

How to complete 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:

Copy of the Summit Encashment form can be located on EBS website page:

<https://www.ebs.ie/save-and-invest/summitforms>

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 <i>Summit Investment Fund</i> ? <input type="checkbox"/> OR Is this a <i>Summit Mutual Fund</i> ? <input type="checkbox"/> (Exit Tax is applied to the gains)
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- 2.) Enter your six-digit Summit account number in the box supplied that states "Investment Reference Number.

<u>Details of Shareholdings:</u>	
Investment Reference Number	<input style="width: 100%;" type="text"/>
Do you require a Partial Encashment	<input type="checkbox"/> <input style="width: 50%;" type="text"/> <input type="checkbox"/> Or Full Encashment
If partial, what is the amount you require?	<input style="width: 100%;" type="text"/>
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 encashment enter the amount you wish to encash in the next box "what is the amount you require" state the value you are requesting to withdraw.

<u>Other Instructions:</u> <hr/> <hr/>
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- 5.) Other instruction - would be the details of where you want your encashment funds sent to. This can be done by:
- a **Transfer to an active EBS account** in your name.
 - b **Cheque posted** to the address stated on the account.
 - c **External bank account**- cheque issued and posted to bank. Please note this process can take up to 10 days and will need to give time to clear on bank account. There is no electronic fund transfer (EFT) for Summit accounts.

- 6.) Additional information is mainly where a discussion is had with an EBS office as to find out the reason why the funds are being encashed. This is optional and if possible, please complete.

<u>Additional Account Information</u>	
<i>Source of Funds</i>	<i>Estimated Turnover of Account</i>
Salary / Social Welfare Payment <input type="checkbox"/>	€0 - €1,000 <input type="checkbox"/>
Pension <input type="checkbox"/>	€1,001 - €5,000 <input type="checkbox"/>
Rental Income <input type="checkbox"/>	€5,001 - €15,000 <input type="checkbox"/>
Savings / Investments <input type="checkbox"/>	€15,001 - €25,000 <input type="checkbox"/>
Other (please specify) _____	€25,001 - €50,000 <input type="checkbox"/>
	€50,001 - €75,000 <input type="checkbox"/>
	€75,001 - €100,000 <input type="checkbox"/>
	> €100,001 <input type="checkbox"/>

- 7.) Signature of the Summit account holder, this must be completed by **ALL** named investors on account and dated. If all investors do not sign, then we will not be able to action your request.

Important Information: Please note all account holders must sign below.	
Investor(s) Signature(s) :	
First Investor : <input type="text"/>	Date: <input type="text"/>
Second Investor: <input type="text"/>	Date: <input type="text"/>
Third Investor : <input type="text"/>	Date: <input type="text"/>
Fourth Investor : <input type="text"/>	Date: <input type="text"/>

- 8.) We would need a copy of photo identification such as passport or drivers' licence (has to be in date) for all investors named on the account.
- 9.) Send request by email to summit funds mailbox – summitfunds@mail.ebs.ie

Or send by post to local EBS office or directly to EBS Operations team as stated on the top of the encashment form and below:

Summit Funds postal address
 C/O EBS Operations Support,
 3rd Floor,
 Unit 33 Blackthorn Road,
 Sandyford,
 Dublin 18.

Important to Note:

- 1.) 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.
- 2.) The value of your Summit Investment can fluctuate day to day depending on the stock market performance. Summit funds are invested in worldwide stock markets, the bid price is struck the next day as not all markets work off Irish time. We cannot give you a guaranteed value on the day we receive your encashment request.
- 3.) There is a daily cut of time to receive encashment requests of 3.30 p.m. Irish time. If we receive after this time, then we can't guarantee your request will be applied to your account on the day submitted and will not be applied until the following business day.
- 4.) If you are invested in Summit Mutual Fund, this is a gross earning fund, which means there is exit tax applied at the rate of 41% on the gains only when encashing funds.