




# Regular payment instruction

In this form, Aegon means Cofunds Limited.

Use this form to set up a new regular payment or to amend or cancel an existing regular payment for either an Aegon ISA or an Aegon General Investment Account (GIA).

You must have been provided with an illustration and key documents before completing this form. If you haven't, we won't be able to process your request. Please contact us on 0345 604 4001 to request an illustration, Aegon ISA key features, and Key Investor Information Document or a Key Information Document for each fund you're investing in.

**Please complete this form in BLOCK CAPITALS and in ballpoint pen and return it to ISA Ltd, 16 High Street, Kegworth, Derby, DE74 2DA**

Whenever you see this icon , you may have to send us additional information.

## 1. Customer details

Illustration Number

Product Number

1.1 Mr / Mrs / Miss / Ms / Other – please specify


Full forename(s)

Surname

Date of birth

1.2 For tax purposes, are you resident anywhere other than the UK?

No

Yes – please download and complete the Individual self-certification form on our website and attach to this form. 

1.3 Did you receive advice in respect of the instructions in this form?

Yes  No

For Aegon GIA only

Company name (if applicable)

Scheme name (if applicable)

Designation (if applicable)

## 2. Regular payment

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This section lets you tell us the new monthly regular payment amount you want to pay. The new regular payment amount you select will replace any previous instruction and is the new amount we'll collect from the start date you choose below. If you need to set up a new Direct Debit, please download a Direct Debit instruction from the Aegon website.

### 2.1 I want to:

- Start a regular payment
- Change an existing regular payment
- Cancel an existing regular payment

Please invest my new regular payment amount as follows:

- Using my existing investment strategy
- In-line with my new investment strategy as set out in section 3.

### Regular payment details

Amount

Do you want to increase your regular payments each year?

- Yes – by the Retail Prices Index.
- Yes – by a fixed amount of 1% to 5%
- No

Start date

**We must receive this form 17 working days before your chosen date, otherwise your first collection will be the month after.**

### 2.2 Occasionally we might need to know where your funds have come from. Your source of wealth is how you got the money to invest, for example from regular savings from your salary, selling a property or an inheritance payment. Your source of funds is the details of the bank account that your money to invest comes from.

Source of wealth

Source of funds

### 3. Investment strategy for regular payments

This table lets you detail a new investment strategy for your regular payments.

The investments should match the illustration you received from us, if they don't, we won't be able to process your request. If you wish to choose different investments, please contact us for a new illustration.

| Full investment manager name, investment name and share class | Sedol code<br>(this is shown in<br>your Key Investor<br>Information<br>Documents<br>(KIIDs)) | % to be<br>invested |
|---|--|---------------------|
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
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|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
|   |  | %                   |
| Product cash facility   | n/a  | %                   |
| <b>Total amount</b>   | n/a  | <b>100%</b>         |

If you need to add additional funds, please provide the information on a separate sheet of paper in the format above, sign and date it and attach it to this form.

## 4. Investment income options

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If you have selected income generating investments, this section lets you choose how any income distributions paid from those investments should be dealt with when we receive them from the investment provider. We'll apply your selection to all income generating investments you hold within the product detailed in section 1.

If you wish to take consolidated natural income and you're currently taking regular withdrawals, please select 'consolidated natural income' below and we'll cancel your existing regular withdrawals.

- Reinvest in fund (default)** – reinvest any income received back into the same fund.
- Leave in cash** – pay any income into the product cash facility.
- Consolidated natural income** – pay any income received to your nominated bank account as a monthly payment. (Complete section 5 to nominate a bank account)

If your instruction relates to an Aegon ISA and you've chosen consolidated natural income, this will count as a withdrawal from your Aegon ISA. If your instruction relates to your Aegon ISA, please note that the flexible ISA subscription rules introduced on 6 April 2016 don't apply to the Aegon ISA. This means if you make a withdrawal from this ISA you won't be able to replace it without it counting against your annual ISA allowance.

## 5. Bank details for payments out of investment income

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Please provide details of the bank/building society account your consolidated natural income is to be paid into. Payments can only be made to a personal account in your name.

If this is the first payment to your nominated bank account, you may need to give us a certified copy of your bank statement and driving licence (as proof of signature). We'll contact you if we need this.

Rather than send us an original document, send us a certified copy, please see the 'Who can certify a document and how do they do it?' FAQ on our website for how to do this.

Name of Bank/Building society

Bank/Building Society account number

Account name

Building Society roll number (if applicable)

Branch sort code

Payments to building society accounts may take up to 10 days longer than payments to bank accounts.

