



## CHANGE OF INVESTMENT

### Application form

**You or your financial adviser can alter your existing investment choice at any time on our website [royallondon.com](http://royallondon.com), if you/they have the required permissions.**

Alternatively you or your adviser can complete this form. It can be used with the following existing Plans:

- Pension Portfolio Plans (Personal Pension, Core Investments for Self Invested Personal Pension & Income Release Plans)
- Individual Pension Plans (Executive, Section 32 & Stakeholder Plans)
- Retirement Solutions Plans (Group Personal Pension, Group Stakeholder, Company Pension and Individual Pension Plans).

**This form consists of 3 separate sections. Please read each section carefully.**

Section	Completion instructions
<b>1. Personal information</b>	Complete all of this section.
<b>2. New investment choice</b>	Complete the relevant part to tell us what your new investment selection is.
<b>3. Declaration</b>	You, your financial adviser or the scheme trustees (if applicable) must complete this section.

### Important information

**Please read this section carefully before completing this application form.**

- Please use BLOCK CAPITALS and black ink when completing this form.
- You can find full details about all your investment options in the **Fund Range Summary** or in our factsheets available on our website at [royallondon.com/pensioninvestments](http://royallondon.com/pensioninvestments)
- Please note that all our investment options may not be available depending upon how your plan has been set up.
- You cannot invest in more than one portfolio or lifestyle strategy at the same time.
- The portfolios and lifestyle strategies are rebalanced monthly.
- We recommend you take financial advice before changing your investment choice, as selecting unsuitable investments may significantly reduce the value of your pension savings.
- If you need any further help completing this form you can contact us on **0345 60 50 050** (Mon - Fri, 8am - 6pm).
- On completion of this form, please return it to:  
**Royal London, Royal London House, Alderley Road, Wilmslow, Cheshire SK9 1PF.**

# 1 Personal information

This section should be completed by all applicants.

Member/planholder's name

Plan number

# 2 New investment choice

This section should be completed to tell us what your new investment choice is. You should tick one option only below and then complete the relevant part.

I would like to:

- Redirect future contributions and leave existing Funds unchanged  Please now complete Part Ai only
- Redirect future contributions and change existing Funds  Please now complete Part Ai and Aii only
- Change existing funds  Please now complete Part Aii only
- Change or invest in a Governed Portfolio<sup>1</sup> or a Governed Retirement Income Portfolio<sup>2</sup>  Please now complete Part B only
- Change or invest in a Lifestyle Strategy<sup>1</sup>  Please now complete Part C only

It may be possible to select an alternative investment option to those listed above. Your financial adviser will be able to tell you what, if any, alternative options are available to you.

<sup>1</sup> These options are not available for new Individual Stakeholder Pension Plans. If you have an existing Individual Stakeholder Pension Plan you should check with our customer service team what investment options are available for you.

<sup>2</sup> This option is only available through our Income Release Plan and our Pension Portfolio Plan.

## Part A: Fund Range

### Part Ai: Fund Range with rebalancing

Please enter the name of the fund you would like your plan invested in and whether the funds are to be rebalanced on a regular basis.

If you want your funds to rebalance, please tick one box below to confirm the rebalancing frequency and then complete the 'Fund name' and the 'Rebalancing' columns in the table. If you select rebalancing, the investment split must be the same across all contributions (i.e. regular contributions (RC), single contributions (SC) and transfer payments (TV)). Any investments in the Royal London With Profits fund cannot rebalance, however you can still invest in this fund alongside two or more funds that will rebalance.

Monthly                       Quarterly                       Half-yearly                       Yearly

If you do not want your funds to rebalance, you should leave the 'Rebalancing' boxes blank. Please then complete the table below and go to Part Aii, if you wish to amend your current investment. Please make sure the figures add up to 100%.

Fund name	Rebalancing (all contributions) %	RC %	SC %	TV %
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

If you would like to invest in more than 10 funds, then please tick this box and provide the additional fund details on a separate piece of paper which should be signed, dated and attached to this application form.

## 2 New investment choice continued

### Part Aii: Existing funds

#### Funds you wish to switch out of

Please specify the fund name and percentage of your existing fund holding that you wish to switch out of.

Fund name	% of the fund holding to switch out of

If you would like to invest in more than 6 funds, then please tick this box and provide the additional fund details on a separate piece of paper which should be signed, dated and attached to this application form.

A market value reduction may be applied for switches out of the Royal London With Profits Fund.

#### Funds you wish to switch into

Please specify the fund name and percentage of the above proceeds that you wish to switch into.

