

Alteration form

How to fill out this form

Please use black ink and write in CAPITAL LETTERS or tick as appropriate. Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application.

Some information before you start

This alteration form is for Flexible Lifetime Annuity and Flexible Income Drawdown Plans.

Use this form to make the following changes

Please complete the listed sections:

- | | |
|---|---------------------|
| • Change address | section 1 and 2 |
| • Change bank details | section 1 and 3 |
| • Change your income amount | section 1, 4a and 5 |
| • Change your income payment frequency | section 1, 4b and 5 |
| • Take an ad-hoc payment | section 1, 4c and 5 |
| • Switch your current investment funds | section 1 and 5 |
| • Change the funds you take income from | section 1 and 5 |

Are you changing your income?

Changes to your income may have tax implications. For more information visit pru.co.uk/tax or HM Revenue & Customs at hmrc.gov.uk

We recommend speaking to a financial adviser before making any changes. If you don't have an adviser you can find one at pru.co.uk/find-an-adviser

Protect yourself from investment scams

Fraudsters are always out there and constantly changing their tactics. If you're planning to reinvest money from your plan, take a minute to find out about staying ahead of investment scammers at pru.co.uk/scam-hub

When you've finished filling in this form

Please check you've filled in all of the required sections and signed the form.

Please return the completed form to: **Flexible Retirement Income Servicing Team,
Prudential, Lancing BN15 8GB**

Section 1 – Personal details

Title Mr Mrs Miss Ms Other

Surname Forename(s)

Plan number(s)

Section 2 – Change your address

If you've changed address, please complete your new address details below.

New postal address

Postcode

Note: If you have more than one plan, please list the plans you want the changes to apply to.

Section 3 – Change your bank details

We can only make payments into an account with your name.

Please provide your new bank account details.

Bank or building society name

Bank address

Sort code

 – –

Account number

Roll number for building societies

Name(s) on the account

Section 4 – Income and payment changes

4a Change your income

Please indicate which product this applies to and the new income amount.

Flexible Lifetime Annuity

Please state the amount of gross annual income, OR percentage of annual income you want to take. Please make sure its within the maximum and minimum limits shown in your last annual statement.

£ per year OR % of maximum % of escalation required

Escalation – you have the option to add escalation. This means your income will increase each year by the percentage chosen. The maximum escalation percentage is 8.5%.

Any increase in income needs to be within the maximum limit shown in your last annual statement.

Please refer to the note on page 5

Section 4 – Income and payment changes – continued

Flexible Income Drawdown Plan

Payments from Capped drawdown plans are subject to limits set by HM Revenue & Customs (HMRC).

If the income payment you've selected exceeds those limits, you'll need to convert your plan to a Flexi-access drawdown plan. Application forms are available on request.

We recommend speaking to your financial adviser to understand the implications of changing your plan.

£ before tax per year

4b Change your income payment frequency

To change the frequency of your income, please indicate which product this applies to and the new frequency:

Flexible Lifetime Annuity Flexible Income Drawdown Plan

How often would you like your income to be paid?

Monthly Quarterly Half-yearly Yearly
 In advance In arrears

"In advance" means that we will make your income payments at the beginning of the payment period you select. "In arrears" means that we will make your income payments at the end of the payment period you select.

4c Take an ad-hoc payment

Please indicate which product this applies to and the payment amount.

Flexible Lifetime Annuity

Your overall annual income (including any ad hoc payments) must be within the maximum and minimum limits shown in your last annual statement.

Amount £ before tax

Flexible Income Drawdown Plan

Payments from Capped drawdown plans are subject to limits set by HMRC.

If the income payment you've selected exceeds those limits, you'll need to convert your plan to a Flexi-access drawdown plan. Application forms are available on request.

We recommend speaking to your financial adviser to understand the implications of changing your plan.

Amount £ before tax

Date of change

Please let us know the date you want the change(s) to take place.

Flexible Lifetime Annuity – If you're adding or removing escalation, the change will take effect from your next plan anniversary date.

Please allow at least 10 working days for the changes to take effect.

Date

Section 5 – Fund changes

For more details on the investment funds available, please read the 'Fund Guide for Flexible Lifetime Annuity and Flexible income Drawdown Plan', or go to pru.co.uk/annb6361.pdf

We recommend talking to your financial adviser before making any investment decisions.

Please follow the instructions for the alteration you're making:

5a Change your income amount

- If you have a **Self-Managed Investment Strategy** – please complete columns 1 and 3 of the table below if you wish to take your income from specific funds. You don't have to complete the table if you are taking your income proportionately across all funds.
- If you have a **Lifetime Investment Strategy** your payment will be taken proportionately from the funds. There is nothing you need to complete in the table below.

