

## Summit Funds - Redemption Form

Please note the administrator does not require the original of this document to be posted to them if an application is submitted by email.

Please refer to the [Dealing in the Summit Funds - Guidance for investors.pdf](#) before completing this form.

Please complete this form in blue or black ink using BLOCK CAPITALS:

### Summit Investment Funds

Northern Trust International Fund Administration Services (Ireland) Limited  
2<sup>nd</sup> Floor, Block A, City East Plaza, Towlerton, Ballysimon, Limerick, V94 X2N9, Ireland

**Dedicated customer service telephone number:** +353 1 434 5116

**Facsimile:** +353 1 531 8571

**PDF Dealing instructions via email:** [SummitTAInstructions@ntrs.com](mailto:SummitTAInstructions@ntrs.com) **(Do not send queries to this address)**

**General email queries:** [Summit.Queries@ntrs.com](mailto:Summit.Queries@ntrs.com)

If you haven't updated your Anti Money Laundering (AML) documentation in the last 3 years please provide a copy of the following documentation together with the completed redemption form:

- **Proof of identification:** Copy of current passport, driver's licence or National ID card.
- **Proof of Address:** Such as a utility bill (Dated within the last six months)
- **Supporting bank evidence:** A copy of a bank statement dated within the previous 6 months that verifies the details provided on page 2. Statements with redacted transactions are sufficient. (If the registered address is visible on this statement provided, point 2 is not required)

**Please send copies only and don't send any original documents.**

### Dealing and Settlement Information

#### **Redemption Cut-Off Time:**

Applications for redemptions should be received by Northern Trust **prior to 3.30 p.m. on the Business Day before the redemption date**. Applications received after this time will be deemed to have been received on the following business day and held over for redemption on the next available investment date.

#### **Payment:**

Your encashment proceeds will normally be paid to your nominated bank account within 4 business days of the encashment date.

**You need to confirm the bank account that you wish your encashment amount to be paid to, on Page 2 of this form.**

## REGISTERED INFORMATION

Registered Account Name	<input type="text"/>				
Account Number <sup>1</sup>	<input type="text"/>				
Your Contact Details	<table border="1"> <tr> <td>Name:</td> <td>Phone No:</td> </tr> <tr> <td></td> <td>E-mail Address:</td> </tr> </table>	Name:	Phone No:		E-mail Address:
Name:	Phone No:				
	E-mail Address:				

## DEAL INSTRUCTIONS

<u>Umbrella</u>	<u>Fund</u>	<u>Select</u>	<u>Redemption Type</u>	<u>Amount (if partial)</u>
Summit Investment Funds Plc	The Balanced Fund	[ ]	[ ] Full [ ] Partial	€
Summit Investment Funds Plc	The Growth Fund	[ ]	[ ] Full [ ]	€
Summit Mutual Funds Plc	The Balanced Fund	[ ]	[ ] Full [ ] Partial	€
Summit Mutual Funds Plc	The Global Leaders Fund	[ ]	[ ] Full [ ] Partial	€
Summit Mutual Funds Plc	The Growth Fund	[ ]	[ ] Full [ ] Partial	€

**BANK ACCOUNT DETAILS** (Where the below bank account instructions differ from those held on file by the Administrator, a signed copy of the new instructions together with a copy of a bank statement (less than 6 months old) or banker's reference must be received by the Administrator in advance of the remittance of redemption proceeds).

Please note that the administrator no longer requires original documentation. Where a signature is required, instructions must be provided by an authorised signatory or signatories.

*Account Currency	EUR
*Beneficiary Bank Name	
Beneficiary Bank Address	
*Beneficiary BIC	
*Beneficiary SORT Code	
*Beneficiary Account Name	
Beneficiary Account Number	
*IBAN	
Reference Code/ FFC	
Beneficiary ABA Code (if applicable)	

<sup>1</sup> Please note this can be found on Summit Funds correspondence or confirmed with Northern Trust.

**\*These are mandatory fields**

**PLEASE NOTE**

- I/We confirm that I/we have the authority to make this redemption request.
- I/We hereby agree to indemnify and hold harmless the Administrator on its own behalf and as agent for the Fund and its respective directors, officers and employees against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly, from any misrepresentation or breach of any warranty, condition, covenant or agreement set forth herein or in any document delivered by me/us to the Fund or the Administrator. The Administrator will not be responsible or liable for the authenticity of instructions received from me/us or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed by the Administrator to be genuine.

