



Alteration form

Please use black ink and write in CAPITAL LETTERS or tick as appropriate. Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application.

About this form

This alteration form should be used to make changes to your Flexible Lifetime Annuity or Flexible Income Drawdown Plan. Please complete and sign this form if you want to:

- | | |
|--|------------------------|
| › Change the amount or payment frequency of the income you receive (Flexible Lifetime Annuity or Income Drawdown) | complete parts 1 and 4 |
| › Take an ad hoc payment (Flexible Lifetime Annuity or Income Drawdown) | complete parts 1 and 4 |
| › Switch the investment funds you currently invest in (Flexible Lifetime Annuity or Income Drawdown) | complete parts 1 and 5 |
| › Change the investment funds from which you currently draw your income (Flexible Lifetime Annuity or Income Drawdown) | complete parts 1 and 5 |
| › Notify us if you have changed your address | complete parts 1 and 2 |
| › Notify us if you have changed your bank details | complete parts 1 and 3 |

If you are making changes to your income this may have tax implications, therefore, we recommend you speak to your Financial Adviser.

Please return the completed form to: **Flexible Retirement Income Servicing Team, Prudential, Lancing BN15 8GB**

Part 1 – Personal details

Title Mr Mrs Miss Ms Other

Surname Forename(s)

Plan Number(s)

Note: If you have more than one plan then please list all those you want the changes to apply to.

Part 2 – Change of address

If you have changed address, please complete your new address details below.

Full home postal address

Postcode

Part 3 – Change of bank details

We can only make payments to an account which bears your name and that can accept BACS and CHAPS payments. Please check with your bank/building society that they can accept these payments into this account and that the details are sufficient for their requirements. (Applies to Flexible Lifetime Annuity or Income Drawdown only.)

Please give full details of where you would like payments to be made.

Bank/Building Society name

Address

Postcode

Sort Code

		-			-		
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Account Number

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Roll Number (Building Society)

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Name(s) in which the account is held

Part 4 – Income and payment changes

Flexible Lifetime Annuity and Income Drawdown

Unless you have chosen a Lifetime Investment Strategy, you must also complete Section 5 to confirm the funds from which you want your income to be drawn or your ad hoc payment to be taken (even if you choose the same funds that you currently use to provide your income).

Revised income

Please state the amount of gross annual income you want to draw.

Flexible Lifetime Annuity

This must be within the maximum and minimum limits shown in your last annual statement.

Flexible Lifetime Annuity	£			per year
Flexible Lifetime Annuity			%	% of maximum
Flexible Lifetime Annuity			%	% of escalation required

Please refer to the Notes on page 5

The maximum escalation is 8.5%

Income Drawdown

Payments from Capped Drawdown plans are subject to limits set out by HMRC rules. Where the income payment you have selected exceeds this limit you will need to convert your plan to a Flexi-access Drawdown plan. If you would like to do this, please also complete the Flexi-access Drawdown Conversion Form. We recommend you speak to your Financial Adviser to fully understand the tax implications before making any changes to your Capped Drawdown plan.

Income Drawdown before tax per year

Change income payment frequency

If you would like to change the frequency of when you receive your income, please indicate whether you would like the change to apply to Income Drawdown or Flexible Lifetime Annuity and tick the appropriate box(es) below.

Flexible Lifetime Annuity Income Drawdown

How often would you like your income to be paid?

Monthly Quarterly Half-yearly Yearly

In advance In arrears

"In advance" means that we will make your income payments at the beginning of the payment period you select. "In arrears" means that we will make your income payments at the end of the payment period you select.

Ad hoc payments

Please state the amount of the ad hoc payment you would like made to you.

Flexible Lifetime Annuity

Your overall annual income (including any ad hoc) must be within the maximum and minimum limits shown in your last annual statement.

Amount before tax

Income Drawdown

Payments from Capped Drawdown plans are subject to limits set out by HMRC rules. Where the income payment you have selected exceeds this limit you will need to convert your plan to a Flexi-access Drawdown plan. If you would like to do this, please also complete the Flexi-access Drawdown Conversion Form. We recommend you speak to your Financial Adviser to fully understand the tax implications before making any changes to your Capped Drawdown plan.

Amount before tax

Date of change

Please state the payment date on which you want the change(s) to take place. If you have elected to change the income on your Flexible Lifetime Annuity from or to an income with escalation, the change in escalation will take effect from your next plan anniversary date.

You should allow at least 10 working days from the date you send us the form for the change to take effect.

Date

Part 5 – Fund changes

You will find full details of the Investment Funds and options in the brochure "Investment Guide, Flexible Lifetime Annuity and Flexible Income Drawdown Plan". You should consult your Financial Adviser before making any investment decisions.

