

Change to product details

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, 'Aegon' means one of the following:

- Cofunds Limited where you're completing this form for an Aegon General Investment Account (GIA) or an Aegon Individual Savings Account (ISA).
- Scottish Equitable plc where you're completing this form for an Aegon Self-invested Personal Pension (SIPP).

This form lets you change the product details for your Aegon SIPP, Aegon ISA or Aegon GIA held on the Aegon Platform or held as part of another provider's product. It can't be used to make any changes to an Aegon Retirement Choices account. To change your personal details, please complete the **Change of customer details form**.

You should complete separate forms for each product you want to update.

Please complete section 1, 7 and the section(s) that apply to you.

Section 2 – choose how income distributions from income generating funds, if you hold any, are dealt with on receipt in your account.

Section 3 – start, change or cancel a regular withdrawal instruction for your Aegon ISA and Aegon GIA only.

Section 4 – provide bank account details for payment of any consolidated natural income or withdrawals for your Aegon ISA and Aegon GIA only.

Section 5 – tell us what investments to sell if we need to automatically top up the cash in your cash facility to cover charges or withdrawals.

Section 6 – redirect charges from your product detailed in section 1 to your Aegon GIA.

Please complete this form by signing in the boxes, including the signature box(es)

Please send the completed form by post to:

Individual Savings Accounts Ltd, 16 High Street, Kegworth, Derbyshire, DE74 2DA

1. Product details

What product number should we apply the changes to?

Product number

8							
---	--	--	--	--	--	--	--

Date of birth

--	--	--	--

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

Did you receive advice for this application?

☐ Yes ☐ No

Full forename(s)

[illegible]

For Aegon GIA only

Company name (if applicable)

Surname

[illegible]

Scheme name (if applicable)

Designation (if applicable)

2. Investment income distribution options

If you have 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.

- For any income units/shares you hold and if you don't tick one of the boxes below, we'll apply your existing income option.
- If you wish to take consolidated natural income and you're currently taking regular withdrawals, you should cancel your regular withdrawal instruction by ticking box c in section 3.

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

Please tick one of the following options. If you have an Aegon SIPP you can choose between option **a** and option **b** only. If you have an Aegon GIA or ISA, you can choose from all three options.

- ☐ a Retain in fund (default) – reinvest any income back into the same fund.
- ☐ b Leave in cash – pay any income into the cash facility.
- ☐ c Consolidated natural income – pay any income received to your nominated bank account as a monthly payment, but only if income is received from investments. Complete section 4 to nominate a bank account.

3. Regular withdrawals

This section applies to Aegon ISA and Aegon GIA products only and lets you start, change or cancel regular withdrawal instructions from the cash facility of the product you have chosen in section 1.

If you don't have enough cash in the relevant cash facility we may have to sell some of your holdings, if you have any, to cover any withdrawals due. If we have to sell investments from your Aegon GIA this could create a capital gains tax liability, depending on your personal circumstances. Please see your Key features and the Aegon Platform terms and conditions for details.

If you have chosen consolidated natural income in section 2 and you are currently taking regular withdrawals from the product this instruction applies to, you should cancel your regular withdrawal instruction by ticking box c below.

I want to:

- ☐ **a** Start a regular withdrawal.
- ☐ **b** Change an existing regular withdrawal.
- ☐ **c** Stop regular withdrawals.

If you have selected **a** or **b**, please provide the following details:

Starting or changing a regular withdrawal details – new details

Regular amount

£

We'll pay this amount every month, quarter, half-year or year as selected in the withdrawal frequency section opposite.

Do you want your regular withdrawal to increase each year?

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

%

or

Percentage of product value

%

Percentages are calculated as a monetary amount based on the product value when the withdrawal is processed.

For example, if you select to receive withdrawals of 10% on a monthly basis, we'll calculate 10% of your product value each month and then divide this by twelve. This means that your monthly withdrawal amounts will vary.

Withdrawal frequency

- ☐ Monthly ☐ Quarterly
- ☐ Half yearly ☐ Yearly

Payment day

- ☐ 9th ☐ 18th ☐ 27th

Your withdrawal will be paid out of your product on the day selected and will take approximately three additional business days to clear into your chosen account.