**TERMS AND CONDITIONS OF SERVICE FOR INSTRUCTIONS ISSUED TO THE ADMINISTRATOR VIA EMAIL**

**Introduction**

If you (hereinafter referred to as the "Investor") wish to send Northern Trust International Fund Administration Services (Ireland) Limited, (the "Administrator"), instructions in respect of the Shares of **Fund** (the "Fund") in portable document format ("PDF") or commonly used equivalent scanned form which is transmitted to the Administrator via email, then the terms as set out below will apply to the Investor's account.

**IT IS IMPORTANT THAT THE INVESTOR READS THESE TERMS AND CONDITIONS OF SERVICE CAREFULLY.**

By completing the appropriate documentation (e.g. subscription forms, additional subscription forms, transfer/switch requests or redemption forms) and instructing the Administrator in respect of the Shares of the Fund via email, the Investor will have accepted the following Terms and Conditions of Service.

**A. Procedure for PDF Instructions**

1. The email address to submit PDF instructions is [SummitTAInstructions@ntrs.com](mailto:SummitTAInstructions@ntrs.com). **This address is to be solely used for sending PDF instructions via email in respect of the shares in the Fund.**
2. The Investor shall ensure that the PDF instruction is signed by properly authorised persons, scanned with no password applied and attached to a **blank email** which is addressed to [SummitTAInstructions@ntrs.com](mailto:SummitTAInstructions@ntrs.com).
3. PDF instructions received without the scanned PDF form attached will not be accepted.
4. Upon receipt of an email with the scanned PDF instruction, the Administrator will send the Investor a task number by auto-response.
  - a. The task number acknowledges receipt of the Investor's instruction.
  - b. The task number is not confirmation of placement of the instruction.
  - c. The Administrator must be in receipt of the instruction prior to the relevant dealing deadline as set out in the Fund's Prospectus. The Administrator will not be responsible for any delays in receipt.
  - d. If the Investor does not receive a task number by auto response, it is the Investor's responsibility to contact the Administrator by telephone (details confirmed within the application form) to confirm that the Administrator has received the Investor's instruction.
7. If the Investor sends the Administrator a PDF TA instruction in respect of the shares in the Fund to a mailbox other than specified above, the Administrator will reject the instruction and/or the deal will not be placed. Notification of rejection may not be given prior to the dealing cut off.
8. In cases where the Investor has supplied the Administrator with a "group" email address, the Administrator will have fully discharged its responsibilities where it has sent any communication to this "group" address.
9. The Investor should not send a duplicate instruction by alternative means to the Administrator as this could lead to a duplicate e.g. deals being placed in error.
10. The Investor is not obliged to instruct in this manner.

**B. General Terms and Conditions of Service:**

1. Email is not a secure form of communication and may be subject to interception, interruption, corruption, distortion, non-delivery, loss, may not be confidential, secure or error free and may contain viruses. Using and relying on email involves increased risk of fraud and of miscommunication including those due to a telecommunications system or equipment failure, misdirected communications or illegibility of the

instructions or documents and the Investor will bear the risks if the Investor wishes to conduct the Investor's dealings using email.

2. The Administrator is authorised and instructed to accept and execute any instructions in respect of shares in the Fund given by the Investor in PDF form or by email. The Administrator will rely conclusively upon, and neither the Company nor the Administrator shall incur liability in respect of any action taken upon any instruction believed in good faith to be genuine.
3. Neither the Company nor the Administrator will be responsible or liable for the authenticity of instructions received from the Investor or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed by the Administrator to be genuine.

Neither the Company nor the Administrator will accept responsibility or liability of any nature whatsoever arising out of or in connection with instructions given by the Investor in PDF form or by email, including without limitation, the Investor's use of an incorrect email address, failure of the Investor's transmission, interception, alteration or corruption of the Investor's email transmission, non-receipt of the Investor's electronic instruction, failure of technical infrastructure, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, or any allotment, switch or redemption or other action taken in good faith by the Administrator upon any electronic instruction. In addition, neither the Company nor the Administrator will be liable for any failure to act upon electronic instructions due to equipment failure, or for any cause that is beyond the control of the Administrator.

Authorised Signatories

Print Name

Signatory 1

Signatory 2

Signatory 3

Signatory 4

Date