

**Payment Encashment Form**  
Please complete each section

**1. Policyholder Details**

Policy Number: _____
First Policyholder: _____
Second Policyholder: _____

**2. Amount of Encashment**

Full: <input type="checkbox"/> Currency: _____	Partial: <input type="checkbox"/> * Currency: _____
	Amount: _____
<b>*If insufficient funds available on the Call Deposit A/C please submit a dealing instruction or a Foreign Exchange instruction with this request</b>	

**3. Payment Details – please complete as applicable.**

<b>Please note that IBAN and BIC codes are required for all European payments.</b>
Payment will be made by electronic transfer <i>(all charges for electronic transfer will be accounted to the payee)</i>
Name of Bank: _____
Address: _____
Sort Code: _____ Swift Code / BIC: _____
Account Name:* _____
Account No: _____
IBAN: _____
ABA: _____

**\*If proceeds are requested to be made payable to a 'Third Party' we will require the following details:**

Relationship between the policyholder and the payee _____
Current Residential Address of payee _____
Photo ID of Payee and Utility Bill confirming residential address (dated within the last three months) – Both certified by the broker or a notary public ( <b>Certified documents must state 'This document is a true copy of the original and the picture is a true likeness of the subject and that the original document was shown to me when certified'</b> ) _____
If proceeds are requested to be made payable to a Company (non-banking), please note that we require normal company verification documents.

For the purposes of market research it would be most helpful if you would indicate the reason for your encashment.

- 1. Property Purchase
- 2. Alternative Investment
- 3. Personal Expenditure

  
  

- 4. Business Needs
- 5. Poor Performance
- 6. Other – please state

  
  

## 5. Declaration

On partial encashments, unless an Endorsement has been issued to the contrary, the quarterly Administration Charge will continue to be taken on the higher of the Investment Amount or the Investment Value. Where applicable, the quarterly Establishment Charge will be taken on the Investment Amount.

Please tick this box to confirm your understanding of this.

I/We wish to encash the above policies. I/We understand that the sum received will be the value of the units encashed less any amount which may be due to the Company. In consideration of the above the policy/policies will be cancelled/endorsed and all liability fully discharged. I/We understand that encashment will be made in accordance with the policy conditions on receipt of the encashment request and policy documents.

Signature 1<sup>st</sup> Policyholder

Date

Signature 2<sup>nd</sup> Policyholder

Date

**Please remember to enclose a policy schedule(s) and any other document affecting ownership of the Policies (e.g. trust deed, assignment deed).**

**Encashment forms for Portfolio Bonds should be sent to the following address:**

Generali PanEurope Limited  
Navan Business Park, Athlumney  
Navan, Co. Meath  
Ireland

### Important Notice – Early Encashment

- 1. This notice is designed to ensure that investors are made aware of the potential consequences of early surrender of policies, particularly in circumstances where the encashment of an existing policy is followed by a new proposal to another life office.
- 2. The costs involved in establishing a life assurance policy for an investor are generally passes to the investor in the form of a charge payable upon taking up of the policy, or upon its ultimate surrender.
- 3. I/We understand that an 'Early Discontinuous Charge' may apply on a full surrender.
- 4. Investors should therefore be aware that the surrender of an existing policy in favour of a new proposal to another life office will in most cases necessitate the further payment of at least one and possibly more sets of charges by the policyholder
- 5. Investors are accordingly advised to examine carefully the level of charges payable upon surrender of one policy in favour of another and to consult their own professional advisor when considering such a change. It may, for example be that your present policy provides switching facilities which allow a change of investment strategy at minimum cost without the need for surrender.