

Notice of Transfer

Invicta House,
Trafalgar Place
Brighton BN1 4FR

0800 022 3131
www.metlife.co.uk

Capitalised terms not defined in this Notice shall have the meaning given to such terms in the Terms of Business. When you have completed this form, please email a scanned copy to aagency@metlife.com (preferable) or post the original to the above address

All fields require completion in order to validate the transfer.

Section 1

Name of Transferring Firm (the Transferring Authorised Entity)

FCA No:

Name of Recipient Firm (the Recipient Authorised Entity)

FCA No:

Which business line(s) are you registering to do business with MetLife?

Wealth Management Employee Benefits Individual Protection

Section 2

Depending on the business lines selected in Section 1:

Employee Benefits

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights
- Future commission

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that it has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients.

Any changes to the relevant accounts will be processed within 5 working days upon receipt of all correct information.

Individual Protection

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights
- Renewal commission

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that:

- It has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients; and
- it accepts full liability in respect of claw back of any unearned commission and accepts that any such liability shall be governed by the Terms of Business it has in place with MetLife and that the rate of claw back applied will be calculated based on the selling firm's commission contract.

Any changes to the relevant accounts will be processed within 5 working days upon receipt of all correct information.

Wealth Management

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights;
- Trail commission; and
- Facilitation of ongoing adviser charges (where applicable)

If MetLife has been instructed by a Client to facilitate the payment of ongoing adviser charges to the Transferring Authorised Entity, MetLife will (unless it is instructed by a Client to the contrary) facilitate ongoing adviser charges on behalf of such Client to the Recipient Authorised Entity in accordance with the relevant Product terms and conditions between MetLife and the relevant Client.

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that it has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients.

In the event that MetLife receives this Notice on or before the 20th of the month, changes to the relevant Wealth Management accounts will be effective from the 1st day of the following calendar month. Where MetLife receives this Notice after the 20th of the month then this Notice will be treated as received on the 1st day of the following calendar month.

Section 3

Please complete this section if your transfer is agent specific.

Please list all of the Transferring Advisers and the respective Recipient Adviser who will be servicing the policies going forward. Please continue on a separate page if necessary using the same table format.

Transferring Advisers		Recipient Advisers		
Name	Individual FCA Number (if applicable)	Name	Individual FCA Number (if applicable)	Email Address

Section 4

Please complete this section if the transfer is policy specific.

Please list all of the policies to be transferred and the respective Recipient Adviser who will be servicing the policies going forward. Please continue on a separate page if necessary using the same table format.

Policy Details		Recipient Advisers		
Policyholder Name	Policy Number	Name	Individual FCA Number (if applicable)	Email Address

Section 5

Must be completed by either a Director, Partner or Principal of the Transferring Authorised Entity and the Recipient Authorised Entity.

If the Transferring Authorised Entity or Recipient Authorised Entity is an Appointed Representative on the FCA Register then this section must be completed by a Director, Partner or Principal of the respective Directly Authorised firm.

Transferring Authorised Entity	Name of Director, Partner or Principal	Signature	Dated

Director Partner Principal

Recipient Authorised Entity	Name of Director, Partner or Principal	Signature	Dated

Director Partner Principal



Scope and Definitions

This Notice of Transfer forms part of the Terms of Business in place between the Transferring Authorised Entity and MetLife. All Transfers will be subject to the Terms of Business and in particular to Section 13 of the Terms of Business which sets out MetLife's requirements in respect of the Recipient Authorised Entity. Following any Transfer effected pursuant to this Notice, this Notice shall form part of the Terms of Business in place between MetLife and the Recipient Authorised Entity.

For the purposes of this Notice, the following terms shall have the following meanings:

Appointed Representative - has the meaning given in the FCA Handbook.

Clients - policyholders of Products in which interests are being transferred under the terms of this Notice.

Recipient Authorised Entity - the FCA authorised intermediary identified in this Notice as the recipient authorised entity receiving from the Transferring Authorised Entity any Business (whether in whole or in part) conducted with MetLife pursuant to Terms of Business in place between the Transferring Authorised Entity and MetLife.

Recipient Adviser - Any Appointed Representative or Registered Individual who will have an ongoing servicing relationship with the Clients following the Transfer.

Registered Individual - An individual who has been authorised to perform certain tasks within an authorised intermediary.

Transferring Adviser - any Appointed Representative or Registered Individual of the Transferring Authorised Entity who is transferring under this Notice to the Recipient Authorised Entity.

Transferring Authorised Entity - the FCA authorised intermediary identified in this Notice as the transferring authorised entity who wishes to transfer to the Recipient Authorised Entity any Business (whether in whole or in part) conducted with MetLife pursuant to Terms of Business in place between the transferring authorised entity and MetLife.

0800 917 2006

metlife.co.uk

Products and services are offered by MetLife Europe d.a.c. which is an affiliate of MetLife, Inc. and operates under the "MetLife" brand.

MetLife Europe d.a.c. is a private company limited by shares and is registered in Ireland under company number 415123. Registered office at 20 on Hatch, Lower Hatch Street, Dublin 2, Ireland. UK branch office at One Canada Square, Canary Wharf, London E14 5AA. Branch registration number: BR008866.

MetLife Europe d.a.c. (trading as MetLife) is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of our regulation by the Financial Conduct Authority and Prudential Regulation Authority are available from us on request. www.metlife.co.uk.