

# Encashment Form



Please complete all sections to avoid a delay in processing

## Section 1: Investor Details

Investor Type: Private:  Pension:  Corporate:  Other, please specify: \_\_\_\_\_

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

Investor Address: \_\_\_\_\_

Financial Advisor Firm: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

## Section 2: Encashment Details

Name of Investment to Encash: \_\_\_\_\_

Reason for Encashment: \_\_\_\_\_

Encash Investment in Full:  Tick if applicable

or

Partial Encashment (Specify units\*): \_\_\_\_\_ \*e.g. €1 originally invested equals 1 unit. Minimum encashment amount is 10,000 units and in rounds of '000's only.

Encash at Market Price:  (the available market price at the time of encashment)

or

Encash at Limit Order\*:  (a minimum price you do not wish to encash below), please specify € \_\_\_\_\_

\*Where an investor selects a Limit Order, BlackBee Investments will not encash your investment until the encashment price is at or above the specified Limit Order. Investors should be aware of and accept the risk that their Limit Order may not be reached, particularly in falling markets, and that your investment may not be encashed. In this scenario you may need to revise the Limit Order and encash at a lower price. All Limit Orders remain in place until otherwise notified to BlackBee Investments.

## Section 3: Bank Details

Please specify where to send encashment proceeds:

Leave in account:

Return funds:  Full proceeds:  or Partial Proceeds:  If partial proceeds, specify amount € \_\_\_\_\_

Please enter your Bank Account Details for where to send funds to:

Bank Name:		Account Name:	
BIC Code:		IBAN Number:	
Reference:		Phone No*:	*We may need to phone you to verify details

### Important

- If your account details have changed from those we hold on file, please provide a recent bank statement in order for us to verify this changed account. We are also obliged to ascertain why your bank account details have changed by completing the following:

If applicable, reason why your bank account details have changed: \_\_\_\_\_

- The bank account details provided must be an account in your own name or an account held jointly by you. We cannot pay into a third party account. If you wish to have funds transferred to an account with a named person we will also need you to send us Proof of Identification and Proof of Address dated within 6 months for that person.

## Section 4: Anti-Money Laundering Documentation

Before returning funds, we are required by Anti-Money Laundering and Terrorist Financing Legislation to have updated Anti-Money-Laundering documentation on file. As such you will need to provide us with the following documentation before we are in a position to return your funds for each signatory who signs:

- Proof of Identity – an in date proof of identity e.g. Passport or Driving License.
- Proof of Address – an in date proof of address (dated within 6 months) e.g. Utility Bill/Bank Statement/Government Documentation

## Section 5: Declaration (if joint account both parties must sign)

By signing this Encashment Form, I/We declare that (i) Where applicable, I/We have taken Financial Advice and my Independent Financial Advisor has advised me of my options of encashing the Investment and/or holding on to the Investment until the maturity date; (ii) I/We have fully read, understood and completed this encashment form and wish to proceed with this instruction; (iii) I/We are entitled to the legal and (unless a trustee) beneficial interest of this encashment; (iv) I/We understand that the final encashment price may be higher or lower than any indicative encashment price quoted and I/We accept the final encashment price as the full and final price for my encashment; (v) I/We may receive an amount back which is more or less than my original investment amount; (vi) I/We have no further exposure, claim or holding against the amount I/We encash whatsoever and that I/We waive any right to any potential payoff at the maturity date on the amount encashed; (vii) I/We understand all encashment proceeds are paid gross and I/We must seek independent tax advice as soon as possible to satisfy any tax obligations I/We may have as a result of this encashment; (viii) I/We understand and accept that BlackBee Investments reserves the right to levy an encashment fee up to 0.75% subject to a minimum fee of €100 (ix) I/We understand and accept that BlackBee Investments will not be held liable for any direct or indirect losses or damages resulting from any delay in processing this encashment; (x) I/We understand and accept that where I/We have selected a limit order price, the encashment will not proceed until the encashment price is at or higher than this specified price; (xi) Your encashment will be executed on an execution only basis.

Signature 1:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature 2:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Where to send this form and the encashment process

**Pension Investors:** send original to your Pension Provider to countersign and then post to BlackBee Investments, 4th Floor, 11 Anglesea Street, Cork. Please note you may need to fill out additional documentation with your Pension Provider in addition to this form. Please contact your Pension Provider for any requirements they may have.

**All Other Investors:** send original by post to: BlackBee Investments, 4th Floor, 11 Anglesea Street, Cork.

- BlackBee Investments intends to begin processing all encashments within 2 working days, but may take longer at certain times. For BlackBee to begin processing same day, the encashment form must be received before 12 noon.
- BlackBee Investments will issue confirmation of encashment to investors and send a copy to your Financial Advisor. This confirmation will outline details of the encashment and of any tax obligation.
- From the date of encashment it may take 4-6 working days for funds to be returned to investors, but may take longer at certain times.