

If your instruction is being submitted online:
You do not need to send this form to us

Regular Withdrawal Request - Collective Investment Bond (CIB)

It's often quicker and easier for your financial adviser to submit your instructions online

Many regular withdrawal requests can now be completed online by financial advisers.
Follow the simple checks below to see how:



1. Confirm if your adviser can submit your request online

- Is the withdrawal request £75,000 or less?
- Is the CIB in your sole name (not jointly held or in the name of a trust, company, club, charity or pension scheme) and not assigned as collateral, for example as security for a loan?
- Will the money be paid into a verified bank account?

If you answer **YES** to all questions above:

2. Your adviser can submit this online



For advisers,

log into your [Adviser Login Page](#)
at adviser.platform.quilter.com



- Select the account
- Click on 'Money out'
- Select 'regular withdrawal' and follow the on screen instructions
- For video guides go to: quilter.com/help-and-support/video-hub

3. Complete & submit the online instruction instantly

If you answer **NO** to any question above:

2. Complete this form.

3. Send it to us via email or post

Email: send your scanned copy* via PROMPT, our tool for uploading documents direct to us:

For customers,

Visit: quilter.com/help-and-support/tools/promptcustomer/

For advisers,

Visit: quilter.com/help-and-support/tools/new-prompt/

Or customers can send via email to
ask@quilter.com

*Before sending any supporting documents to us, please refer to our guide about which documents must be certified as true copies and who can certify them. The guide is available via the PROMPT link above.

Post: send the completed form to:
Quilter, SUNDERLAND, SR43 4JP.



Regular Withdrawal Request – Collective Investment Bond (CIB)

This form contains the information that you can use to:

- set up a new regular withdrawal instruction
- amend an existing regular withdrawal instruction.

This form cannot be used for:

- amending the amount, frequency or payment date of the settlor's entitlement under a Discounted Gift Trust (DGT). However, it can be used to update the settlor's bank account details or the assets to be sold.
- payment of the settlor's entitlement under a Lifestyle Trust.

We regularly update our documents; your financial adviser can confirm that this **October 2023** version is the latest by checking on our website [quilter.com](https://www.quilter.com)

Completing this paper form (if your request cannot be submitted online)

- You can complete the form electronically using the editable fields, if preferred; we recommend saving the form to your desktop before you do so, to ensure that your information is saved correctly. Then print, sign and send the completed form to us.
- Alternatively, you can print the form and complete it by hand, using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Complete the details in each applicable section carefully; we cannot be held responsible for any consequences if they are incorrect. Errors or omissions will not be corrected retrospectively.

Additional documents we might need*

- **Proof of the bank account ownership** – if not already verified, for the bank account into which your money is to be paid.
- **Trust documents** – for trust investments, if the trustees signing the request differ from those we have on our records.

*You can scan and send certified documents to us by email - see page 1 for details.

Giving us your instructions

- Details about how to give us your instructions online, by email or post are on page 1.

Timescales

- Payments will be made direct to the bank using BACS (Bankers' Automated Clearing System) on the date you specify in your instruction.
- If we receive your instructions less than 10 days before the required payment date we cannot guarantee that they will take effect for that date.

Tax

- Regular withdrawals paid from your bond will count towards your 5% annual withdrawal allowance and may therefore have **tax implications**.
- We recommend that you speak to your financial adviser before requesting regular withdrawals.
- Non-UK tax – if you are subject to tax in any country outside the UK, please contact your tax specialist, to understand whether you will be liable for tax in that country.

1. Your CIB details

Full name of investor

Telephone number

Email

Full name of joint investor ► *If applicable*

Tick below to indicate whom we should contact if we have any queries about your instruction:

My/Our financial adviser

OR

Me/Us using the details above

2. Your CIB details

Account number	<table><tr><td colspan="6">Customer Reference</td><td colspan="4">Account</td></tr><tr><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Customer Reference						Account				A	C										
Customer Reference						Account																	
A	C																						
Bond ID (if known)	<table><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr></table>	3																					
3																							
Assignee details																							
If the CIB has been assigned as security (eg for a loan), please provide the assignee's details below. The assignee must also sign this form in section 4.																							
Assignee's full name	<input type="text"/>																						
Assignee's address	<input type="text"/>																						
	<input type="text"/> Postcode																						

3. Regular withdrawal details

- Note** – Payments will be made into the bank account you nominate in section 3.3
- Any instructions you give in this section will apply to your entire bond, and will override any existing instructions.
 - There may be tax implications if you make withdrawals from your CIB; please refer to your financial adviser.

