Change of address/contact details

Who is this form for?

This form is for individual, trustee and corporate policyholders of single and regular premium policies who need to notify us of a change to their address or contact details.

Policyholders should also use this form to notify us of any address changes for the lives assured on their policy.

Completing this form

We can only accept original written instructions by post that have been signed by all individual policyholders, trustees or authorised signatories. We will not accept instructions by email or fax.

Please complete in BLOCK capitals throughout.

Changes to the details of an individual policyholder (not held in trust)

All policy owners must sign the form. In the case of joint ownership both owners must sign, otherwise the form will be invalid.

Changes to the details of a trust

All trustees must sign the form.

Changes to the details of a company

The appropriate authorised signatories must sign on behalf of the company. Please ensure that the authorised signatory list we hold on file is up-to-date before sending the form.

In all cases the appropriate persons as detailed above must sign the form otherwise we cannot proceed with any changes.

Important information

Changes to your country of residence may affect the tax treatment of your policy as well as changing the investments which you can hold. We suggest that you speak to your financial and tax advisers in the first instance.

Where should I send the completed form?

Please return this form to:

Alterations Team RL360° RL360 House Cooil Road Douglas Isle of Man IM2 2SP British Isles

Issued by RL360 Insurance Company Limited. Incorporated in the Isle of Man with limited liability. Registered Office: RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles. Telephone: +44 (0)1624 681681. Telephone calls may be recorded. Website: www.rl360.com. This website contains products that are not authorised in Hong Kong and are not available to Hong Kong investors. The appointed representative in Hong Kong is RL360 Insurance Company Limited's Branch office: RL360 Insurance Company Limited, Suite 3605, The Center, 99 Queen's Road Central, Hong Kong. RL360 Insurance Company Limited is authorised by the Isle of Man Financial Services Authority. Registered in the Isle of Man number 053002C and in Hong Kong Number F9136.

You can count on us



Change of address/contact details

Policy number(s)		
	Policyholder 1 (or Trustee)	Policyholder 2 (or Trustee)
Name		
Country and place of birth		
New residential/registered address and postcode (in full)		
Date moved to new address (dd/mm/yyyy)		
New corrrespondence address (if different to above)		
Home telephone ¹		
Work telephone ²		
Mobile telephone		
Email address		
Country of residence for tax purposes		
Tax reference number (ie TIN/NI)		
Global Intermediary Identification Number (FATCA GIIN) ³		
Online services (for individua	al policyholders and individual trustees)	
If you wish to access details c	of your policy online, you must supply us with the	following information.
Email address		
Password (you will only use this once)		
Password hint		
If you require online servicing www.rl360.com.	for your company please download our agreeme	ent and registration forms from our website -
Signed	Policyholder/Trustee/Authorised signatory 1	Policyholder/Trustee/Authorised signatory 2
Date (dd/mm/yyyy)		
	Policyholder/Trustee/Authorised signatory 3	Policyholder/Trustee/Authorised signatory 4
Signed		
Date (dd/mm/yyyy)		
Notes		

¹ Required for individual policyholders and individual trustees.

² Required for corporate investors.

³ Required for corporate trustees.