

# Full and partial cash-in form

PruFund Investment Plan MK1 (only) – 28 day notice period applies

## How to fill out this form

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

Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application.

## About this form

If you want a full or partial withdrawal of this plan please call us on: 0345 640 1000 or +44 178 644 8844, if phoning from abroad. Our lines are open between 8am to 6pm Monday to Friday. We might be able to process your request over the telephone. We will advise you on the telephone if we need you to complete this form.

If you've already spoken to us and we've advised you to complete this form, please proceed.

This form must be completed by the legal owner(s) of the plan. If the present owner is not the original owner and we have not previously been informed of the change in ownership, please send the deeds or other documents that prove ownership (e.g. Deed of assignment).

Prudential will use the unit price(s) applicable 28 days after receipt of all requirements (including this form correctly completed), or the next working day if the 28th day is not a working day. Once this request and all requirements have been received from you, it cannot be withdrawn or replaced.

Before completing this form please read Section 5 – Important information.

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

- Option 1: Partial cash-in equally across all policies within the plan
- Option 2: Fully cash-in individual policies and partial cash-in of the remainder
- Option 3: Fully cash-in individual policies within the plan
- Option 4: Fully cash-in all policies within the plan

The minimum partial cash-in is £500. The minimum amount to be left in a fund after a partial cash-in is £500 (value at the date the request received). For all "partial cash-ins" the Guaranteed Minimum Death Benefit will be reduced proportionately.

Please forward this completed form to:  
**PruFund Investment Plan Claims and Servicing,**  
Prudential, Lancing BN15 8GB.

## Section 1 – Personal details

Plan number(s)

Plan owner(s)

Your (plan owner) daytime telephone number including the standard dialling code

(This is required in case we need to contact you regarding this request).

Adviser name (where available)

Adviser contact number including the standard dialling code

(This is required in case we need to contact your adviser regarding this request, which may be because the withdrawal method selected results in a higher chargeable event gain than an alternative method.

Please see note 1 "Taxation" in Section 5 – "Important information". If the level of gain has already been considered and the intention is to create a 'larger' gain for tax planning purposes, please let us know to avoid any delays.)

## Section 2 – Withdrawal options

You must only complete **ONE** option.

The cash-in will take place using the unit prices applicable 28 days after receipt of all requirements (including this form correctly completed) or the next working day if the 28th day is not a working day. Any early cash-in charge(s) will be calculated on the cash-in date and depend on the date of payment of each premium.

### With Reference to Options 2 and 3

This investment will usually be issued as a number of separate identical policies (individual segments) within a plan. For Option 2, Prudential will automatically fully cash-in the maximum number of policies (individual segments).

Please select **one** of the following four options.

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

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

Take a partial cash-in sum of  £ withdrawn equally across all policies within the plan.

Please note, where units are held in more than one fund, units will be cancelled in proportion to the value of each fund unless you state otherwise using the boxes below.

If units are not to be cancelled proportionately from all funds held enter the name of the fund(s) and the percentage or value of the withdrawal you would like to take from the fund(s). Where 'value' (£) is selected, the amount taken from the fund may differ slightly from the amount requested due to rounding.

Fund	either/or	
	£	%
	£	%
	£	%

OR

### Option 2: Fully cash-in individual policies (segments) and partial cash-in of the remainder

Fully cash-in individual policies (segments) within a plan and partial cash-in taken equally from the remaining policies to achieve a cash-in amount of:

£

OR

### Option 3: Fully cash-in individual policies (segments) within the plan

Fully cash-in this number of individual policies (segments):

Number of policies

OR

### Option 4: Fully cash-in all policies within the plan

Fully cash-in the above mentioned plan  Please tick

### Section 3 – Bank/Building Society payment details

Please note payments cannot be made to third parties (except Financial Adviser client accounts and recognised financial institutions).

#### Payee details

Full name of payee(s) (please provide name of company if applicable)

Full address of payee(s) including postcode

<input type="text"/>
Postcode

Please be careful when providing your bank details. If you enter the wrong details your payment might be delayed, or credited to the wrong account, and may result in a financial loss.

**By direct credit to the originating account or my/our Bank/Building Society account, please detail below:**

Name of Bank/Building Society

Sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Address of bank or Building Society

<input type="text"/>
<input type="text"/>
Postcode

Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Roll number (if applicable)

Name(s) of account holder(s)

*If we are unable to verify the bank details provided or details are missing, then a cheque may be issued to you at the address on record in order to avoid delay*

**OR**

By cheque payable to

and sent to (address)

<input type="text"/>
Postcode

This information must be provided before payment can be made.

If more than one payee, the address, including postcode, of each payee is required.

Direct credit is the recommended method of payment.

A written statement will be issued to you immediately following the transaction to confirm the exact value paid.

**We may not require evidence of your identity to satisfy our regulatory requirements if:** you provide account details that either the original investment was made from, or an account that we have made payments into previously.

Our regulator requires us to verify your identification for every claim you make. This means that if you've previously submitted identification documents we're unable to use them again and must obtain new ones each time.

**Cheque payable to the policyholders(s), solicitors, financial adviser or recognised financial institutions:**

Please complete these cheque payment details if you would like payment to be made by cheque to the policyholder(s), a client money account of a solicitor, financial adviser or paid to a recognised financial institution.

**Note** – Payment by cheque is our least preferred option. Direct credit is safer and faster method of payment.

## Section 3 – Bank/Building Society payment details – continued

### Identification requirements

We must check the identity of customers to comply with our regulatory requirements. These regulations help to prevent criminals using financial products and services to launder money. They also protect you from criminals who might try to use your identity. By us carrying out checks and you giving us proof of identification we're helping to stop them.

If you provide account details that either the original investment was made from, or an account we have made payments into previously, we may not require evidence of your identity.

