

# **CanInvest Select Account**

## **The onshore bond**

**Request to make an additional payment**



**Guidance notes**

Please make sure all relevant sections of this application are completed in full and the client has signed the declaration.

We are able to issue policies more efficiently if we receive a completed form, Personal Example reference number and all the required information.

We will set this Account up on the basis of the Personal Example reference number quoted on the front page of this application.

**We require:**

- Copy of the relevant Personal Example (including admin page) matching the client's requirements.
- The full investment to be sent directly into our bank account by electronic transfer. Our bank details are: sort code 60-17-49 and account number 13486497. Please use your Personal Example reference number quoted on the front page as the payment reference. Please complete page 5 with the bank details where you are sending the money from.
- Alternatively, we can accept cheques made payable to Canada Life Ltd. Please ensure a building society cheque, cheque drawn from a solicitor account or bankers draft is made payable to Canada Life Ltd and also includes the name of the client as part of the payee (for example Canada Life Ltd, reference 'client name'). We will require further information of where the funds originated from if this is not provided.
- Certified copy of the power of attorney (POA) – (if applicable) 
  - Any copies of the POA need to be certified on the front page with the remaining pages all being initialled. The certification must be the original signature.
  - It can be certified by a solicitor, notary public, donor, stockbroker or a professional adviser.
  - If certified by a professional adviser we require the following information:
    1. Name of the regulated firm
    2. Their regulatory body number
    3. The signature of the professional adviser and their full name
    4. Confirmation of their position in the firm
    5. Date
- Form 8205 for corporate anti-money laundering verification (if applicable)

**Contact details**

- You should contact your professional adviser in the first instance.
- If you have any questions or you want to alter your Account you can contact us in the following ways:

**Call us**

0345 6060708

Lines are open Monday to  
Friday from 9am to 5pm

**By email**

NBDInvestment@canadalife.co.uk

**By post**

New Business Investment Team,  
Canada Life Limited,  
Canada Life Place,  
Potters Bar, Herts,  
EN6 5BA



Further information can be found on our website at [www.canadalife.co.uk](http://www.canadalife.co.uk)

**Part 1 Personal details**

Name(s) in full   
  
  
  
 Account number

**Please provide anti-money laundering certificates for all owners/trustees/attorneys.**

**Part 2 Source of funds/wealth**

Source of funds  
 (Please confirm the source of this additional premium)

**Part 3 Personal Example reference number**

Your additional payment will be set up on the basis of your Personal Example reference number quoted here:  The reference number is on the bottom left-hand corner of your Personal Example.

**Applications without the Personal Example reference number will be returned. Please attach a copy of your Personal Example to this application form.**

**Part 4 Withdrawal details**

If you asked for withdrawals we will set them up on the basis shown in your Personal Example. Where withdrawals are requested you will need to complete the payment details below.

Account name

Please provide the name, and address (including postcode) of the bank or building society account you want us to send the payments to.  
  
  
Postcode

Sort code  -  -  Account number

Roll number (for building society accounts)

Date of first payment

- At least one month should be allowed from the date that Canada Life Limited (Canada Life) receives this application
- Payments can only be made on 1st to 28th inclusive of each month
- Payments will not be made to a third party
- The withdrawal amount will be added to any existing withdrawal payment and spread across the whole investment, unless the withdrawal request is fund specific

**+**  
**IMPORTANT:**  
 Please answer all questions honestly and take reasonable care to ensure that those answers are correct. If you do not answer the questions honestly or correctly, your policy may be cancelled from the start or, if applicable, your claim rejected or not fully paid.

## Part 5 Adviser charge deductions

Do you want Canada Life to pay either an initial fee or ongoing fee to your professional adviser as part of this application (these are known as adviser charges)? Yes  No

If 'Yes', please complete the relevant part(s) below.

If 'No', please proceed to Part 6.

If commission is payable, please read the relevant section below.

### Initial adviser charge

How would you like the initial adviser charge deducted?