## 6. Intermediary details (for intermediary use only)

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Intermediary name

Firm name

If you'd like to take an ad hoc adviser charge for this transaction, or amend your client's ongoing adviser charge or service charge, use your Aegon Platform account.

## 7. Customer declaration

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In this declaration:

'I', 'you', 'your' or 'my' refers to you, the Customer set out in section 1,

'Aegon' refers to Cofunds Limited,

'Manage regular payments' means starting to make, increasing or stopping regular payments on the product, and

'Product' refers to an Aegon ISA or Aegon GIA, as applicable.

### General declaration

Aegon relies on the information contained in the following documents as they form the basis of you managing regular payments on your product:

- the application,
- these declarations and any other declarations made when applying to make regular payments to your product, and
- the Aegon Platform terms and conditions.

I confirm that I have had the opportunity to read these documents carefully along with the key features document, my personal illustration (if applicable), key investor information document(s) and the declarations in this application, before completing this form.

I confirm that I am habitually resident in the United Kingdom.

I accept that Aegon has not and will not assess my suitability for managing regular payments on my product or any investment decisions I make. This means that I will not benefit from the protection of the Financial Conduct Authority's rules on assessing suitability. If I have any doubts about the suitability of managing regular payments on my product, I should speak to an intermediary.

### I declare that:

I apply to manage regular payments on my product from the start date as set out in this form.

I am 18 years of age or over.

I agree to the Aegon ISA or Aegon GIA terms and conditions, as applicable.

I agree that any direct debit instructions in the application will continue into subsequent tax years until I tell Aegon to stop taking payments.

The information supplied in this application, and any supplementary forms related to it, including transactional data, is correct and complete to the best of my knowledge and belief. I am aware that it is a serious offence to knowingly provide false or misleading information on the application.

And confirm that, if I have not received face to face advice from an appointed intermediary in connection with this application, I have received and had the opportunity to read the key features document, illustration, Key Investor Information Document(s) and terms and conditions that are relevant to this application.

Where regulations allow, I nominate my appointed intermediary to receive correspondence in relation to my investments. This instruction will remain in force unless my appointed intermediary has informed Aegon that they wish for this correspondence to be sent directly to me, or I no longer have an appointed intermediary to whom Aegon can send these.

The regular payments into my product will be placed in the cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given by me or my appointed intermediary.

Where I have selected consolidated natural income in section 4 and are currently taking regular withdrawals from my Aegon GIA or Aegon ISA, as appropriate, I instruct Aegon to cancel the regular withdrawals.

### Where the request is in respect of an Aegon ISA, I declare that:

Where my Aegon ISA is not capable of accepting regular payments, I apply to subscribe for a stocks and shares ISA for the tax year 2018/2019 and each successive year until further notice.

All subscriptions made, and to be made, to the Aegon ISA belong to me.

Except where allowed by legislation, I have not subscribed/made payments, and will not subscribe/make a payment more than the overall subscription limit in total to any combination of permitted ISA types in the same tax year.

Except where allowed by legislation, I have not subscribed, and will not subscribe, to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA.

I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties, which by virtue of Section 28 of Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in civil partnership with, a person who performs such duties. I will inform Aegon if I cease to be so resident or to perform such duties or be married to, or in civil partnership with, a person who performs such duties.

## 7. Customer declaration – continued

Where the request is in respect of the Aegon GIA, I declare that:

I have or will provide details through self-certification of all countries in which I am resident for tax purposes. If I do not provide these details, I will be reportable to HM Revenue & Customs (HMRC) as undocumented.

Where required to under UK law, Aegon can share information about me and my Aegon GIA to HMRC, who will then share this information with tax authorities in the relevant countries and territories.

**I authorise Aegon to:**

Hold my cash subscriptions, investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.

Make on my behalf any claims to relief from tax in respect of any of my ISA investments.

Accept investment and disinvestment instructions from my appointed intermediary where I have appointed one in relation to my product.

Disclose details of my product to my appointed intermediary, and to accept instructions from my appointed intermediary with regard to all aspects of the running my product.

Pay any charge(s) specified by me to my appointed intermediary on my behalf from my product. I agree that the amount of the charge(s) reflects the terms of the agreement I have entered into with my appointed intermediary. If I disagree with the charge(s) then I must advise my appointed intermediary of this.

Print name

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Capacity

Primary holder signature customer

Print name

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Capacity

Second holder signature

Print name

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Capacity

Third holder signature

Print name

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Capacity

Fourth holder signature

