

Dealing Instruction for the Premiere Europe Account, Wealth Preservation Europe Account and International Portfolio Bond

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Please use **BLOCK CAPITALS** and black ink or type below. **Not to be used for adviser charge deductions.**

When completed please fax to: **+44 (0) 1624 820201**, alternatively it may be posted to the Investment Department at the address overleaf or e-mailed in PDF format to **dealing@canadalifeint.com**

Date faxed/posted/emailed	<input type="text"/>	Page number (not including Guidance Notes) NB: please do not send Guidance Notes	<input type="text"/>	of	<input type="text"/>	Telephone number (including STD)	<input type="text"/>
From: Contact name	<input type="text"/>					Facsimile number (including STD)	<input type="text"/>
Company name (if applicable)	<input type="text"/>					E-mail	<input type="text"/>
Name of policyholder	<input type="text"/>					Policy number (one policy on each form)	<input type="text"/>

Purchase/Sale requests (This form may also be used to instruct currency conversions)

*CLIAI will process instructions based on the SEDOL/ISIN, we accept no responsibility for errors where the identifier and name differ.

Note: deal instructions can now be submitted online via the Canada Life portal

Deal number	Tick ONE only		Currency to invest/redeem	Please complete ONE only		Settlement currency	*SEDOL code (must be stated) (for sales & buys)	Full name of stock or fund (where appropriate include which class of shares are to be traded)
	Buy	Sell		Cash amount	No. of shares/units			
1	<input type="checkbox"/>	<input type="checkbox"/>						
2	<input type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	<input type="checkbox"/>						
5	<input type="checkbox"/>	<input type="checkbox"/>						
6	<input type="checkbox"/>	<input type="checkbox"/>						
7	<input type="checkbox"/>	<input type="checkbox"/>						
8	<input type="checkbox"/>	<input type="checkbox"/>						

Note: If more than three trustees please make sure their signatures still appear on the dealing form, such as, in the additional comments section. If more than one page/form is required please make sure all pages are fully completed and signed.

Additional comments

In-specie Transfers – Please indicate here if you're transferring assets from one portfolio manager to another or from a portfolio manager to CLIAI. YES NO

First signature	<input type="text"/>	Second signature	<input type="text"/>	Third signature	<input type="text"/>
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Fund adviser**	<input type="checkbox"/>	Policyholder	<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Fund adviser**	<input type="checkbox"/>	Policyholder	<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Fund adviser**	<input type="checkbox"/>	Policyholder	<input type="checkbox"/>	Trustee	<input type="checkbox"/>
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** If signed by a Fund Adviser we need to have received the completed Investment Administration form signed by the client.

Print name	<input type="text"/>	Print name	<input type="text"/>	Print name	<input type="text"/>
Date of birth (day, month, year)	<input type="text"/>	Date of birth (day, month, year)	<input type="text"/>	Date of birth (day, month, year)	<input type="text"/>

Guidance notes for dealing instructions

We aim to provide accurate and timely dealing in the major markets, carrying out currency conversions, purchases and sales at often preferential rates. **We will confirm that we have received your dealing instruction within 24 hours of receipt.** You may photocopy this form as required. If you have any questions or need any clarification of these guidance notes, terms and restrictions then please call our Dealing Desk on +44 (0) 1624 820200 or contact your professional adviser. Confirmation of the transaction details will be sent to you once we have received the appropriate contract note(s).

Dealing instructions form guidance notes

- **Contact details** – Make sure that your telephone, fax numbers, e-mail address and the name of a person to contact are clearly marked on the form. We will contact you if there is any doubt over what we think you require or if the instructions are unclear.
- Tick either the **Buy** or **Sell** box, indicating what action you wish to be taken for each stock.
- **Currency to invest or redeem** – in the case of a purchase (Buy) insert here the currency of the cash to be used to purchase the stock. In the case of a sale (Sell) insert here the currency of the cash you wish the proceeds to be credited to the policy's cash account in.
- **Purchases and Sales** – please state either the **cash** amount or the number of **shares/units**.
- **Settlement Currency** – This is the currency in which the purchase has to be paid or settled. This may be different from the currency of the cash available to invest and a currency conversion may be required. Equally with a sale, the proceeds may not be received in the currency you require and a currency conversion may be needed. For all deals, the contract will be struck and settled in the base currency of the stock involved. Therefore any required currency conversion will need to be done as a separate transaction.
- **Stock** – Please make sure the full name and SEDOL number code of the stock is clearly stated and please do not use abbreviations. If there is any confusion here it could lead to an incorrect stock being purchased or sold.
- The SEDOL must be quoted for both sales and buys due to the number of classes available and that various versions of the same fund may be held by the same policy.
- If Income units are requested distributions will be paid as cash.
- Canada Life International Assurance (Ireland) DAC will wait until monies have been received back from the fund manager(s)/deposit provider(s) before proceeding with any subsequent investment.

