



## WITHDRAWAL / SURRENDER FORM (INVESTMENT-LINKED POLICIES)

**KINDLY COMPLETE FULLY IN BLOCK LETTERS.**

Please tick boxes (✓) as appropriate.

The actual number of units to be cancelled from your policy, after approval, is determined by the actual bid price declared on the next valuation date following the acceptance of this application. Any amounts paid pursuant to this withdrawal / surrender request are in full discharge of any liability Tokio Marine Life Insurance Singapore Ltd. ("TMLS") has in respect of the units withdrawn / surrendered.

POLICY NO. 

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I / We wish to effect the following transaction (s) marked with a (✓):

PARTIAL WITHDRAWAL

**Important Note:**

- Name of fund (s) must be indicated.
- If you wish to sell all units for the fund(s), please indicate 100% in the Amount to be withdrawn column.

**Basic / Regular Units :**

Name of Fund(s) to be withdrawn	Amount (dollar value) / Percentage to be withdrawn

**Top-Up Units (for TM Flexibuilder, TM Flexibuilder II and TM Flexiassurance)**

Name of Fund(s) to be withdrawn	Amount (dollar value) / Percentage to be withdrawn





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**Notes to Partial Withdrawal Request:**

- 1 Please specify to the nearest dollar (e.g. S\$1,005 and not S\$1,005.50). Otherwise, the amount will be rounded to the nearest dollar. **Amount(s) indicated is based on your policy's currency.**
- 2 Minimum amount per withdrawal per fund is \$1,000.
- 3 For **Investment Link - SP** policies, the remaining policy value must be at least \$5,000. For **Asia Capital Builder** or **Investment Link - RP** policies, the remaining value must be at least \$1,000 per fund
- 4 For **TM Apex VIP**, the minimum withdrawal amount per fund is **US\$5,000** and with a remaining policy value of at least **US\$50,000**.
- 5 For **TM Apex Ultra**, the minimum withdrawal amount per fund is **US\$5,000** and with a remaining policy value of at least **US\$100,000**.
- 6 Tokio Marine Life Insurance Singapore Ltd. may make adjustments to your request to satisfy the conditions in items 1-5 above.

**FULL SURRENDER** *I wish to perform full surrender as indicated below.*

I / We wish to surrender **the Policy and liquidate all units in my Policy.**

(I / We understand that all indebtedness and/or bank charges will be deducted from the proceeds.)

REASON FOR FULL SURRENDER
<input type="checkbox"/> I need the funds for other financial commitments.
<input type="checkbox"/> Unable to continue paying premiums due to changes in financial situation.
<input type="checkbox"/> Others. Please specify: _____

DECLARATION OF BENEFICIAL OWNERSHIP	
<p><b>For the avoidance of doubt, this is NOT a nomination of beneficiary(ies) under the policy.</b> Beneficial owner, in relation to a customer of a financial adviser, means the natural person who ultimately owns or controls a customer or the person on whose behalf a transaction is being conducted and includes the person who exercises ultimate effective control over body corporate or unincorporated.</p>	
Is there a beneficial owner in this transaction? If Yes, please provide the particulars of the beneficial owner(s) to this policy and submit a copy of their NRIC/Passport to us.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full name as shown on NRIC / Passport (Please underline surname or last name):	Date of Birth (dd/mm/yyyy):
Relationship:	NRIC / Passport No.:
Contact No.:	
Nationality: <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others, please specify: _____	





## IMPORTANT NOTICE:

### What You Should Know About Early Full/Partial Withdrawal Of Your Investment-Linked Policy

1. An insurance policy is intended to meet your long-term financial needs. Therefore, it may be disadvantageous for you to fully or partially withdraw a policy before its maturity date. Some disadvantages are:
  - You are losing valuable benefits from the policy:
    - You are losing the insurance protection offered by your policy;
    - You may not be able to achieve your intended financial objective;
    - This may result in losing the financial benefit accumulated over the years.
  - It may not be possible for you to obtain a similar level of protection on the same terms in the future.
    - You may not be insurable on standard terms;
    - You may have to pay a higher premium in view of higher age;
    - Withdrawing your insurance policy for another policy could result in loss of specific policy features due to changes in age or health.

### 2. Additional Charges/Fees

If you withdraw your investment-linked policy, fully or partially and then buy a new investment-linked policy or other investment product, or top up on your existing investment-linked policy or other investment product, you will incur new charges. These may include:

- Distribution Fee

Commission is paid to Agents/Financial Advisers on all new insurance policies / investment products.

- Administration Charge

There could be some sales charge fee that is charged for each new policy / investment product. In addition, for Single Premium policies, there could be an underwriting charge of up to 1% of the premium plus \$100.

The sales charge can be as high as 5% of your Single Premium. Hence, on a single premium investment of S\$10,000, a sales charge of S\$500 and an underwriting charge of \$200 would be deducted.

- Policy Fee

A policy fee is usually incurred for each policy.

### 3. Fund Switching Facility

When the fund you have bought is not meeting your initial or current investment objective, you may switch to other fund(s) offered by the Company at its bid price. There is no fund switch fee charged except for Asia Capital Builder and Asia Flexibuilder plans, where you will not incur any charges for the first 2 switches in each policy year.

