

## Template letters for investors to amend details

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### 1.1.1 Change of Address

**[To be placed on APPROPRIATE letter head, signed by authorised signatories, with original letter and authorised signatory list to be sent to Transfer Agency – Registration Department]**

**[DATE ]**

State Street Fund Services (Ireland) Limited  
Transfer Agency – Registration Department  
No 78 Sir John Rogerson’s Quay  
Dublin 2  
IRELAND

RE: Platinum World Portfolios plc  
Change of address for account [insert account number], [INSERT CLIENT NAME]

Dear Sirs

Please note due to a recent move our new *mailing or registered address* [please specify appropriate] has changed to

[Please insert new mailing or registered address here]

XXXXX  
XXXXX  
XXXXX  
XXXXX

[optional]

[Please note our telephone number and e-mail addresses have changed to [x].]

Please amend your records accordingly.

Yours sincerely

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorised Signatory

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorised Signatory

1.1.2 Add a Power of Attorney

**[To be placed on appropriate letter head, signed by authorised signatories, to be sent to Transfer Agency – Registration Department]**

**[DATE ]**

State Street Fund Services (Ireland) Limited  
Transfer Agency – Registration Department  
No 78 Sir John Rogerson’s Quay  
Dublin 2  
IRELAND

RE: Platinum World Portfolios plc (“**Company**”)  
Appointment of new authorised person for account [insert account number], **[INSERT CLIENT NAME]**

Dear Sir or Madam:

We hereby wish to advise you that **[INSERT NAME OF NEW AUTHORISED PERSON]** has authority to transact on our behalf.

The person(s) authorised to transact are hereby authorised to subscribe for, redeem, transfer, switch and exchange shares in the Company or any of its sub-funds on behalf of account [insert account number], **[insert CLIENT NAME]**.

Please find enclosed an original specimen signature of **[insert name of the new authorised person]**.

Yours faithfully

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Authorised Signatory

Authorised Signatory

**PLEASE NOTE WE WILL REQUIRE AN ORIGINAL AUTHORISED SIGNATURE LIST OF THOSE EMPOWERED TO ACT ON YOUR BEHALF IN ORDER TO VALIDATE SIGNATURES UPON RECEIPT OF INSTRUCTION**

1.1.3 Change of Name

**[To be placed on appropriate letter head, signed by authorised signatories, to be sent to Transfer Agency – Registration Department]**

**[DATE]**

State Street Fund Services (Ireland) Limited  
Transfer Agency – Registration Department  
No 78 Sir John Rogerson’s Quay  
Dublin 2  
IRELAND

RE: Platinum World Portfolios plc  
Letter confirming change of name for [Insert account number], **[INSERT EXISTING NAME OF REGISTERED ACCOUNT HOLDER]**

Dear Sir or Madam:

We hereby wish to confirm that **[INSERT EXISTING NAME]** has recently changed name to **[INSERT NEW NAME]**, effective from [xx/xx/20xx].

Please find enclosed a **certified true copy of the Certificate of incorporation on a Change of Name/Certified Extract from local Registry/Chamber of Commerce/Canton etc**, [please delete as appropriate]

Also included are the following

1. Certified true copy of our new authorised signatory list; and
2. Original bank details in our new name.

Yours faithfully

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorised Signatory

Title: \_\_\_\_\_

Authorised Signatory

1.1.4 Change of bank details

**[To be placed on appropriate letter head, signed by authorised signatories, to be sent to Transfer Agency – Registration Department]**

**[DATE ]**

State Street Fund Services (Ireland) Limited  
Transfer Agency – Registration Department  
No.78 Sir John Rogerson’s Quay  
Dublin 2  
IRELAND

RE: Platinum World Portfolios plc (“**Company**”)  
Change of Bank Account Details for Redemption and Distribution Payments  
**[Insert account number], [INSERT CLIENT NAME]**

Dear Sir or Madam:

We hereby wish to confirm our **USD/EUR/GBP** bank details have changed effective **xx/xx/xx** [indicate as appropriate]

**Bank Account Details for Redemption and Distribution Payments**

Please list the details of the account to which redemption proceeds, and/or distributions (if any) should be paid. Payments will only be made to a bank account held in the name of the registered Shareholder(s).

**No Third Party Payments will be made.**

Both IBANS & SWIFT (BIC) Codes should be quoted for all banks within the EU/EEA.

Amendments to Shareholders’ payment instructions will only be effected upon receipt of an original instruction which has been duly executed. In the case of joint accounts, instructions will only be made upon receipt of instruction duly signed by all account holders.

Neither the Company nor the Administrator will accept any responsibility for the bank account details provided. Payments made using these details will be at the Shareholder’s risk.

<b>Currency</b>	
<b>Correspondent Bank Name (if required)</b>	
<b>Correspondent Bank Address (if required)</b>	
<b>Correspondent Bank Sort Code/ SWIFT (BIC)/ ABA/Fedwire (If required)</b>	
<b>Beneficiary Bank Name</b>	
<b>Beneficiary Bank Address</b>	
<b>Beneficiary Bank Sort Code/ SWIFT (BIC)/ ABA/Fedwire</b>	

<b>Beneficiary Account Name</b>	
<b>Beneficiary Account Number (or IBAN)</b>	
<b>Payment Type (please select)</b>	MT202 <input type="checkbox"/> / MT103 <input type="checkbox"/>
<b>Reference (if applicable)</b>	
<b>For further credit account number &amp; name (if applicable)</b>	

Yours faithfully

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Authorised Signatory

Authorised Signatory