

**Novation Agreement to Arrange a Bulk Transfer of Business (Network Member to Network Member)**

On behalf of (network name) \_\_\_\_\_  
I instruct Standard Life to transfer servicing and commission rights, plus any indemnity liability for (delete as appropriate) / all our member's agency codes / only agency codes \_\_\_\_\_ / the attached list of policies  
from (member name) \_\_\_\_\_  
a member of (network name) \_\_\_\_\_  
to (member name) \_\_\_\_\_  
a member of (network name) \_\_\_\_\_

Signature of Authorised Signatory \_\_\_\_\_

Name/Position of Authorised Signatory \_\_\_\_\_

***\*The following section should be completed by the Network if the business is to be transferred into a network code, or the Member if the business is to be transferred into a pre-network code:-***

On behalf of (intermediary/network name\*) \_\_\_\_\_  
I confirm to Standard Life that we accept the transfer of servicing and commission rights, plus any indemnity liability, as detailed above,  
from (member name) \_\_\_\_\_  
a member of (network name) \_\_\_\_\_  
to (member name) \_\_\_\_\_  
a member of (network name) \_\_\_\_\_

I confirm that the clients affected have been notified of the change.

Please transfer the business into agency code \_\_\_\_\_ / set up a new network agency code for the transfer\*\* / set up a new pre-network agency code for the transfer\*\* (delete as appropriate).

Signature of Authorised Signatory \_\_\_\_\_

Name/Position of Authorised Signatory \_\_\_\_\_

***\*\*If a new agency code is to be set up for the transfer, we will assume that the commission is to be paid as per your current arrangements unless you provide us with alternative bank details below:-***

Sort Code \_\_\_\_\_ Account No \_\_\_\_\_

Account Name \_\_\_\_\_