3.1 – Amount

State how much you wish to be withdrawn for **each payment**: £ ▶ Minimum payment £25

3.2 Frequency

Monthly	Yearly	Specific month(s) – tick below as required		
		Jan	Feb	Mar
		Apr	May	Jun
		Jul	Aug	Sep
		Oct	Nov	Dec

First payment date ▶ Any day from 01 – 28, at least 10 working days after the date we receive this instruction but not more than six months in the future. If left blank we will use the earliest possible payment date.

3.3 Bank details for your payments

- Note** – This must be a UK bank in your name or with you as a joint holder; we CANNOT make withdrawal payments to third parties.
- Some banks or building societies cannot accept direct credits.
 - If you change your bank details, or if you want to request payment to a different account in the future, just let us know. We can hold details for up to four bank accounts under your customer reference number.

Branch sort code	<input type="text"/> - <input type="text"/> - <input type="text"/>	Bank/Building Society account number	<input type="text"/>	
Bank/Building Society name	<input type="text"/>			
Name of account holder(s)	<input type="text"/>			
Reference (optional)	<input type="text"/>			
	▶ Any reference here will appear on your bank statements. For a Building Society account, enter the roll number.			
Bank account type	Individual	Joint	Trust	Other

We need to see proof that this is the bank account of the payee, if we have not already seen it.*

Tick as applicable I have previously provided proof of ownership of the bank account detailed above
I enclose proof of ownership of this bank account

*The proof can be an original or certified copy of a voided cheque or bank account statement dated within the last six months. If you have online bank account statements, a printed copy certified as a true copy will suffice. Copies must be certified on each page in ink by a UK-based professional such as your financial adviser, solicitor, accountant, GP or bank manager (including the bank's stamp). You can scan and send certified documents to us by email - see page 1 for details.

3.4 – Assets to be sold

Please indicate the assets to be sold to meet your regular withdrawal payments: ► *If left blank, a) will apply.*

- a) Sell proportionally from all assets (including any transactional cash)
- b) Sell from the following assets*

	%
Total	100 %

**If you select a portfolio, we will take the amount requested for the portfolio across all of the assets within it. If there is insufficient value in the assets you select, the withdrawal will be met by selling proportionally across all assets.*

4. Declaration and authority

This declaration is made by each CIB account holder or authorised signatory

- a) I authorise and request Quilter to carry out the instructions detailed in this form.
- b) I understand that these changes will take effect in accordance with the bond Terms and Conditions.
- c) I confirm that I am entitled to give instructions on the account stated in section 2.
- d) I declare that this form has been completed correctly to the best of my knowledge and belief.
- e) I understand that there may be tax implications if I make withdrawals from my CIB.

Where there is more than one account holder, or more than one person is required to authorise changes, each one must sign, even if a Lead Account Holder has been appointed.

Note – If a Collective Investment Bond has been **assigned** (eg as security for a loan), the assignee must sign this form.

1. Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Print full name	<input style="width: 95%;" type="text"/>	Capacity*	
2. Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Print full name	<input style="width: 95%;" type="text"/>	Capacity*	
3. Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Print full name	<input style="width: 95%;" type="text"/>	Capacity*	
4. Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Print full name	<input style="width: 95%;" type="text"/>	Capacity*	

*eg investor, trustee, signatory, assignee

► *Continue on a separate sheet if there are more than four signatories and attach it to this form.*

How should I submit this instruction?

Your adviser should submit it online where possible
- details for giving us your instruction are on page 1.

If you have submitted the instruction online, do not send us this form.

quilter.com



Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years.

Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

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