If we are not familiar with the account details you provide, we may issue a cheque payment, or we may contact you to verify these, or ask you to provide identity documentation.

You may want to send us identity documents with the claim form to speed up the process.

We need one item from Group A and one item from Group B below for each owner.

If you are unable to provide any of these documents please telephone us to discuss alternatives.

<b>Group A – Evidence of full name and either address or date of birth</b>	<b>Group B – Evidence of full name and current home address</b>
<ul style="list-style-type: none"><li>• A clear copy of a valid signed passport.</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• A clear copy of a valid photo card driving licence (full or provisional)/ Valid old style full UK driving licence.</li></ul>	<ul style="list-style-type: none"><li>• A clear copy of a current* utility bill or evidence that shows current address (bank statement, credit card statement, solicitors letter, council tax bill, mortgage statement).</li></ul> <p>To satisfy our regulators, we cannot accept online utility bills/ bank statements.</p> <p>*Definition of current, would be within the last six months.</p>

## Section 4 – Payment Declaration

How we use your personal information

For a copy of our latest Data Protection Notice, please visit [pru.co.uk/mydata](http://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.

The owner(s) **must** sign here. If a plan is subject to trust, all trustees must sign.

If further signatures are required, please provide them on a separate sheet of paper and attach it to this form.

If we receive all the relevant completed paperwork by mid-day on a working day, we'll normally process it at the price determined 28 days later; if we receive it after mid-day, we'll normally process it at the price determined 28 days from the next working day. A working day is any day that the London Stock Exchange is open for dealings, and, at our discretion, any day on which it would normally be open but for a temporary closure. Please refer to note 4 in Section 5 – Important information. Additional units may be cashed to meet any charges. Please refer to note 2 in Section 5 – Important information.

Please complete this form in full to avoid any delays in processing this request.

The payment will be sent to you within 5 working days of the 28th day following receipt of this completed form. Please allow a further 3 to 5 working days for the money to clear your account. Cheques are released 2 working days after final processing. Please note that this timescale may be subject to change.

### Declaration

- I/we confirm that I/we have read and understood Section 5 Important Information.
- I/we understand how charges may apply to the requested withdrawal.
- I/we understand that I/we may be liable to a tax charge if I/we pay income tax above the basic rate, or if the gain results in me/us paying income tax above the basic rate.
- I/we authorise Prudential to make payment as shown in Sections 2 and 3 of this form
- This request must be signed by all the plan owners. If the plan is in trust all the additional trustees must sign also.
- 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.
  - **If this plan is part of a Discounted Gift Trust arrangement, please ALSO read and complete the following requirement:** We (the trustees) have read and understood section 2.4 (for discretionary and absolute trusts) and 2.5 (for discretionary trust only) of the trust provisions. Also where appropriate we have taken relevant advice and wish to continue with the claim. Please tick to confirm.

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Address

		Postcode

Name

Signature

Date

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

Address

		Postcode

Name

Signature

Date

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

Address

		Postcode

Name

Signature

Date

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

Address

		Postcode

Please send this completed form to:

PruFund Investment Plan Claims and Servicing, Prudential, Lancing BN15 8GB.

## Section 5 – Important Information

### 1. Taxation

Any cash-in/withdrawal from this Plan (in full or in part), may produce a chargeable event gain, which may result in a liability to income tax above the basic rate and/or affect entitlement to Personal allowance and tax credit.

Where a partial cash-in, together with any earlier cash-ins (including regular withdrawals) exceeds the annual tax deferred allowance (5% each year {cumulative} of the total amount invested), there will be a chargeable event gain, in which case **it may be advantageous to fully cash-in some of the individual policies (segments), if by doing so, the chargeable event gain will be reduced.**

Once processed, except for extreme circumstances where HMRC may consider a chargeable event gain to be 'wholly disproportionate' (which would require you to apply direct to HMRC in writing for approval), HMRC regulations do not allow for a withdrawal to be reversed, or recalculated on a more favourable basis for income tax purposes. **It is therefore important for the most suitable method of withdrawal to be selected at the outset.**

This information is based on our understanding of current taxation, legislation and HM Revenue and Customs practice, all of which are liable to change without notice. The impact of taxation (and any tax relief(s)) depends on individual circumstances.

Further information is available in our 'Guide to tax on your investment' leaflet, which you can request by calling 0345 640 1000 or visiting [pru.co.uk](http://pru.co.uk) ([pru.co.uk/pdf/INVS0002.pdf](http://pru.co.uk/pdf/INVS0002.pdf))

### 2. Charges

Cash-in charges may be imposed on partial or full cash-ins, in accordance with the Policy provisions and as explained in the product literature when the policy was taken out.

For partial cash-ins the monetary amount of the payment will be as requested but additional units will be cancelled to meet any charges due.

**Please note:** Cash in charges do not apply to regular withdrawals. If you require more information regarding your withdrawal options and how cash-in charges are applied, please refer to your key features document.

### 3. Reduction in benefits

Where applicable to your plan a partial cash-in may affect the Guaranteed minimum death benefit Please refer to your key features document.

### 4. Delays in cancelling units (and possible delays)

Cancellation of units will be delayed for a period of 28 days following receipt of all requirements (including this form correctly completed), or the next working day if the 28th day is not a working day.

Once this request has been received by Prudential and all requirements met, it cannot be withdrawn or replaced.

In exceptional circumstances we may delay cancelling units by up to one further month from the date we receive your instruction.

Refer to your key features document for details.

**5. Any part withdrawals taken will reduce the value of your plan. If the withdrawals are more than overall growth achieved the value of your plan will reduce below the level of capital invested.**

Full terms and conditions of Prudential's plans are available from:

Prudential  
Prubond Claims and Servicing  
Lancing  
BN15 8GB