The timing of this is outside of the control of CLIAI. For deposit accounts, please record the full name and term of the account (for instance, 3 months, 6 months etc).

- A dealing charge, spread across all policies in force from time to time, may apply to transactions in relation to assets held under the policy. This will include transactions in or out of Deposit Accounts.

Please refer to your Policy Provisions for more information.

General dealing instructions terms

- All dealing, settlement and custody of securities will be executed by CLIAI and all assets will be held by CLIAI or its appointed Custodian.
- All investment instructions should be on a Canada Life International Assurance (Ireland) DAC Dealing Instruction Form and forwarded to the Investment Department offices in the Isle of Man (address shown below).
- Canada Life International Assurance (Ireland) DAC will process instructions based on the SEDOL/ISIN quoted, we accept no responsibility for errors where the identifier code and name differ.
- It is your responsibility to request a foreign exchange transaction if funds are held in a different currency to that required for settling the purchase(s) or if you wish the proceeds of a sale to be converted to another currency.
- Instructions to purchase or sell investments will be actioned so as to obtain the best price available to CLIAI.
- An instruction to purchase an investment will not be actioned unless there is sufficient cash within the policy's cash account to meet the purchase price and all costs of the purchase, except where the purchase is made simultaneously with a sale which will provide cash sufficient to meet the purchase price and all costs of the purchase. In the event of any mis-match between the settlement dates of the purchase(s) and sale(s), CLIAI accept no responsibility for any debit interest charged.
- If CLIAI has cause to reject an instruction, or if we have to defer carrying out an investment instruction whilst ascertaining that it is a permitted investment, then we accept no responsibility for any consequences of such rejection or delay.
- Please notify us immediately of any changes to your authorised signatory list, regarding the provision of investment dealing instructions.

Investment restrictions

- All assets eligible to be purchased for the policies are subject to product restrictions and need to be quoted on a recognised Stock Exchange or be permissible assets to CLIAI.
- We do not allow certain investments, for example precious metals, private company shares, options, futures, commodities, stocks that are difficult to value or any illiquid investments. These types of investments should not therefore be recommended by yourselves.
- CLIAI reserves the right to decline to deal on certain investment instruments at its sole discretion or request a declaration signed by the policyholder(s) if it is deemed necessary.
- Liquidity – Assets will not be accepted if the only way to sell the asset is to find a buyer for it or if the assets cannot be liquidated within six months of the notification to sell.

A delay in the placement of deals may occur if the instructions are illegible, unclear, incomplete or relate to an asset which is not normally permitted. We are unable to backdate transactions resulting from the delay caused in clarifying your instructions. Mutual funds and unit trusts have differing dealing times and the dispatch times of their dealing confirmations may vary.

Any discount we receive on the purchase of unit trusts is always reinvested for the benefit of the policyholder. Where trades are being executed on behalf of Canada Life International Assurance (Ireland) DAC, all initial commission is to be re-invested to the benefit of the policyholder.

We aim to confirm safe receipt of instructions within 24 hours of receipt. If you do not receive a confirmation please contact us before resending to avoid duplication.

CLIAI **cannot** be held responsible for delayed or missed instructions where no confirmation has been received.

For further information about Canada Life International Assurance (Ireland) DAC, please visit www.canadalife.co.uk or call us on +44 (0) 1624 820200.

Canada Life International Assurance (Ireland) DAC, registered in Ireland no. 440141. Registered office: Irish Life Centre, Lower Abbey Street, Dublin 1, Ireland
Telephone: +44 (0) 1624 820200 Fax: +44 (0) 1624 820201 www.canadalifeinternational.ie Member of the Association of International Life Offices.

Canada Life International Assurance (Ireland) DAC is authorised and regulated by the Central Bank of Ireland.



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