# Switch instruction form

If your personal circumstances mean you need any additional support, or if you'd like a large print, braille or audio CD version of this document, please call 0345 604 4001 (call charges will vary) or visit **aegon.co.uk/support**

In this form, 'I', 'me', 'you', 'your' or 'my' refers to you, the customer named in section 1, and 'Aegon', 'we' or 'our' refers to: Cofunds Limited, where your request relates to an Aegon General Investment Account (GIA) or an Aegon ISA, or Scottish Equitable plc, where your request relates to an Aegon SIPP.

Use this form to switch investments that you currently hold with Aegon.

If you want to switch investments within more than one product please complete a separate form for each product.

**Before completing this form**
You must have been provided with an illustration and key documents before completing this form. If you haven't, we can't process your request. Please go to **aegon.co.uk/support** to download the form '**Illustration request – Aegon GIA and Aegon ISA**' or call us on 0345 604 4007 if you need an illustration for an Aegon SIPP. Along with the illustration, we'll send you the Aegon Platform terms and conditions, and where the product is an Aegon SIPP, the additional Aegon SIPP terms and conditions, product key features document and Key Investor Information Document or a Key Information Document for each fund you're investing in.

Please send the completed form by post to: Individual Savings Accounts Ltd, 16 High Street, Kegworth,Derbyshire, DE74 2DA.

Our email system and the way we deal with data internally is secure. However, we're unable to ensure the security of emails before they reach us. Please consider this when sending us sensitive information.

If you have access to our online services, you may be able to log in and complete your action securely.

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

Illustration number

## 1. Customer details

Product number

8

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

Full forename(s)

Surname

Date of birth

**For Aegon GIA only**

Company name (if applicable)

Scheme name (if applicable)

Designation (if applicable)

Was advice given for this application?

☐ Yes ☐ No

☐ Tick this box to confirm that you've had the opportunity to read the product key features, terms and conditions and fund specific information and/or Key Investor Information Documents (KIIDs) relating to your investment.

## 2. Switching details

2.1 **Switch out** (funds to be sold)

Please tell us in this section the investments you would like to sell from your product detailed in section 1.

| Full investment manager name, investment name and share class | Sedol code (this is shown in your KIIDs) | Amount to be sold (only choose one option) | | |
|---|---|---|---|---|
| | | All | Cash amount | Whole number of units |
| | | ☐ | £ | |
| | | ☐ | £ | |
| | | ☐ | £ | |
| | | ☐ | £ | |
| | | ☐ | £ | |
| | | ☐ | £ | |
| | | ☐ | £ | |
| Product cash facility | n/a | ☐ | £ | |
| **Total amount** | n/a | n/a | | |

2.2 **Switch in** (funds to be bought)

The investment choices you make can be applied to all future single payments and transfers in this product.

Use the investment choices below as my new default investment selection for all future single payments and transfers in this product. ☐

| Full investment manager name, investment name and share class | Sedol code (this is shown in your KIIDs) | Percentage |
|---|---|---|
| | | % |
| | | % |
| | | % |
| | | % |

## 2. Switching details – (continued)

| | | |
|---|---|---|
| | | % |
| | | % |
| | | % |
| Product cash facility | n/a | % |
| Total amount | n/a | % |

If you're currently making regular payments into this product these will continue to be invested in line with your current investment instructions for regular payments. If you want to change how they are invested, please complete the relevant regular payments amendment form available from the Aegon website.

If you need more room to list additional investments please provide the information on a separate sheet of paper in the format above, sign and date it and attach it to this form. Any missing information may result in a delay to your switch.

I've included a separate list of investments with this form ☐

## 3. Investment income options

If you have selected income generating investments in section 2, 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.

Please tick one of the following options:

☐ Reinvest in fund (default) – reinvest any income received back into the same investment.

☐ Leave in cash – pay any income into the product's cash facility.

☐ Consolidated natural income (this option is not available for an Aegon SIPP) – pay any income received to your nominated bank account as a monthly payment. (Complete section 4 to nominate a bank account)

If you've chosen 'consolidated natural income', this will count as a withdrawal from your Aegon ISA.

Consolidated Natural Income will only be paid for a month if the amount to be paid is £2.50 or more, otherwise the money will be held until further distributions are received that takes the payment due above £2.50 and will be paid at the next monthly payment due date.

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.

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

Please provide details of the bank/building society account your consolidated natural income is to be paid to.

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.

Name of Bank/Building society

Branch sort code

☐☐–☐☐–☐☐

Bank/Building account number

Building society roll number (if applicable)

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

Account name

## 5. How we'll carry out your linked switch instruction

When we receive your linked switch instruction to sell one or more investments and use the sale proceeds to purchase other investments within your product detailed in section 1, we'll:

**Initiate your sale instruction** – we'll do this, when we receive your clear and fully complete switch instruction, in line with our usual provisions for carrying out sale instructions as described in the Aegon Platform terms and conditions.

**Initiate your purchase instruction** – we'll do this when we receive confirmation of the sale price(s) from all of the investment providers in respect of the associated sale transaction(s). We will not wait for the cleared sale fund proceeds to be received into the cash facility of your product in order to proceed with the purchase transaction. If there is available cash in the cash facility to settle the purchase transactions, this cash will be used first. We will only pre-fund the purchase transactions where there is not enough cash in the cash facility to pay for the purchase in full (and then only to the extent needed to fund the shortfall between the available cash and the cost of the purchase transactions). Where we do not offer pre-funded switching, we'll do this when we receive settlement of all of the associated sale transaction(s).

**Notify you** in the event that we don't subsequently receive sale proceeds from any investment provider in relation to the switch within 14 days of the sale transaction. You can then choose how you want to pay for the shortfall in the cost to purchase your chosen investments.

Once a linked switch instruction is submitted, it's irrevocable and cannot be cancelled.

If you switch your investments, any rebalancing instructions in place will cease to apply.

## 6. Customer declaration

6.1 I instruct Aegon to carry out a switch of investments in accordance with this linked switch instruction and the Aegon Platform terms and conditions for the product described in section 1.

6.2 I declare that I have read the Key Investor Information Document(s) relating to the funds I would like to invest in (and the declarations in this form), before completing this switch instruction.

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

6.4 You should sign and date this form  When you sign the form, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Date

Capacity

Print name

Primary account holder signature

✗

Date

Capacity

Print name

Second account holder

✗

Date

Capacity

Print name

Third account holder signature

✗

Date

Capacity

Print name

Fourth account holder signature

✗



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