

# Full and Partial Cash In Form

## How to fill out this form

Please use black ink and CAPITAL LETTERS or tick  as necessary.

Any corrections must be initialled. Please don't use correction fluid as this will invalidate your withdrawal request.

## About this form

Please read the Important information section to help you complete this form and ensure all legal owners of the Bond sign and date the request.

This form can be used for one of the following four options:

Option 1: Partial cash in equally across all policies within the Bond

Option 2: Fully cash in individual policies and partially cash in the remainder

Option 3: Fully cash in individual policies within the Bond

Option 4: Fully cash in all policies within the Bond

## Trustees – Trust Registration Service (TRS) requirements

By completing this form it means that you must comply with the requirements under the Trust Registration Service (TRS).

Before you start to complete the process, we recommend that you read this guide which will help you understand what is required: [mandg.com/pru/adviser/trs](https://mandg.com/pru/adviser/trs)

- **IMPORTANT: We will only be able to action your request when we have a complete and accurate Proof of Registration of the trust or the exemption reason, otherwise we will not be able to proceed further with your request and may face a delay in issuing your funds.**
- A copy of the Proof of Registration document dated within the last 30 days will need to be sent to us along with this form unless there is an exemption or there has been no change to the trust since you last provided a valid proof of registration document.
- All details of the trust on the TRS (such as trustees, beneficiary classes and named beneficiaries) must match what's held on the trust document.
- If the action you are taking will mean closure of the Trust record, please ensure you print or save a copy of the Proof of Registration document before closing the TRS record.

If you need more general information, further details can be found at [gov.uk/guidance/register-a-trust-as-a-trustee](https://gov.uk/guidance/register-a-trust-as-a-trustee)

Please email a scanned copy of this form to [prudentialinternational@prudential.co.uk](mailto:prudentialinternational@prudential.co.uk)

If you are sending by email please ensure your mail is encrypted, if not encrypted we recommend that you submit your request by post.

If you wish to submit a request by post – please send this completed form to:

**Prudential International Assurance**  
 PO Box 13395  
 Chelmsford  
 CM99 2GH

## Important information

1. This form must be completed by all legal owner(s) of the Bond and sent to Prudential International Assurance plc, Stirling FK9 4UE. If the current owner is not the original owner please submit deeds or other documents that prove ownership (e.g. Deed of Assignment). If there are more than two owners please photocopy page three.

2. **Tax warning: Please read before completing this form**

You may be liable to income tax, in the form of a chargeable event gain, on the withdrawal from this Bond. If you are not sure how your withdrawal will be taxed you should speak to your financial adviser before you submit this request.

If you cash in individual policies, this may produce an income tax liability on the gain (profit), in excess of the basic rate and/or may affect any entitlement to personal allowances and certain tax credits.

If you take a one-off withdrawal by partially cashing in policies in the Bond, you may have to pay income tax. In each policy year you can partially cash in policies to take a sum up to 5% of the amount you have invested in your Bond, without having an immediate income tax bill.

If you don't use all of this 5% allowance in any policy year, you can carry forward the unused portion. The allowance comes to an end once you have withdrawn 100% of the amount you invested. If you partially cash in more than the allowance in any policy year, the excess is treated as creating a gain. A gain may create an income tax liability in excess of the basic rate and/or may affect any entitlement to personal allowances and certain tax credits.

The 5% allowance also applies to any additional investment you make. It is very important to note that any Ongoing Adviser Charges, Ad hoc Adviser Charges or regular withdrawals you ask us to pay from your Bond also count against the 5% allowance. **If you are not sure how your withdrawal will be taxed you should speak to your financial adviser before you submit this request. Any tax liability may vary depending on whether the withdrawal is made by cashing in full policies or from across all policies (any Adviser Charge instruction currently in place may be reduced proportionately).**

Any partial cash in transactions, regular withdrawals, Ongoing Adviser Charges and Ad hoc Adviser Charges taken up to the 5% allowance will be taken into account for a possible income tax liability when the Bond comes to an end by being cashed in or when the death benefit becomes payable.

You might need to pay tax depending on your circumstances and the options you choose. Tax rules can also change in the future. More information is available in our **"Guide to tax on your investment"** leaflet, which you can request by calling **0800 000 000** or go to **pru.co.uk**, or speak to your financial adviser.

3. The standard timescale for processing claims is five working days following receipt of all requirements. **Please note that Assets need to be traded to Cash on your Platform to cover the required value and any outstanding charges before the payment can be paid.**

Full terms and conditions of the Prudential Onshore Portfolio Bond are available from:

Prudential International Assurance plc,  
UK Branch, Stirling FK9 4UE.

## Section 1 – Bond Owner details

Bond Number

Bond Owner

Bond Owner

Please read note 1 in the Important information Section on page 1.

**Important:**

Please note that Assets need to be traded to Cash on your Platform to cover the required value and any outstanding charges before the payment can be paid. This partial or full surrender request will not occur until the required amount is in cash on the Platform.

**If the sufficient amount is not traded to Cash on your Platform, this will delay your partial or full surrender request.**

Please read note 2 in the Important information section on page 1.

If you have any questions on how your withdrawal will be taxed, please speak to your financial adviser BEFORE submitting this request. Any tax liability may vary depending on whether the withdrawal is made by cashing in full policies or from across all policies.

This information must be provided before payment can be made.

\* A source account is the verified account which your investment(s) was/were made from to Prudential International.

\*\*A known account is one which Prudential International has made a previous payment to within the last 12 months.

## Section 2 – Withdrawal options

Please select one of the following four options.

