

# LOST POLICY DECLARATION

## IMPORTANT INFORMATION

Please complete this form using **black ink** and **BLOCK CAPITALS**. If you make a mistake, cross it out, put in the correct words and sign your initials next to the correction. **Please do not use correction fluid.**

Please ensure that all sections are fully completed. Information in this form is confidential when completed. Please note that in this form words in the singular shall include the plural and vice versa.

**SIGNATURE** This symbol highlights the signature sections within this form which need to be signed by the policyholders or financial adviser.

Please read the following notes carefully before completing this form.

## LOST POLICY DOCUMENTS

Throughout this document 'the Company' refers to either Utmost Limited or Utmost Ireland dac, as applicable.

A policy document should not be considered lost until all possible enquiries and searches have been made. There is a list of places you should look and people you could check with, before completing this form.

The list is not exhaustive and one or more points may not apply in every case.

- › Additional policyholders or additional trustees
- › Your financial adviser
- › Bank/Financial Institution

## NON RECEIPT

If your policy was issued less than 6 months ago and the policy document was never received by your financial adviser, your financial adviser can sign this lost policy declaration and return it to us.

If your policy was issued more than 6 months ago, the declaration form will need to be signed by all policyholders, trustees or authorised signatories.

## WHAT DO TO NEXT

Depending on the product provider of the bond, return the completed form to either Utmost Limited or Utmost Ireland dac:

**Utmost Limited, Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles.**

OR

**Utmost Ireland dac, Block E, Iveagh Court, Harcourt Road, Dublin 2, Ireland.**

## A WEALTH *of* DIFFERENCE

Utmost Wealth Solutions and Utmost Trustee Solutions are brand names used by a number of Utmost companies. This item has been issued by Utmost Limited and Utmost Ireland dac.

The following companies are registered in the Isle of Man. Utmost Limited (No 056473C), Utmost Administration Limited (No 109218C) and Utmost Trustee Solutions Limited (No 106739C) are regulated or licensed by the Isle of Man Financial Services Authority. Not regulated: Utmost Services Limited (No 059248C). Each has its registered office at: Royalty House, Walpole Avenue, Douglas, Isle of Man, IM1 2SL, British Isles.

The following company is registered in Ireland. Utmost Ireland dac (No 303257) is authorised by the Central Bank of Ireland and regulated by the Financial Conduct Authority in the UK for Conduct of Business Rules. Registered office: Block 2, Harcourt Centre, Harcourt Street, Dublin 2, Ireland.

**A** POLICY DETAILS

**1** Product provider  
Tick box to indicate  Utmost Limited  Utmost Ireland dac

**2** Policy number

**3** Policy name

**4** Correspondence address (in full)

Postcode  -

**5** Telephone number (including international dialling code)

**6** Email address


I declare that all information within this form is to the best of my knowledge and belief accurate and correct.

**7** Tick here if you never received a policy document

**8 a** Is the policy currently held as security against a loan, mortgaged or assigned to an individual or organisation?  Yes (please give details)  No

**b** Has the policy ever been mortgaged?  Yes (please give details)  No

**c** Give details of any other transactions in relation to the policy.

Any questions not completed in full will result in delays in issuing duplicate policy documents. 

If the policy was issued more than six months ago, the declaration form will need to be signed by all policyholders, trustees or authorised signatories. 

**B DECLARATION**

By submitting this form I **confirm and declare** that:

- › If I have ticked the box in section A question 7, I have not received the original policy documentation and that I have no knowledge of its whereabouts.
- › If I have NOT ticked the box in section A question 7, I have conducted a thorough search and enquiry and believe to the best of my knowledge that the policy documentation has been lost or destroyed.

**C POLICYHOLDER(S)/ADVISER RESPONSIBILITY**

If, on a future occasion, the lost document should come into my possession, I will return it immediately to the Company, and I agree to meet and pay on demand to the Company any claim, costs, loss, damage, expense or demands suffered by the Company in consequence of:

- 1 issuing a duplicate Policy Schedule or Statement of Benefits in substitution of the original policy document, and/or
- 2 making a payment to me under the policy without production of the original policy document, to the Company.

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Only applicable if the policy was issued less than 6 months ago and the policy document was never received. For further details please see page 1, under Non Receipt.