

# PMC Client Dealing Form

Total number of unique dealing forms:

Compatible with Advanced Electronic Signatures

## 1. Client and Order Details

Contact name	Contact number	Company	Email address

Policy no.			
Scheme name			
Dealing date*	-	-	(Example: 01-JAN-2024)
Next available*			
Date cash settles at LGIM	-	-	(Example: 01-JAN-2024)
Total cash value			

\*If the dealing date or next available field is not completed we will default to the next available dealing point based on time of receipt.

Sub Section (3 digits)	Bench mark	Enhanced service	Transaction type	Fund identifier	Fund name	Basis	Amount	Adjustment required*

\*Please see Notes on page 2 for details on how and when to use the Adjustment Required field.

Is this a regular order?	
Regular Order Type	
Regular Order Frequency	
Regular Order Date (1st / 2nd / 3rd / 4th weekly dealing date)	

Please use the Dealing date above to confirm the start date

By Payment Date (calendar day of the month)	
End Date (if required)	- - (Example: 01-JAN-2024)



## 2. Settlement details

Please quote the last 4 digits/characters of the scheme's nominated, administrator's or custodian account

Account number	
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## 3. Authorised signatures

I confirm that I have fully reviewed and completed this form after reading the accompanying notes and Dealing Operational Procedures.

Name	Signature(s)

Date	-	-	(Example: 01-JAN-2024)
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If this Dealing Form includes Weekly and Daily Priced Fund switches, the pricing points will automatically be aligned, at the next available dealing date.

PLEASE SEE OVERLEAF FOR NOTES ON COMPLETION – PLEASE ALSO REFER TO THE OPERATIONAL PROCEDURES FOR FURTHER INFORMATION.

Any pooled unit linked insurance weekly dealing instructions should be forwarded to **pmc.investment.monies@lgim.com**, any pooled unit linked insurance daily dealing instructions should be forwarded to **dailydealingadmin@lgim.com** with the relationship team copied. Please note all dealing instructions should be sent to the above email addresses and not to an individual. To the fullest extent permitted by law, Legal & General accepts no liability to you for any losses resulting from dealing instructions for which implementation is not actioned or is delayed as a result of Legal & General not receiving instructions to the above email addresses.

# Notes

## LGIM connect details

To instantly view and download all valuations, transaction statements, performance, pricing and quarterly reports please log into [www.lgimconnect.com](http://www.lgimconnect.com)

## Client details

Contact details may be used to perform a call back on orders based on value or ambiguity.

## Authorised signatures

I confirm that I have received, read and understood the "Dealing Operational Procedures Document" and the accompanying notes included within prior to the completion of this form.

## SPAM Emails

We would recommend that you send the PMC Client Dealing Form from a verifiable email address. Please note that if a PMC Client Dealing Form has been received from an unverifiable email address, this may be flagged as spam. We use reasonable efforts to ensure that spam emails are reviewed and flagged for potential PMC Client Dealing Forms, however we do not accept liability for any delays as a result of such PMC Client Dealing Forms being flagged as spam.

1. Please provide full scheme name and Policy number.
2. Please provide Dealing Day or tick Next Available box, NOT both, If not completed we will default to the next available. If a Dealing Day is specified and the instruction is received by LGIM after the deadline for this specified Dealing Day then the instructions will be applied for the next available Dealing Day.
3. For Buy transactions please complete the Date cash settles at LGIM to ensure that the monies are invested on the correct Dealing Day
4. Please ensure that all relevant fields are completed. Where transactions are to be made in line with a Benchmark or Enhanced Service Agreement, please tick the relevant box and leave the fund identifier and fund name blank
5. Please complete only if the transaction detailed is to be a regular (standing) order. For new regular orders, please specify the frequency and point at which the transaction should be made (note that regular orders will continue until further notice unless an End Date is stated). In order to cancel an existing regular order, under the Type field please select 'Cancel' rather than 'New', specifying the details of the existing regular order within the form for clarity.
6. If the 'On/before Payment Date below' option is selected under the Date field, please ensure that the By Payment Date field is populated\*

## Adjustment Required Field

When instructing a unit to unit switch where the exact values for the given Dealing Day are still unknown, you must select a Fund to be used to balance the trades. Where this is the case, please tick the Adjustment Required field, state cash in the Basis field, switch in or out in the transaction type field and state the approximate cash value based on the last known unit price in the Amount field. LGIM will then adjust the value just ahead of the unit pricing process.

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Next available*	
Date cash settles at LGIM	/   /   (Example: 01-JAN-2024)
Total cash value	

If not completed we will default to the next available dealing point based on time of receipt.

Sub Section (3 digits)	Bench mark	Enhanced service	Transaction type	Fund Identifier	Fund name	Basis	Amount	Adjustment required*


Example

\*Please see notes on page 2 for details on how and when to use the Adjustment Required field.

Is this a regular order?	
Recurring Order Type	
Recurring Order Frequency	
Recurring Order Date	

Please use the Dealing Day above to confirm the start date

By Payment Date (calendar day of the month)	
End date (if required)	/   /   (Example: 01-JAN-2024)



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## Important Information

### Legal and General Assurance (Pensions Management) Limited

Legal and General Assurance (Pensions Management) Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Each fund is a unit linked life fund provided by Legal and General Assurance (Pensions Management) Limited. Further details (including relevant risk factors and fund specific risks) are available in the Description of Funds document, which can be obtained from your usual LGIM contact, or by visiting <https://fundcentres.lgim.com/uk/en/fund-centre/pmc/>