Switch of investment funds

If you want to switch into one of the Lifetime Investment Strategies, or would like to change your existing strategy, please tick one of the boxes below.

Standard Cautious Adventurous

Switch of investment funds and/or change of funds used to provide income

- ▶ If you are following a Self-Managed Investment Strategy and want to change investment funds, or want to switch from one of the Lifetime Investment Strategies to a Self-Managed Investment Strategy, please complete columns 1 and 2 of the table below.
- ▶ If you would like to change the funds used to provide your income at the same time, please also complete column 3.
- ▶ If you are receiving income under the Flexible Lifetime Annuity or Income Drawdown and you want to change the funds that currently provide your income, or take an ad hoc payment, please complete columns 1 and 3 of the table below. If you are following a Lifetime Investment Strategy the income or the ad hoc payment will be provided proportionally from the funds. Income will also be provided proportionally if you change funds and don't complete column 3 to show which funds should provide your income.

Income to be taken proportionately across all funds Yes No

If No, please complete column 3 of the table below.

1. Fund name	2. % to be invested in this Fund after switch	3. % of yearly income to be taken from Fund
	100%	100%

Please refer to the Notes on page 5

Please refer to the Notes on page 5

Please use whole percentage figures

Please ensure your totals add up to 100%

Changes to income

- › We will review the amount of income you can take (and the minimum and maximum amounts you can draw from the With-Profits Fund) at each three yearly review for FLA and Capped Drawdown.
- › For FLA there are certain limits that apply to the amount of income that you can take from the With-Profits Fund. These limits are calculated as if the With-Profits investments are the only investments you hold. For example, if 25% of your investments are held in the With-Profits Fund then you must take at least 25% of your minimum income limit from the With-Profits Fund and can take no more than 25% of your maximum limit.

Switch of investment funds and/or change of funds used to provide income

- › You must make a minimum investment allocation of £2,500.00 in each of your chosen funds.
- › The instruction to switch funds will normally be carried out on the working day following the day on which we receive your instruction. If we receive the instruction on a day when we are not open for business, we will treat it as being received on the next working day.
- › We will normally cancel old units and credit new units using a unit price which buys units at the next valuation point following the date we receive your instruction, or such other date(s) we consider reasonable in relation to the particular funds.
- › (FLA only) You can buy units in the With-Profits Fund at any time up to the policy anniversary following your 84th birthday. After that date, you will only be able to buy these units if you had at least 50% of your total fund value invested in the With-Profits Fund on the policy anniversary following your 84th birthday, and had not switched any money out of the fund since then.

- › A Market Value Reduction (MVR) may apply for switches out of the With-Profits Fund. For example, this will apply if:
 - you voluntarily switch from the With-Profits Fund into another investment fund;
 - if you switch from the With-Profits Fund as a result of a change from one of the Lifetime Investment Strategies to a Self-Managed Investment Strategy;
 - you are already following one of the Lifetime Investment Strategies and choose a different strategy which involves switching out of the With-Profits Fund.
- › For FLA, if you hold investments in the With-Profits Fund and are drawing an income, you must always take an income from that fund.
- › If, at any time, your chosen funds hold insufficient amounts to provide your income, Prudential will choose another fund to maintain your income level.
- › We will confirm in writing that your instructions have been carried out and provide you with details of the prices at which units have been cancelled and credited. If we have applied a market value reduction when cancelling units, we will tell you. Alternatively, if we have to delay carrying out your instructions for any reason we will notify you within three working days that we are unable to carry out your instructions. In these circumstances we will take no action on your instruction, even if only part of it would be affected by the delay. You must then notify us again in writing if you want to go ahead with the required changes.

For more information about Investment Fund Switches, please refer to the "General Funds Appendix" issued with your Member's Booklet or plan document

How we use your personal information

For a copy of our latest Data Protection Notice, please visit www.pru.co.uk/mydata. This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a copy to be sent to you by writing to The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB.

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

Declaration

* There are a number of possible ways you may trigger the Money Purchase Annual Allowance (MPAA) when accessing your benefits. For further information please speak to your Financial Adviser.

Please tick the box(es) as appropriate

Have you previously accessed benefits flexibly?*

Yes No

If yes, please specify the date these were accessed

D	D	M	M	Y	Y	Y	Y
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I instruct Prudential to:

Change the amount or payment frequency of my income as shown on part 4 of this form

Make an ad hoc payment to me as shown on part 4 of this form

Switch the investment funds I currently invest in as shown on part 5 of this form

Change the funds used to provide my income as shown on part 5 of this form

Change my address details as shown on part 2 of this form

Change my bank details as shown on part 3 of this form.

I understand that Prudential will confirm in writing that my instructions have been carried out and will confirm the date from which the changes have taken effect.

X

Date

D	D	M	M	Y	Y	Y	Y
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