### 4. Other Options

You may enquire whether there are other options available under your policy to meet your short term financial needs. Some options are:

- Opt for a premium holiday if your policy has accumulated cash value. This allows you to temporarily stop paying premiums; or
- Reduce the policy regular premiums (applicable only to regular premiums policies). This allows you to reduce your ongoing financial commitment to the policy.

### 5. Seeking Advice From Your Adviser

Therefore, it is important to seek advice from your Adviser before early full/partial withdrawal of your investment-linked policy or other investment product. Your Adviser can advise you on your options other than withdrawing the policy explain the implications of each option and provide appropriate recommendations to you, taking into account your investment objectives, financial situation and particular needs.





## DECLARATION & AUTHORISATION

I/We understand and agree that:

- (i) Tokio Marine Life Insurance Singapore Ltd (the “Company”) shall not be deemed to provide cover and neither should the Company be liable to pay any claim, provide any benefit under the Policy/relevant Policy or be required to process any request made to the extent that the provision of such cover, payment of such claim, provision of such benefit or processing of such request would expose the Company (or its parent company or holding company (in both instances, whether direct or indirect) or the subsidiaries of its parent or holding company) to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the applicable jurisdiction, Singapore, the European Union, United Kingdom or United States of America;
- (ii) where the Company becomes aware that I/We, the Life Assured or **any person or entity connected with the Policy/relevant Policy** (see paragraph (iii) below) is/are subject to any sanction, prohibition or restriction under such resolutions, trade or economic sanctions, laws or regulations mentioned in paragraph (i), the Company shall be entitled to block, suspend and/or terminate the Policy/relevant Policy at any time including but not limited to, not making or receiving any payments under the Policy/relevant Policy. The decision of the Company on the aforementioned is final; and
- (iii) a person or entity connected with the Policy/relevant Policy includes an assignee, a beneficiary, a trustee, an executor, an administrator, a director or direct/indirect shareholder or person having executive authority or natural persons appointed to act on my/our behalf, for my/our beneficial owners or beneficiaries’ beneficial owners. As an ongoing obligation, I/We will immediately inform the Company if there are any changes to the identities, status/constitution/establishment, particulars and identification documents of these persons.

I/We jointly and severally represent to and warrant with the Company that (i) I/we am/are not adjudicated bankrupt(s) and there are no pending or threatened bankruptcy proceedings against me/us; and (ii) all titles, rights and interests under the Policy remains vested solely with me/us, or if assigned, only to the assignee who has signed this Withdrawal / Surrender Form.

I/We jointly and severally agree to indemnify Tokio Marine Life Insurance Singapore Ltd. (“the Company”) against any and all losses, damages, claims and expenses on full indemnity basis of which incurred in relation to any action, suit, judgment and/or proceeding arising out of the Company paying the surrender proceeds under the above policy to me/us, including but not limited to the circumstances where the original policy document was not produced by me/us at the time of such surrender.

### Personal Data Notice

I / We agree and consent that Tokio Marine Life Insurance Singapore Ltd. may collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the insurance application form and/or the Tokio Marine Insurance Group’s Data Protection Policy available at [www.tokiomarine.com](http://www.tokiomarine.com), which I / we have read, understood and agreed to the same.

### COMPULSORY TO COMPLETE:

You are required to read the Important Notice, Declaration & Authorisation and to tick  the following boxes accordingly to avoid any delay in processing.

- I have  read the above Important Notice and Declaration & Authorisation.  
 I have  enclosed the Acknowledgement page.

_____ Signature of Assured / Trustee	_____ Signature of Joint Assured / Trustee (if applicable)	_____ Signature of Assignee (if applicable)
Name : _____	Name : _____	Name : _____
NRIC : _____	NRIC : _____	NRIC : _____
Tel : _____	Tel : _____	Tel : _____
Date : _____ (dd/mm/yyyy)	Date : _____ (dd/mm/yyyy)	Date : _____ (dd/mm/yyyy)



## ACKNOWLEDGEMENT (EARLY WITHDRAWAL ADVICE)

KINDLY COMPLETE FULLY IN BLOCK LETTERS  
Please tick boxes (✓) as appropriate.

POLICY NO. 

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### Policyholder / Trustee(s) / Assignee's Acknowledgement

Were you advised by an Adviser to surrender this policy?

Yes – Please provide this Adviser’s details:  No

Name : \_\_\_\_\_

Company : \_\_\_\_\_

If “Yes”, please ask your Adviser to complete the “Adviser’s Acknowledgement” below.

I have read and understood the above statements. I am aware that should I wish to buy a similar policy or top up my existing policy in future I may incur additional charges and I may not be able to secure similar terms and conditions.

I want to withdraw (fully or partially) my policy.

Signature of Assured / Trustee	Signature of Joint Assured / Trustee (if applicable)	Signature of Assignee (if applicable)
Name : _____	Name : _____	Name : _____
Date : _____ (dd/mm/yyyy)	Date : _____ (dd/mm/yyyy)	Date : _____ (dd/mm/yyyy)

### Adviser’s Acknowledgement

I have explained to the above Policyholder / Trustee(s) / Assignee the alternative options available and the implications of early withdrawal of this investment-linked policy. I have recommended the withdrawal of this policy for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adviser’s Signature : \_\_\_\_\_ Adviser’s Code : 

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Adviser’s Name : \_\_\_\_\_ Adviser’s Handphone No. : \_\_\_\_\_

Date : \_\_\_\_\_ (dd/mm/yyyy)