


Your invoice explained

This guide will help you understand the information shown on your invoice.



Mr Name Surname
Silverton Worldwide Holdings
PO Box 120730
Dubai

Invoice

Invoice No: 00000000274 **5**
Date: 05 October 2018 **4**

Silverton Worldwide Holdings
1 July 2018 - 30 September 2018 **7**

All prices are shown in US Dollars **2**

Goods / Services supplied	Cost per annum	Units	Total
Per Member Fee	70.00	5823	33,967.50
Plan Administration Fee	.350%		78,967.50
		Total	USD112,935.00

Total split by location **3**

No Location Code	USD1292.34	KWABB-Active	USD4908.95
AEAUT-Active	USD3520.64	KWABB-Terminated	USD105.97
AEFLC-Active	USD494.12	OMABB-Active	USD3634.86
AEFLC-Terminated	USD23.00	OMABB-Terminated	USD111.77
AEFZC-Active	USD546.43	QAABB-Active	USD4090.67
AEIND-Active	USD13136.39	SAACE-Active	USD11202.74
AEIND-Terminated	USD110.84	SAACE-Terminated	USD42.06
AEPS-Active	USD1933.63	SAARA-Active	USD10500.25
AETAD-Active	USD4161.42	SAARA-Terminated	USD198.96
AETAD-Retirement	USD13.56	SAAUT-Active	USD4269.60
BHARE-Active	USD1098.66	SAAUT-Terminated	USD19.45
BHARE-Terminated	USD45.62	SAELM-Active	USD6483.85
IQABB-Active	USD235.32	SAELM-Terminated	USD72.51
JONEA-Active	USD1052.05	SASEV-Active	USD1083.95
JONEA-Terminated	USD13.50		

Settlement of the amount due should be made within 7-14 days of receipt.

Please remit the exact invoice amount by telegraphic transfer including all charges, quoting the invoice number and scheme name to:

US Dollars To: HSBC Bank plc International Division, PO Box 181, 27-32 Poultry, London SWIFTcode: MIDLGB22, Sort Code: 40-05-15	In Favour of: Zurich International Life Limited, London. Account Number: 68770522 IBAN: GB72MIDL40051568770522	
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- 1** 'Units' refers to the number of members in the plan, multiplied by the number of months they are active in the plan, during the invoicing period.
- 2** Invoices are calculated and displayed in the plan currency.
- 3** If your plan uses location codes, your invoice will provide a breakdown of the amount due for each location.
- 4** Invoices are sent out by the fifteenth day of the month, in arrears, based on the invoice frequency your company has requested.
- 5** Please quote the invoice and plan number when sending the payment.
- 6** The 'Total' is calculated by multiplying the number of units by the cost per month. The cost per month is the Cost per annum divided by 12.
- 7** Refers to the period of time the invoice covers.

We expect payment within 7 to 14 days from receipt. Please ensure the payment covers any bank charges.

Please refer to your contractual documentation to confirm the terms that were agreed.

Deferred members

Percentage-based plan administration, member and trust fees are calculated on a monthly basis and added to the invoice for every month a member is active in the plan*.

If plan fees are to transfer to the member when they leave employment, it is very important that you provide us with the date they left employment as soon as possible. We are not able to backdate our calculations or retrospectively remove members from invoices once they have been produced.

* 'Active in the plan' means the member has an in-force policy with an account value.

Summary of charges

The table below provides a breakdown of each charge and how it is calculated. Please note our fees vary by product and by customer and not all will apply to your plan. Please refer to your contractual documentation to confirm the terms that were agreed.

Charge name	Services included	How it is calculated
Plan administration fee	<ul style="list-style-type: none"> Plan set up and implementation Contribution processing Relationship management services 	<ul style="list-style-type: none"> This is a percentage of the funds under management. If you have selected an invoice frequency of monthly then this is calculated on the last working day of the invoicing period. For invoices calculated on a quarterly, half yearly or annual basis, this is an accrued total based on the percentage of the funds under management on the last working day of each month within the invoicing period. <p>Or</p> <ul style="list-style-type: none"> This is a fixed amount each year, applicable until the plan terminates.
Member fee	Member servicing activities including: <ul style="list-style-type: none"> New plan member processing Benefit processing Member queries 	<ul style="list-style-type: none"> This is an amount agreed for each member in the plan, it is calculated on a monthly basis and is a pro-rated amount for every month the member is active in the plan.*
Trust fee	<ul style="list-style-type: none"> Trustee administration 	<ul style="list-style-type: none"> This is an amount agreed for each member in the plan. It is calculated on a monthly basis and is a pro-rated amount for every month the member is active in the plan.*

If you have any questions about the invoice or would like to change the invoice contact, please contact the Zurich Corporate HelpPoint team:

Telephone: +44 (0) 1624 691013 (or 0097143 63 4400 if dialing from the Middle East)

Email: corporate.pensions@zurich.com

Important information

Zurich International Life Limited is fully authorised under the Isle of Man Insurance Act 2008 and is regulated by the Isle of Man Financial Services Authority which ensures that the company has sound and professional management and provision has been made to protect planholders.

For life assurance companies authorised in the Isle of Man, the Isle of Man's Life Assurance (Compensation of Policyholders) Regulations 1991, ensure that in the event of a life assurance company being unable to meet its liabilities to its planholders, up to 90% of the liability to the protected planholders will be met.

The protection only applies to the solvency of Zurich International Life Limited and does not extend to protecting the value of the assets held within any unit-linked funds linked to your plan.

Zurich International Life Limited is not authorised to offer insurance products for sale in the United States.

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Zurich International Life Limited, Bahrain Branch, which is registered in Bahrain under Commercial Registration No. 17444 and is licensed as an Overseas Insurance Firm – Life Insurance by the Central Bank of Bahrain.
Branch offices: 27th Floor, Almoayyed Tower, Seef District, Kingdom of Bahrain.
Telephone +973 1756 3322.

Zurich International Life Limited, UAE Branch, which is registered (Registration No. 63) under UAE Federal Law Number 6 of 2007, and its activities in the UAE governed by such law.
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Zurich International Life Limited, Qatar Branch, which is authorised by the Qatar Financial Centre Regulatory Authority.
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Zurich International Life Limited provides life assurance, investment and protection products and is authorised by the Isle of Man Financial Services Authority.

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