Fund name	% of the fund holding to switch into

If you would like to invest in more than 6 funds, then please tick this box and provide the additional fund details on a separate piece of paper which should be signed, dated and attached to this application form.

Please now sign the declaration on page 6.

### Part B: Governed Portfolios

If you would like to invest in **one** of our Governed Portfolios, or one of our Governed Retirement Income Portfolios, please choose from either option 1 or option 2 below.

#### Option 1

If you would like to invest in **one** of our Governed Portfolios, then please tick the relevant box below:

Portfolio name	Suitable for		Please tick one
	Risk attitude	Investment period	
<b>Governed Portfolio 1</b>	Cautious	Long (12.5 years +)	<input type="checkbox"/>
<b>Governed Portfolio 2</b>	Cautious	Medium (7.5-12.5 years)	<input type="checkbox"/>
<b>Governed Portfolio 3</b>	Cautious/Moderately Cautious	Short (<7.5 years)	<input type="checkbox"/>
<b>Governed Portfolio 4</b>	Moderately Cautious/ Balanced	Long (12.5 years +)	<input type="checkbox"/>
<b>Governed Portfolio 5</b>	Moderately Cautious/ Balanced/ Moderately Adventurous	Medium (7.5-12.5 years)	<input type="checkbox"/>
<b>Governed Portfolio 6</b>	Balanced/Moderately Adventurous	Short (<7.5 years)	<input type="checkbox"/>
<b>Governed Portfolio 7</b>	Moderately Adventurous/ Adventurous	Long (12.5 years +)	<input type="checkbox"/>
<b>Governed Portfolio 8</b>	Adventurous	Medium (7.5-12.5 years)	<input type="checkbox"/>
<b>Governed Portfolio 9</b>	Adventurous	Short (<7.5 years)	<input type="checkbox"/>

## 2 New investment choice continued

### Option 2

If you would like to invest in **one** of our Governed Retirement Income Portfolios, then please tick the relevant box below:

Governed Retirement Income Portfolio 1       Governed Retirement Income Portfolio 4   
 Governed Retirement Income Portfolio 2       Governed Retirement Income Portfolio 5   
 Governed Retirement Income Portfolio 3

The default equity fund we use in each Governed Portfolio or Governed Retirement Income Portfolio is the RLP Global Managed fund. If you would like to select alternative equity funds then please complete the table below. The percentage split must add up to 100%.

Fund name	Percentage (%)
E.g. UK Equity	100%
<b>Total</b>	<b>100%</b>

If you would like to invest in more equity funds then you should tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form.

The Investment Advisory Committee may change the fund allocations within a Governed Portfolio from time to time. If this happens, we will adjust the asset allocation of your plan to ensure the aim of the selected strategy is maintained over the lifetime of the plan.

Please now sign the declaration on page 6.

### Part C: Target Lifestyle Strategies

If you would like to invest in **one** of our Target Lifestyle Strategies, you'll need to tick one box within each of the sections below.

Please tick to confirm what you would like to target



Target cash   
 Target annuity   
 Target drawdown (Income Release)

Please tick to confirm your risk profile



Balanced   
 Cautious   
 Moderately Cautious   
 Moderately Adventurous   
 Adventurous

Please tick to confirm which lifestyle strategy\* you would like to invest in



Lifestyle Strategy   
 Tracker lifestyle strategy   
 Active lifestyle strategy

\* Please note that your targeted investment choice, your risk profile and your lifestyle strategy will affect how the name of the lifestyle strategy will appear on our online service.

For example, if you choose to target drawdown, you have a balanced risk profile and you're investing in a Tracker lifestyle strategy, this will appear on our online service as "Balanced Tracker Lifestyle Strategy (Drawdown)."

If you choose to target an annuity, you'll see "Annuity" within the name of your lifestyle strategy and if you choose "Cash", this will appear with just the strategy name.

## 2 New investment choice continued

The Investment Advisory Committee may change the fund allocations within a lifestyle strategy from time to time. If this happens, we will adjust the asset allocation of your plan to ensure the aim of the selected strategy is maintained over the lifetime of the plan.

### Option 2

#### Flexible Lifestyle Strategy

A Flexible Lifestyle Strategy allows you to create your own lifestyle strategy using our Governed Portfolios and target either an annuity, cash or drawdown. Please select which option you would like to target:

- Target cash
- Target annuity
- Target drawdown (Income Release)

Please choose the Governed Portfolio and the equity funds for terms 5, 10 and 15 years to retirement and we will gradually switch your investment between these portfolios as you approach retirement.

