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# Investment Transaction Form

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## NOTES

Before submitting this Form, please ensure that any Investment referenced in Section 2 are available through ACCESS.

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## IMPORTANT INFORMATION

Overseas Trust and Pension (OTAP) is the brand name of Overseas Trust and Pension Ltd, Overseas Pensions and Benefits Ltd and Overseas Pensions Administration Ltd, (the Companies). They are licensed by the Guernsey Financial Services Commission under the Regulation of Fiduciaries, Administration Businesses and Company Directors, etc (Bailiwick of Guernsey) Law, 2020. Overseas Trust and Pension Ltd and Overseas Pensions and Benefits Ltd are registered in Guernsey numbers: 55506 and 39935 respectively. Their registered office is Lefebvre Court, Third Floor, Block B, Lefebvre Street, St Peter Port, Guernsey, GY1 2JP. Overseas Pensions Administration Ltd is registered in Alderney number: 1427 and its registered office is Millennium House, Ollivier Street, St Anne, Alderney, GY9 3TD.

Overseas Trust and Pension Limited is an authorised financial services provider in terms of the South African Financial Advisory and Intermediary Services Act ("FAIS") and is regulated by the Financial Sector Conduct Authority ("FSCA") of South Africa. FSP number 47261.

The Companies do not offer financial, investment or tax advice, any information provided should not be considered as such. The Companies accept no legal liability for losses, damages or expenses which you may incur or suffer directly or indirectly by using this information.

We endeavour to make sure the information is accurate and up-to-date however, no warranty is given as to the accuracy or completeness of any information and no liability is accepted for any errors or omissions in such information.

We strongly recommend that clients take regulated financial and investment advice relevant to their individual circumstances. It is the responsibility of clients and their advisers to review the advice and investments at least annually. The product terms, risks and charges (including: initial, annual and exit) should be considered, understood and agreed with your Financial/Investment Adviser.

Past performance is not a reliable indicator of future results. Investment values and the income from them can go down as well as up and may be affected by changes in rates of exchange. An investor may not receive back the amount initially invested.

Data Privacy Statement: Please refer to our Data Privacy Policy published on the Overseas Trust and Pension website: [www.trustandpension.com/legal-and-regulatory](http://www.trustandpension.com/legal-and-regulatory)



## Section 3 - Declaration

This section is to be completed and signed by you, the Member, and where one is appointed, the Investment Adviser.

I, the undersigned, hereby request the Investment Transactions detailed in Section 2 to be carried out for the Plan referenced above and confirm I am authorised to do so. I acknowledge and confirm that:

1. OTAP is not an investment broker or market maker and as such, this transaction request is not subject to best execution rules.
2. Any investment transaction that relates to non-standard investments will be subject to a longer transaction process.
3. That I have read and understood the terms and conditions expressed in OTAP's Investment Transaction Policy, as these will govern all transactions submitted under this Form.
4. All information provided in Section 1 in this Form is to the best of my knowledge and belief, accurate and complete.

### Member to sign and date

Signature of Member

Print Name

Date

### and where an Adviser is appointed, Adviser to Sign and Date

Signature of Adviser

Print Name

Date

Where the Plan is Member Directed, the Member's signature confirms the request, and where an Adviser is appointed, the Member's signature confirms their consent to the transaction.

## Section 4 - Investment Transaction Guidance

### How to complete the Investment Transaction Form

Action					Amount (choose one)	
Buy	Sell	ISIN Number	Investment Name (inc. currency, unit type)	Share Class	Currency and Cash Amount	Units
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LU0830633946	Goldman Sachs Euro Fixed Income Portfolio. EUR Distribution	R	£10,000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	GB00BK6MB174	MEQ Global Basics Fund USD. Inc	C	£5,000	

**Action** – Tick to indicate whether you want us to sell or buy an investment.

**ISIN** – Please provide us with the ISIN code for your chosen investment. Generally, the ISIN code can be found on the factsheet appropriate to your chosen investment.

**Investment name** – Please tell us the name of your chosen investment including its currency, and the type of units you require ('Accumulation' or 'Income'). Please note that any income from distributing funds/shares will be paid back to the policy cash account. Income cannot be reinvested.

**Share Class** – Alphabetic designation applied to the investment e.g. 'A', 'D', 'R' etc.

**Amount** – The amount to sell or to buy of an investment. You can choose a cash amount (including the currency) or a number of units. Please note that some fund managers may impose a minimum deal amount and/or there may be a regulatory minimum that must be met.

### How to submit the completed Form

All Forms must be submitted via email to [dealing@trustandpension.com](mailto:dealing@trustandpension.com). OTAP cannot accept responsibility for any failure to act resulting from an error in transmission or if the request is illegible, incomplete or unclear.

