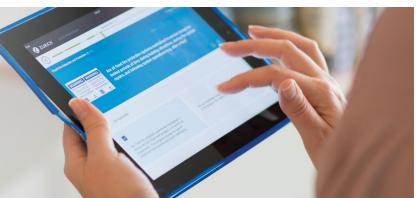


Downloading your commission statement

This document provides you with instructions on how to download your commission statement from the Zurich Life Protection Platform.

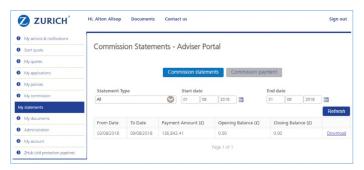


Step 1: Firm administrator logs on to the Zurich Life Protection Platform.

Please click here to log in.

Please note if you haven't set up a firm administrator for your firm you need to call the Agency & Remuneration team on **0800 151 3333**.

Step 2: Click on 'My statements' in the navigation options on the left hand side of the screen.

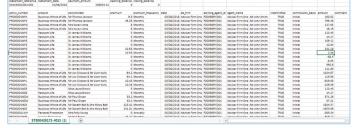


Step 3: Ensure the 'Commission statements' option is highlighted in blue, confirm your filter and click on the refresh button to get the results:

- Statement type:
 - Always select 'All'
- Start date from the date of the last statement
- End Date of the statement period

Step 4: Click on the download link for the statement you want to view.

The statement will download in Excel as a comma separated value file:



Notes

Appointed Representative firms will not get their own commission statements, they are produced at the highest level of the firm set up hierarchy. Networks with multiple trading styles/panel structure will need to register as an administrator under each trading style/panel structure and download commission statements for each one.

Commission statements will reflect what is paid out to the firm. There are minimum payment levels for commission; payments are only made when the following minimum commission levels are met: £250 for weekly frequency and £50 for monthly frequency. Payments are only made when the commission to be paid attains or exceeds these levels. This is explained in more detail in the Commission Guide.

Commission statements are generated on the morning of the day that the statement is due. This will reconcile with the payment made on this date (reflecting commission earned to the preceding day).

For intermediary use only – not for use with your clients.

Zurich Assurance Ltd.

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