Before applying your additional premium (shown as addition to or deduction from premium on the Personal Example)

or

After applying your additional premium (shown as cancellation of units on the Personal Example)

How much would you like us to deduct from your additional premium?

£

or

% of the additional premium

#### Important information – initial adviser charge:

- If the initial adviser charge is deducted **before** applying your additional premium then we will apply the net amount to your Account. This adviser charge deduction will not count towards your 5% annual withdrawal allowance for UK income tax purposes.
- If the initial adviser charge is deducted **after** applying your additional premium then the full (gross) amount will be applied to your Account and an immediate withdrawal will be taken. **The deduction will be part of your 5% annual withdrawal allowance.**

### Ongoing adviser charge

When would you like the ongoing adviser charges to start from? Please enter a month and year or 'immediately'. (The earliest this can be paid is one month from receiving the additional premium)

If this box is left blank we will assume the start date is immediately.

How long are the ongoing adviser charges to continue for? Please enter a month and year, duration or 'Until further notice'.

How much would you like paid each year?

£

or

% of fund value

or

% of additional premium

If the ongoing adviser charge deduction is specified as a percentage then the payments will be based on the value of the additional premium on the day the deduction is made. Deductions can only be made between the 1st and 28th inclusive of each month.

How often would you like this deducted? Monthly  Quarterly  Half yearly  Yearly   
(every 3 months) (every 6 months) (every 12 months)

#### Important information – initial and ongoing adviser charges:

- UK income tax legislation currently allows up to 5% of an investment amount to be withdrawn from an Account each policy year as a return of capital without incurring income tax liability (any unused amounts may be used in a later year). The 5% allowance will include any initial or ongoing adviser charge deductions, withdrawals and partial surrenders taken. Exceeding the 5% annual withdrawal allowance may give rise to an income tax liability.
- Payment of an initial or ongoing adviser charge it is at our discretion and we will notify you in the event we do not agree to pay it.
- There may be instances where we may need to query the adviser charge(s) with your adviser, in which instance we will contact you for further instructions.
- If you return the cancellation notice after the additional payment has been applied then the money returned to you will not include any adviser charge paid to your professional adviser.

### Commission

Canada Life is able to pay commission to your professional adviser where no financial advice has been provided. The amount of commission payable to your professional adviser will be shown in the Personal Example provided.

**Part 6****Declaration and Data Protection Notice****Declaration**

Please sign below once you have read this declaration. If you are unsure as to whether any information should be given, you should provide it.

I/We declare and agree the following:

- I/We have (or, where applicable, the Trust has) an insurable interest in the life/lives of the person or persons whose lives are assured through this Account (such as you have an interest in the preservation of the life/lives assured and/or you would suffer loss on their death(s)).
- where there are two or more signatories, the foregoing declaration and agreements are made by us jointly and severally.

I/we understand that the contract hereby applied for will not come into force and no cover will be provided under it until the policy has been issued by Canada Life from its head office in the United Kingdom, together with a letter containing confirmation of acceptance, and the first premium has been paid by a method satisfactory to Canada Life.

I/We give permission to the professional adviser named in this application form to undertake switches on my/our behalf until further notice.

Yes  No

I/We understand that:

- English law applies to the contract.
- the policy will qualify for the statutory cancellation rights, which are exercisable by the policyholder(s) within 30 days from the receipt of the policy.
- complaints that Canada Life cannot settle may be referred to the Financial Ombudsman Service.

**Important notes**

Copies of this application form when completed and the policy conditions are available on request, at any time.

To protect me/us and Canada Life from financial crime, I/we accept that Canada Life may need to confirm my/our identity from time to time. To do this, Canada Life may use reference agencies to search sources of information about me/us (an identity search) but this will not affect my/our credit rating. I/we accept that if this identity search fails, Canada Life may ask me/us for documents to confirm my/our identity.

