Series B (in USD only)	in	<input type="radio"/> USD		

Information in connection to investment strategies can be found on [www.zurichinternational.com](http://www.zurichinternational.com). Simply select your region and then the 'Funds' tab at the top of the page. Next select the 'Investment strategies' option on the left hand column.

**Section 5**

This section provides us with your authority to carry out your instructions together with your contact details should we need to query this with you.

This section should be signed by you as the policy owner (or both policy owners if the policy is joint) OR by your independent financial adviser (where authority is held to do so).

If the policy is owned by a company, please ensure the form is signed by the appropriate authorised signatory/signatories.

**Example (One policy owner only):**

**5 Authorised signatory/signatories details** (Please ensure that instructions for joint policies are signed by both parties)

Signature(s) *J. X. Y. Smith* Date 

0	1	1	2	2	0	0	8
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Policy owner 1

Family name **SMITH**

Forename(s) **JOHN X. Y.**

Policy owner 2

Family name **N/A**

Forename(s) **N/A**

FIA name **N/A**

Job title **N/A**

Relevant financial professional **N/A**

Please provide us with details of the easiest way to contact you in the event of a query with your instruction.

Telephone number **01234 567890**

Email address **JOHNXYSMITH@EMAIL.COM**

**Example (Joint policy):**

**5 Authorised signatory/signatories details** (Please ensure that instructions for joint policies are signed by both parties)

Signature(s) *J. X. Y. Smith M. Y. Z. Smith* Date 

0	1	1	2	2	0	0	8
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Policy owner 1

Family name **SMITH**

Forename(s) **JOHN X. Y.**

Policy owner 2

Family name **SMITH**

Forename(s) **MARY Y. Z.**

FIA name **N/A**

Job title **N/A**

Relevant financial professional **N/A**

Please provide us with details of the easiest way to contact you in the event of a query with your instruction.

Telephone number **01234 567890**

Email address **JOHNXYSMITH@EMAIL.COM**



6. The value of any investment and the income from it can fall as well as rise as a result of market and currency fluctuations and you may not get back the amount originally invested.
7. Unit prices and exchange rates vary on a daily basis.
8. A switch currency spread will be applied when a switch involves a movement from one currency to another.