

LV= Investment Bond

Full Surrender Instruction Form

Important Notes

Please use this Instruction Form for the following bonds:

- Flexible Guarantee Bond (all Series)
- Smoothed Managed Funds Bond Series 1

We strongly recommend you speak to your financial adviser before making a decision.

You can use this Instruction Form to:

- Fully cash in your bond

Please return this completed form to:

LV=, PO BOX 342, Wymondham, NR18 8HS.

If you have any queries or you'd like help completing your instruction, please talk to your Financial Adviser or you can call us on **0800 681 6292**, between 9am - 5pm Monday to Friday.

Your Bond Conditions contains full information about cashing in your bond under section A11, so you may wish to refer to this section for more details.

Upon full encashment of the last bond you may hold you'll be unable to invest in another LV= Smoothed Managed Funds Bond for 12 months from the date your last bond closed.

For Flexible Guarantee Bond Series 3 and Smoothed Managed Funds Bond Series 1: In some circumstances we may wait up to 10 working days, and in some exceptional circumstances even longer before we process your request, as set out in your Bond Conditions under section D1.

If this is the case, we'll let you know when we receive your instruction.

We'll usually start to process your instructions on the date that we receive them, the valuation day. However, if we receive an instruction from you after midday, we'll treat it as though we received it the next working day. We'll use the Exit Price that applies on the valuation day (which we've explained in condition A4 of your Bond Conditions).

If any Bonds are under Trust, the legislation requires LV= to check that a trust is registered with HMRC Trust Registration Service (TRS) by requesting evidence. Together, with the original/most recent trust deed to be sent to us before we can action any requests. These documents need to be provided to us with every new request. You can download a PDF output from the TRS service, known as a '[TRS proof of registration document](#)'. The information on the document won't include all details submitted as part of the registration but can be used to support due diligence checks for a third party like LV=. Trustees will need to provide this proof of registration document.

If your policy is under trust, please send us the required documents listed below:

- Trust Registration Service (TRS) document
- Original or a certified copy of the Trust Deed
- Proof of account (we can accept a bank statement dated within the last 3 months or voided cheque)
- Photo ID for each trustee if the surrender is over £100,000 (we can accept a passport or driving licence)

Bond number

Bond owner(s) name(s)

I/We wish to surrender the above Bond with immediate effect

To be signed by Bondholder(s) or Trustees as appropriate

Payment instructions

The quickest way for us to pay the funds to you is directly into your bank account. Please note that we require proof of account ownership (i.e. a recent bank statement or voided cheque) and photo ID (i.e. copy of driving license or passport). Alternatively we can send you a cheque to the address held on our records.

Bank account _____ Cheque _____

Name(s) in which account is held: _____

Account number _____

Sort code _____ - _____

Bond documents required

Please tick to show which items you are enclosing.

Bond Summary

Deed of Assignment, and / or reassignment

Trust Deed and any Deed of Appointment for change of Trustees

Photographic ID such as a passport or driving licence (if value is over £100,000)

If any item is missing or lost, please contact your Financial Adviser. Alternatively you can call us on **0800 681 6292**.



Declaration

I have read and understood the Important Notes section at the beginning of this form.

I/We authorise and request Liverpool Victoria Financial Services Limited to cash in all the units from my/our Bond and pay me/us the surrender proceeds as detailed below, in full and final settlement of all claims and demands against this Bond.

I/We understand that the surrender value I/we will receive will be calculated at the date the Bond is surrendered so may differ from a figure I've been quoted.

If the Bond is under trust. I/we confirm that HMRC Trust Registration proof and original or most recent trust deed has been or will be supplied to LV= with this form. I/we understand that in the absent of these documents LV= will not made any payments and or understand may result in delays in payment.

1st Bondholder/Trustee name

(if applicable)

Signature

Date

____ / ____ / ____ (DD/MM/YYYY)

2nd Bondholder/Trustee name

(if applicable)

Signature

Date

____ / ____ / ____ (DD/MM/YYYY)

3rd Trustee name

(if applicable)

Signature

Date

____ / ____ / ____ (DD/MM/YYYY)

4th Trustee name

(if applicable)

Signature

Date

____ / ____ / ____ (DD/MM/YYYY)

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If you'd like us to send you this letter or any future correspondence in another format, such as Braille or large print, please just let us know.

Liverpool Victoria Financial Services Limited: County Gates, Bournemouth, BH1 2NF.

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