**Data Protection Notice (DPN)**

Canada Life Limited (referred to as 'Canada Life', 'we', 'us' or 'our' in this DPN) takes its privacy obligations very seriously. Any personal data provided to us, as data controller, by a policyholder, joint policyholder, employer policyholder, trustee, insured person, beneficiary, claimant or member (referred to as 'you' or 'your' in this DPN), will be treated in accordance with the Data Protection Act 2018 (DPA).

**Using Personal Data**

We use personal data to undertake activities relating to the setting up, administration and renewal of our policies, products and services. This includes processing applications and handling any claims. For the majority of our business we will rely on the performance of our contractual arrangements with you as the legal basis for processing.

We do not use policyholder, member or beneficiary personal data for marketing purposes and we do not make your personal data available to third parties for the purpose of direct marketing.

The nature of our business is to provide investments, life and pensions cover, critical illness, income protection and employer related group products. To do this we need to use the personal data provided to carry out analysis of actuarial risks (risks of gains or losses), mortality and morbidity risks and pricing. This will be carried out in accordance with the Institute & Faculty of Actuaries' data handling protocols.

We use underwriting software to process some applications and quotations which will use an element of automated decision making.

Exceptionally, we may rely on our legitimate interests to process your personal data. When we do, we will demonstrate compelling legitimate grounds for doing so.

For employer-related group insurance products the DPA permits appropriate information about employees to be provided by an employer to an insurer without individual consent (including details of long-term absentees, current and previous claimants, and medical underwriting decisions).

For employer-related group products the DPA permits that members may individually withdraw their consent. In those instances Canada Life will be unable to provide cover for that individual.

When medically underwriting or assessing a claim we will obtain consent from the employee.

**Sharing personal data**

We share personal data only on the basis of the purposes for which it was collected. This notice is intended to illustrate the instances where data may be shared. However, we will share your data only for the limited and compatible purposes for which it was originally obtained:

- with other Canada Life group companies including those outside the European Economic Area (EEA);
- with any of our service providers, reinsurers and / or regulators;
- with other insurers and government agencies, including without limitation Her Majesty's Revenue and Customs (HMRC), Department of Work and Pensions (DWP);
- in order to prevent, detect or investigate financial crime including fraud or other criminal activity, we may share your data with other companies (including private investigators), organisations (including fraud prevention agencies and databases), public bodies (including the police) and associations and credit reference agencies;
- we will not share your medical information with anyone other than yourself without your consent except as described in the next bullet point. This includes your employer, spouse, other relatives, friends or your legal or professional adviser. In some circumstances, it may be appropriate to advise your employer about your medical information, for example, to recommend alternative supportive therapy. However, we will seek your consent in such circumstances;
- for employer-related products and services only, some medical information related to underwriting decisions and non-medical information about you necessary for lawful policy and claim administration purposes will be shared with your employer;
- we will not share non-medical information concerning you with your spouse, other relatives, friends or your legal or professional adviser unless you provide your consent to us in writing;
- for insurance related products, with your own doctor or relevant medical professionals; and/or
- in any circumstances if permitted or required to do so by law or if we have your consent to do so.

**Data Protection Notice (continued)**

**International Transfers**

Given the global nature of our business, we use third party suppliers and outsourced services (including cloud-based services), which can require transfers of personal data outside of the EEA. In doing so, we will ensure there are contractual arrangements in place with those organisations who have appropriate organisational and technical measures to protect your personal data.

**Retention of your personal data**

We will keep your personal data only for so long as is necessary and for the purpose for which it was originally collected. In particular, for so long as there is any possibility that either you or we may wish to bring a legal claim under this insurance, or where we are required to keep your personal data due to legal or regulatory reasons.

**Post Brexit – UK departure from the European Union**

On 31 January 2020 the UK left the European Union ('EU'), ceasing to be a member. EU law requires that all entities processing the data of EU citizens that are not established in the EU designate in writing a Representative in the EU to be addressed in addition to or instead of that entity by EU citizens on all issues related to data processing. In order to meet our requirements, each Canada Life entity listed above which processes the personal data of EU citizens has designated Canada Life Irish Holding Company Limited, an Irish registered entity within the Canada Life group, as its Representative. The Representative may also be called upon to cooperate with competent supervisory authorities with regard to ensuring compliance with the General Data Protection Regulation ('GDPR').

