

Completing a Summit Fund Encashment form

If you wish to request an encashment and cannot visit one of our EBS Offices, we will accept requests via email or post:

Copies of our encashment forms are located at: <https://www.ebs.ie/save-and-invest/summit-forms>

You can do so by accessing the EBS website page below, downloading and printing the relevant form, fully completing the details, including a copy of photo ID and submit via email, to SummitFunds@mail.ebs.ie. If all details are correct, any requests emailed to use before 3.30 p.m. will be considered as Day 1 of our 3 day process.

If you do not have a printer, we will accept an emailed photo of a signed written letter with all the details that is on the form. Please remember to include a photograph of your ID.

Or

If you don't have access to email, you can forward your fully completed signed encashment request form/written letter along with a copy of a photo ID post to your local EBS Office. We will action your encashment request on the day of receipt and this is a three day process from the date completed form is received.

Please note if you have not provided us with identity documents before now, your request may take longer to process. We may also require you to provide us with additional documents. This is because we need to comply with certain legislation. If this is the case then we will call you when we receive your documents and tell you what else you need to do.

Steps to complete Encashment form:

- 1.) Specify by ticking the box if Summit Investment Fund or Summit Mutual Fund

Please tick the appropriate box: Is this a *Summit Investment Fund*? **OR** Is this a *Summit Mutual Fund*?

- 2.) Enter your six digit Summit account number in the box supplied that states "Investment Reference Number.

Details of Shareholdings:

Investment Reference Number

Do you require a Partial Encashment

Or Full Encashment

If partial, what is the amount you require?

If your investment spans more than one Fund, we will encash Participating Shares on a proportionate basis unless you otherwise instruct us.

- 3.) Tick the box that is relevant to your request if a "Partial" or "Full" encashment.
- 4.) If Partial than in the next box should state the value you are requesting to withdraw.

- 5.) Other instruction, would be the detail of where you want the Encashment value sent. This can be transferred into an active EBS Instant Access or Moneymanager account in your name. If you do not have an EBS account, the other option is to have a Cheque issued and sent to the address on your account.
- 6.) Additional information is mainly where a discussion is had with an EBS office as to find out the reasoning why the funds are being encashed. This is optional and if possible please complete.
- 7.) Lastly is the signature of the Summit account holder, this has be fully completed by all investors and dated. If all investors do not sign then we will not be able to action your request.

Please Note:

As Summit funds are invested in world markets the bid price is struck the next day as not all markets work off Irish time. This means that the day to day value of your Summit Account can fluctuate depending on the market performance. We cannot give you a guarantee value of your unit holdings on the day we receive your request. Instead, you will receive the unit price of the next business day. In order to ensure this, we need to receive your request by 3.30 p.m. Irish time