

# TELEGRAPHIC TRANSFER INSTRUCTION

## WHO IS THIS FORM FOR?

This form is for policyholders who wish to send a premium payment to us by telegraphic transfer. Depending on the type of policy you hold, this payment option may not be available for specific payment frequencies, please check your policy literature or contact us before completing.

You should use this form if you hold:

- a RL360 policy except Protected Lifestyle Lebanon and any policy taken out whilst resident in Hong Kong
- an old Scottish Life International policy except Protected Lifestyle Lebanon
- an old Scottish Provident International policy except those taken out whilst resident in Hong Kong

For all Protected Lifestyle Lebanon policies, please use the *Telegraphic transfer instruction - Protected Lifestyle Lebanon* (reference number RL180).

For RL360 and old Scottish Provident International policies taken out whilst resident in Hong Kong, please use the *Telegraphic transfer instruction - Hong Kong* (reference number RL179).

If you are resident in the United Arab Emirates, you are welcome to use the accounts detailed in this form. Alternatively, you may wish to pay premiums into a local account, in which case please use the *Telegraphic transfer instruction - United Arab Emirates* (reference number RL185).

## COMPLETING THIS FORM

The form is split into 2 sections:

### Section 1

This is where you instruct your bank that you would like to debit an amount of money from your account in relation to your policy. **You must complete this section in full, making sure that all policyholders, trustees or authorised signatories sign.**

Where applicable, please ensure that the authorised signatory list(s) that we hold for your policy are up-to-date before submitting instructions. Where authorised signatories have changed and we are unable to match those on this form with our records, this will cause a delay. We may also request further information for the purposes of Anti-Money Laundering.

### Important

Some banking institutions may deduct charges for processing international payments. Please check with your bank if any charges will apply prior to transferring your premium to us. If they do, please make sure that the amount your bank transfers to us is enough, so that the remaining amount received by RL360 is at least equal to your premium.

### Section 2

This is to be used to confirm which RL360 account your bank should pay monies to.

If you need help completing this form please contact our Customer Services Team on +44 (0)1624 681682 or alternatively you can email [csc@rl360.com](mailto:csc@rl360.com).

## WHEN YOU HAVE COMPLETED THIS FORM

Please send the original signed instruction to your bank and a copy by post to: Payments Team, RL360, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Or alternatively you can fax a copy to +44 (0)1624 677336.

## PRIVACY POLICY

Our full privacy policy can be viewed at [www.rl360.com/privacy](http://www.rl360.com/privacy) or can be obtained by requesting a copy from our Data Protection Officer.



## Section 2

Please select the correct account from the options below. If you have any difficulties, please contact us first.

### OPTION 1

Choose from these accounts if you have a RL360 (except Protected Lifestyle), old Scottish Provident International or old Scottish Life International Paragon policy.

Tick one	Ccy	SWIFT code	IBAN	Sort code	Account number	Bank name	Account name
<input type="checkbox"/>	AUD	CITIGB2LXXX (all accounts)	GB45 CITI 1850 0813 1419 34	18-50-08 (all accounts)	13141934	Citibank, London (all accounts)	RL360 Insurance Company Limited (all accounts)
<input type="checkbox"/>	CHF		GB26 CITI 1850 0813 1418 88		13141888		
<input type="checkbox"/>	EUR		GB20 CITI 1850 0813 1418 02		13141802		
<input type="checkbox"/>	GBP		GB34 CITI 1850 0813 1420 35		13142035		
<input type="checkbox"/>	HKD		GB10 CITI 1850 0813 1416 91		13141691		
<input type="checkbox"/>	JPY		GB26 CITI 1850 0813 1415 00		13141500		
<input type="checkbox"/>	USD		GB54 CITI 1850 0813 1415 78		13141578		

#### Bank address

Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK

### OPTION 2

Choose from these accounts if you have a RL360 Protected Lifestyle or old Scottish Life International policy (except Protected Lifestyle Lebanon or Paragon).

Tick one	Ccy	SWIFT code	IBAN	Sort code	Account number	Bank name	Account name
<input type="checkbox"/>	EUR	CITIGB2LXXX (all accounts)	GB04 CITI 1850 0813 1417 99	18-50-08 (all accounts)	13141799	Citibank, London (all accounts)	RL360 Insurance Company Limited (all accounts)
<input type="checkbox"/>	GBP		GB87 CITI 1850 0813 1420 51		13142051		
<input type="checkbox"/>	USD		GB32 CITI 1850 0813 1415 86		13141586		

#### Bank address

Citibank, Citigroup Centre, Canada Square, Canary Wharf, London, E14 5LB, UK