Contractual clauses in place between Canada Life and its group entities and external suppliers are compliant with the GDPR, which ensures that personal data provided to Canada Life is processed in accordance with our instructions and the requirements of the GDPR. Canada Life will continue to follow and apply all appropriate data protection legislation including that provided by the UK Government and the Information Commissioner's Office (ICO) with regards to data protection.

**YOUR RIGHTS AND CONTACT DETAILS OF THE INFORMATION COMMISSIONER'S OFFICE (ICO)**

You may have the right to require us to:

- provide you with further details on the use we make of your personal data or your special categories of data;
- provide you with a copy of the personal data that you have provided to us or which we hold;

- update any inaccuracies in the personal data we hold;
- delete any special category of data or personal data for which we no longer have lawful grounds to use;
- cease processing of your personal data that is based on consent, by withdrawing your consent to that particular processing;
- cease any processing based on legitimate interests grounds, unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights; and
- restrict how we use your personal data whilst a complaint is being investigated.

In certain circumstances, we may need to restrict the rights listed above in order to safeguard the public interest (for example, the prevention or detection of crime), our interests (for example, the maintenance of our legal responsibilities) and for the performance of our contract with an employer who is the policyholder for employer-related products and services.

**Data Protection Officer (DPO)**

If you have any questions, or complaints, in relation to our use of your personal data, you should first contact our DPO, on the details below:

**Canada Life Limited**  
**Canada Life Place**  
**Potters Bar**  
**Hertfordshire**  
**EN6 5BA**  
 or by email at: [dpo@canadalife.co.uk](mailto:dpo@canadalife.co.uk)

In the unlikely event that you are dissatisfied with our response, you have the right to take the matter up with the Information Commissioner's Office (ICO), whose address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

The full version of our DPN can be found on our website, [www.canadalife.co.uk](http://www.canadalife.co.uk) or is available upon request by calling 0345 6060708.

This DPN is dated 1st January 2021. Any future updates will be made available as described above.

**Adviser charge deductions**

I/We consent to any adviser charge deductions as set out in Part 5 of this application.

**Signatures**

**Please make all cheques payable to Canada Life Limited (for third party/company payments please include the client(s) name on the payee details).**

Policyholder/Trustee	Signature	Date (day, month, year)
		/ /
Policyholder/Trustee	Signature	Date (day, month, year)
		/ /
Policyholder/Trustee	Signature	Date (day, month, year)
		/ /
Policyholder/Trustee	Signature	Date (day, month, year)
		/ /

**Part 7** Professional adviser details (to be completed by the professional adviser)

Agency number, if known

Please make sure we have the correct e-mail address as we will confirm stages of our process by e-mail.

E-mail address

Professional adviser name

Name of person submitting the application (if different)

Address (including postcode)   
  
  
 Postcode

Telephone number

Fax number

FCA number

- For FCA reporting requirements please indicate the basis of advice
- Advised – independent
  - Advised – restricted
  - Advised – simplified
  - Non-advised – execution only
  - Non-advised – no advice

**If you are dealing with your clients at a distance (not face to face) you will need to provide them with the policy provisions of the contract. These can be found at [www.canadalife.co.uk/ifa](http://www.canadalife.co.uk/ifa)**



For further information about Canada Life Limited, please visit [www.canadalife.co.uk](http://www.canadalife.co.uk) or call us on **0345 6060708**.

Canada Life Limited, registered in England no. 973271. Registered office: Canada Life Place, Potters Bar, Hertfordshire EN6 5BA.  
Telephone: 0345 6060708 Fax: 01707 646088 [www.canadalife.co.uk](http://www.canadalife.co.uk) Member of the Association of British Insurers.

Canada Life Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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