Please tick **one** Governed Portfolio for each term to retirement. If you have:

- more than 10 years to retirement you should tick one portfolio in each of the 15 years, 10 years and 5 years sections
- between 5 and 10 years to retirement you only need to tick one portfolio in each of the 10 years and 5 years sections
- 5 years or less to retirement you only need to tick one portfolio in the 5 years section.

Term to retirement	Portfolio name	Please tick
15 years to retirement	Governed Portfolio 1 Cautious	<input type="checkbox"/>
	Governed Portfolio 4 Moderately Cautious/Balanced	<input type="checkbox"/>
	Governed Portfolio 7 Moderately Adventurous/Adventurous	<input type="checkbox"/>
10 years to retirement	Governed Portfolio 2 Cautious	<input type="checkbox"/>
	Governed Portfolio 5 Moderately Cautious/Balanced/Moderately Adventurous	<input type="checkbox"/>
	Governed Portfolio 8 Adventurous	<input type="checkbox"/>
5 years to retirement	Governed Portfolio 3 Cautious/Moderately Cautious	<input type="checkbox"/>
	Governed Portfolio 6 Balanced/Moderately Adventurous	<input type="checkbox"/>
	Governed Portfolio 9 Adventurous	<input type="checkbox"/>

If you're targeting cash or an annuity, and you would prefer to remain in your chosen five year portfolio until your chosen retirement age, then please tick this box.

If you're targeting drawdown, you'll need to tell us where you want your plan to invest until your chosen retirement age. You can choose to:

Remain in your chosen 5 year portfolio

#### Or invest in:

- Governed Retirement Income Portfolio 1       Governed Retirement Income Portfolio 4
- Governed Retirement Income Portfolio 2       Governed Retirement Income Portfolio 5
- Governed Retirement Income Portfolio 3

The default equity fund we use in each Governed Portfolio is the RLP Global Managed fund. If you would like to select alternative equity funds, then please tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form.

The Investment Advisory Committee may change the fund allocations within a lifestyle strategy from time to time. If this happens we will adjust the asset allocation of your plan to ensure the aim of the selected strategy is maintained over the lifetime of the Plan.

Please now sign the declaration on page 6.

### 3 Declaration

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The member/planholder, trustees or financial adviser should complete this section.

If the member/planholder and/or trustees are giving the authorisation for the change in the investment selection then Part (i) below only needs completed. If the financial adviser is changing the investments on behalf of the member/planholder then Part (ii) below should be completed instead.

#### (i) Member/planholder and/or trustee authorisation

I apply to change the investment choice according to the instructions above. I confirm I have read the relevant factsheets for the investments I have chosen. I understand that additional fund management charges may apply to the investments I have selected and this won't be subject to any charge cap that may otherwise apply to my investments.

Member/planholder's signature  Date

Must be signed for all plan types except for Retirement Solutions Company Pension Plans.

and/or

Trustee's signature  Date

Official position

Must be signed for Individual Executive Pension Plans and Retirement Solutions Company Pension Plans only.

#### (ii) Financial adviser authorisation

Financial adviser's signature  Date

Financial adviser's FCA reference number

Financial adviser's Royal London agency number

Financial adviser's contact telephone number

Financial adviser's contact email

Note: If signed by a financial adviser on behalf of the member/planholder and/or trustees, Royal London reserves the right to request a letter of instruction signed by the member/planholder and/or trustees giving details of the investments to be made. Alternatively, written authority to act upon the financial adviser's instructions can be provided by the member/planholder and/or trustees. Royal London reserves the right not to accept instructions without this authority. **Please note it is the financial adviser's responsibility to ensure that instructions sent to Royal London correctly reflect the member/planholder and/or trustees' wishes.**



## Returning this form

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**Royal London  
Royal London House  
Alderley Road  
Wilmslow  
Cheshire  
SK9 1PF**

**Returning this form:** If you are using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.

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**Royal London**  
1 Thistle Street, Edinburgh EH2 1DG  
[royallondon.com](http://royallondon.com)

All literature about products that carry the Royal London brand is available in large print format on request to the Marketing Department at Royal London, 1 Thistle Street, Edinburgh EH2 1DG.  
All of our printed products are produced on stock which is from FSC® certified forests.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales number 99064. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales number 4414137. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Corporate Pension Services Limited is authorised and regulated by the Financial Conduct Authority and provides pension services. The firm is on the Financial Services Register, registration number 460304. Registered in England and Wales number 5817049. Registered office: 55 Gracechurch Street, London, EC3V 0RL.