**Note: once we have carried out your request we are unable to reverse it.**

Withdrawals are only allowed if the value of the Bond, before deducting any charges but after taking any negative balance into account, is more than £1,000 following this withdrawal request (this does not apply to Option 4).

The minimum amount for options 1 & 2 is £100 (this does not apply to options 3 & 4).

Please note that Assets need to be traded to Cash on your Platform to cover the required value and any outstanding charges before the payment can be paid.

**Please note:** Any withdrawals made from your bond may affect the level of ongoing adviser charges paid to your adviser.

### Option 1: Partial cash in equally across all policies within the Bond

Take a withdrawal of  equally across all policies within the bond.

Have sufficient assets been traded to Cash on the Platform? Yes  No

If sufficient assets have not been traded to Cash on the Platform, it will delay this request.

### Option 2: Fully cash in individual policies and partially cash in the remainder

Fully cash in individual policies within the Bond and partially cash in the remaining policies equally to achieve a cash in amount of:

Have sufficient assets been traded to Cash on the Platform? Yes  No

If sufficient assets have not been traded to Cash on the Platform, it will delay this request.

### Option 3: Fully cash in a specified number of policies within the Bond

Fully cash in the following number of policies:

Have sufficient assets been traded to Cash on the Platform? Yes  No

If sufficient assets have not been traded to Cash on the Platform, it will delay this request.

### Option 4: Fully cash in the Bond (i.e. cash in all policies in the Bond)

Fully cash in the Bond: Please tick

Have sufficient assets been traded to Cash on the Platform? Yes  No

If sufficient assets have not been traded to Cash on the Platform, it will delay this request.

## Section 3 – Designated account for payments

If you've requested a payment to be made to an account other than the \*source account or \*\*known account, we will contact you directly for further verification.

### By Direct Credit to my Bank or Building Society account

Do you want payment(s) to be made to the account from which your original payment has been drawn (please note this account must be a UK bank account) Yes

OR

If you would like payment to be made to a different UK bank account in your name, please complete the details below. Yes

Name of your Bank or Building Society

Address

### Section 3 – Designated account for payments – continued

Sort code

 –  – 

Account number

Roll number (if applicable)

Account Holder(s) Name(s)

We may need additional information (e.g. a certified copy of a bank statement) if payment is being made to an account where we can't verify the details of the account provided.

Please note that **all payments** will be made to the account specified unless otherwise told. We need to pay all the legal owners (except in the case of a Bond held in Trust), so any specified account must be in the names of all the legal owners. For cases with multiple trustees, payments must be made to an account in the name of at least one of the trustees, as a legal owner, with the authority of the other trustees.

If you want to change this account, or request payment to a different account in the future, we may need additional identification/verification documentation before any payments are made. This will also apply if any changes have been made to the account ownership.

Please note payments can't be made to third parties (except financial institutes).

### Section 4 – Checklist and payment declaration

Please complete this form in full to avoid any delays in processing this request. The following checklist will help you provide us with all the correct information.

#### Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> I have provided correct name and Bond number (Section 1).   | <input type="checkbox"/> This withdrawal request form has been signed by all Bond Owners (Section 4).      |
| <input type="checkbox"/> I have provided correct name and Bond number (Section 1). I have chosen one withdrawal option only and provided the information needed (Section 2). | <input type="checkbox"/> I have enclosed any identity verification documents I have been asked to provide. |
| <input type="checkbox"/> I have provided details of the account I would like my funds to be paid into (Section 3).   | <input type="checkbox"/> I have traded sufficient assets to Cash on the Platform, for this request.        |

#### Declaration

- I confirm that I have read the Important Information section on page 1.
- I understand how charges may apply to the requested withdrawal.
- I understand that if a gain arises I may be liable to an income tax charge if I pay income tax above the basic rate, or if the gain results in me paying income tax above the basic rate. I also understand that any entitlement to personal allowance may be reduced.
- I understand that a gain may reduce entitlement to certain tax credits.
- I authorise Prudential International to make payment as shown in Sections 2 and 3 of this form.

This request must be signed by **all** the Bond Owners. If the Bond is subject to **trust** all the trustees must sign. (Please read note 1 in the Important information section on page 1.)

*It is a criminal offence to knowingly provide false, misleading information and/or forged documents, signatures for the purpose/intention of committing fraud and this will result in prosecution.*

#### How we use your personal information

For a copy of our latest Data Protection Notice, please visit [pru.co.uk/mydata-piaon](https://pru.co.uk/mydata-piaon). This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a hard copy to be sent to you by writing to **The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB.**

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

## Section 4 – Checklist and payment declaration – continued

All bondholders must sign this form in order for the cash-in amount to be paid. If we don't receive these necessary signatures, payment may be delayed. If the bond is in a trust, then all trustees must sign this form on page four. If the bond is assigned then the assignees must sign.

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

[pru.co.uk](https://pru.co.uk)

Prudential International is a marketing name of Prudential International Assurance plc and is authorised and regulated by the Central Bank of Ireland. Prudential International Assurance plc, UK Branch is registered in the UK as a branch of Prudential International Assurance plc. Prudential International Assurance plc, UK Branch is authorised by the Prudential Regulation Authority, subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. The registered address of Prudential International Assurance plc, UK Branch is 10 Fenchurch Avenue, London EC3M 5AG. Registration No. BR017106. Prudential International is part of the same corporate group as The Prudential Assurance Company Limited. Both The Prudential Assurance Company Limited and Prudential International are direct and indirect subsidiaries respectively of M&G plc, a company incorporated in the United Kingdom. The Prudential Assurance Company Limited is not affiliated in any manner with Prudential Financial, Inc, a company whose principal place of business is in the United States of America or Prudential plc, an international group incorporated in the United Kingdom.