5b Change your income payment frequency

- There is nothing to complete in this section, unless you're changing the funds you're taking income from. Please see 5e below.

5c Take an ad-hoc payment

- If you have a **Self-Managed Investment Strategy** – please complete columns 1 and 3 of the table below if you wish to take your income from specific funds. You don't have to complete this table if you are taking your income proportionately across all funds.
- If you have a **Lifetime Investment Strategy** your payment will be taken proportionately from the funds. There is nothing you need to complete in the table below.

5d Switch your current investment funds

If you're switching to a Self-Managed Investment Strategy, or you already have this and want to switch funds:

- Please complete columns 1 and 2 of the table below
- If you also want to select (or change) the funds you take income from, please complete column 3. If you don't complete column 3, income will be taken proportionately across all funds.

If you want to switch to a Lifetime Investment Strategy, or you already have this and want to change your current investment strategy, please tick one of these boxes:

Cautious Standard Adventurous

5e Change the funds you draw income from

- If you have a **Self-Managed Investment Strategy** – please complete columns 1 and 3 of the table below. If you don't complete column 3, income will be taken proportionately across all funds.
- If you have a **Lifetime Investment Strategy** your income will be taken proportionately from the funds. There is nothing you need to complete in the table below.

If you want your income to be taken proportionately across all funds, please do not complete the third column.

1. Fund name	2. % to be invested in this Fund after switch	3. % of yearly income to be taken from Fund
	100%	100%

Please remember to sign and date the declaration on the last page.

Please use whole percentage figures

Please ensure your totals add up to 100%

Change your income

- We will review the amount of income you can take (and the minimum and maximum amounts you can draw from the With-Profits Fund) at each three yearly review for Flexible Lifetime Annuity and Capped Drawdown.
- Flexible Lifetime Annuity – there are limits that apply to the amount of income you can take from the With-Profits Fund. These limits are calculated as if the With-Profits investments are the only investments you hold. For example, if 25% of your investments are held in the With-Profits Fund then you must take at least 25% of your minimum income limit from the With-Profits Fund and can take no more than 25% of your maximum limit.

Switch your current investment funds or change the funds you draw income from

- You must invest at least £2,500 in each chosen fund.
- Your request to switch funds will normally be carried out on the first working day after we receive your form. If we get your request on a non-business day, we'll treat it as being received on the next working day.
- We normally cancel old units and credit new units on the next working day (or nearest) after receiving your request. The unit price used is at the next valuation point after we receive your instruction. The unit price(s) we use may depend on the particular funds.
- Flexible Lifetime Annuity only – you can buy units in the With-Profits Fund at any time up to the policy anniversary following your 84th birthday. After that date, you will only be able to buy these units if you had at least 50% of your total fund value invested in the With-Profits Fund on the policy anniversary following your 84th birthday, and had not switched any money out of the fund since then.

- A Market Value Reduction (MVR) may apply for switches out of the With-Profits Fund. For example, this will apply if:
 - you voluntarily switch from the With-Profits Fund into another investment fund;
 - you switch from the With-Profits Fund as a result of a change from one of the Lifetime Investment Strategies to a Self-Managed Investment Strategy;
 - you are already following one of the Lifetime Investment Strategies and choose a different strategy which involves switching out of the With-Profits Fund.
- Flexible Lifetime Annuity – if you hold investments in the With-Profits Fund and are drawing an income, you must always take an income from that fund.
- If, at any time, your chosen funds hold insufficient amounts to provide your income, Prudential will choose another fund to maintain your income level.
- We will confirm in writing that your instructions have been carried out and provide you with details of the prices at which units have been cancelled and credited. If we have applied a market value reduction when cancelling units, we will tell you. Alternatively, if we have to delay carrying out your instructions for any reason we will notify you within three working days that we are unable to carry out your instructions.

For more information about Investment Fund Switches, please refer to the “General Funds Appendix” issued with your Member’s Booklet or plan document

Declaration

Please tick the box(es)
as appropriate

I instruct Prudential to make the following changes:

- Change my address as shown in section 2
- Change my bank details as shown in section 3
- Change my income as shown in section 4 and 5
- Change my income payment frequency as shown in section 4 and 5
- Make an ad-hoc payment to me as shown in section 4 and 5
- Switch my current investment funds as shown in section 5
- Change the funds my income is taken from as shown in section 5

I understand that Prudential will confirm in writing that my instructions have been carried out and will confirm the date from which the changes have taken effect.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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How we use your personal information

For a copy of our latest Data Protection Notice, please visit www.pru.co.uk/mydata. 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 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.