

STEPS FOR ASSET TRANSFERS

- 1 In response to recent feedback, we have created a step-by-step guide to assist with asset transfers for Access Portfolio products. Below are the necessary actions and associated costs (if applicable).
 1. **Submit Asset Information:**
 - Provide details of the assets to be transferred (e.g., ISIN, Ticker, CUSIP).
 - Include an account statement from the counterparty in the client's name.
 - Submit this information to the Resolution Center.
 2. **Confirmation of Acceptance:**
 - Our Portfolio Services team will confirm the acceptance of the assets.
 - Assets which have a holding value of less than USD 1,000 or equivalent will not be accepted.
 - Once confirmed, submit the client's application along with other new business requirements.
 3. **Complete Form IP154:**
 - Fill out and submit form IP154 with the asset information.
 - Ensure the form includes contact information for the financial institution holding the assets.
 4. **Client Authorization:**
 - The client must authorize their financial institution to allow Investors Trust to communicate directly on their behalf to facilitate the asset transfer.
 5. **Initiate Transfer Process:**
 - The transfer process will commence between the involved institutions.
 6. **Monitor Progress:**
 - Regularly check the Resolution Center for updates on the case.

ASSOCIATED COSTS

- 2 **Incoming Asset Transfers**
 - **Transfer Fee:** We do not deduct a transfer fee for the first 20 assets transferred. Any asset transferred in excess of the first 20, will be charged USD 50/EUR 50/GBP 40 per asset, based on the currency of the asset.
 - Additional Fees may apply if the asset specification or market results in extraordinary expenses for the Insurance Company.
- Outgoing Asset Transfers**
 - **Disbursement Fee:** USD 50/EUR 50/GBP 40 per asset, based on the base currency of the plan. This fee also applies to transfers between insurance companies within the ITA Group.

Please note that since there are other parties involved in the transfer of assets, the time it takes to complete a transfer may vary. Therefore, it is important that you explain to your client that we cannot estimate a time frame of completion; however, you can rest assured that our Portfolio Services team will do their best to finalize the transaction as early as possible.

This guide and the information and details explained can change at any time without notice and is not comprehensive nor intended to be exhaustive.