Start date

Please choose the month in which you want to make your first withdrawal.

If we receive this form within ten working days of the requested start date, we'll start withdrawals from the following month.

4. Bank details for withdrawals or payments out of investment income

This section applies to Aegon GIA and Aegon ISA products only. Please provide details of the bank/building society account your consolidated natural income or withdrawals are 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, a certified copy of your bank statement may be required. A certified copy of your driving licence may also be required as proof of signature. We'll contact you if we need this.

For information on who can certify a document and how they do it, log on to your dashboard and search our FAQs.

Name of bank/building society

Account number

Account name

Building society roll number (if applicable)

Branch sort code

5. Cash facility top-up instruction

This section lets you tell us what investments we should sell if we need to automatically top up the cash in your cash facility to cover charges or regular withdrawals, where applicable.

You can set up a new instruction, or change an existing instruction, in this section.

If you don't select an option below, we automatically use the largest value investment available – you don't need to tell us to do this. Please tell us if you want to either:

☐ Nominate an existing fund to sell from
Nominated fund name

Sedol code (this is shown in your Key
Investor Information Documents (KIID))

☐ Change from a nominated fund to the
largest value investment available.

6. Redirect charges

This section lets you redirect charges due from your product detailed in section 1 and have them paid instead from your Aegon GIA.

If you would like to set up a Direct Debit for these charges please speak to your financial adviser.

Product name

Aegon General Investment Account

Aegon GIA product number (this is the Aegon GIA charges are to be directed to)

8

If you don't have enough cash in your Aegon GIA's cash facility to pay a charge when due we may have to sell some of your Aegon GIA holdings if you have any. If we have to sell investments this could create a capital gains tax liability, depending on your personal circumstances.

If you don't have enough in your Aegon GIA product, cash and investments, to pay a re-directed charge we'll direct the charge back to the product it was due under and deduct it from that product.

Please see your Key features and the Aegon Platform terms and conditions for details.

7. Declaration

In this declaration:

'I' or 'my' refers to you, the product or primary holder named in section 1, and 'we' or 'us' refers to all holders, as named in section 7, of an Aegon GIA, and 'Aegon' means either:

- Cofunds Limited where your request is in respect of an Aegon GIA or an Aegon ISA.
- Scottish Equitable plc where your request is in respect of an Aegon SIPP.

An Aegon GIA includes where it has been opened through a product taken out with another provider, that is; a Cofunds Pension Account, a Suffolk Life SIPP, a Legal and General Portfolio Plus SIPP or Pension, an AJ Bell Investcentre SIPP, a Canada Life International Assurance (Ireland) International Portfolio Bond or a Canada Life International Portfolio Account.

I/We authorise Aegon to carry out the instructions as set out by me/us in this form.

I/We declare that:

The information supplied in this form is true and complete to the best of my/our knowledge and belief.

I/We have had the opportunity to read the Aegon Platform terms and conditions, the additional Aegon SIPP terms and conditions (where applicable), and conditions that may apply to the actions I/we want to take, and have discussed this my/our financial adviser if I/we have one.

Where I/we have completed section 2c, and are currently taking regular withdrawals from the product, I/we have completed section 3c to cancel the regular withdrawals.

Where I/we have completed section 3a or 3b, if the amount available in the product's cash facility does not meet the amount of the regular withdrawal requested, I am/we are aware that Aegon will sell the largest value investment to cover any shortfall, unless I/we have instructed otherwise.

Where I/we have completed section 6, the Aegon GIA detailed in that section and the product detailed in section 1 are associated under the same service profile.

Where this request relates to an Aegon GIA, I/we are aware that there may be a Capital Gains Tax liability where any investments are sold to pay the requested withdrawal amount in section 3, or redirect charges in section 6.

You should sign and date this form in the signature box below.

When you sign the form you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Customer

Aegon ISA holder and Aegon GIA primary holder.
Date

Print name

Signature

X

X

All joint Aegon GIA holders must sign

Additional joint holder one

Date

Print name

Signature

X

X

7. Declaration – continued

Additional joint holder two

Date

Print name

Signature

Additional joint holder three

Date

Print name

Signature

For companies only

This section should only be completed by companies.

Date

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Primary holder signature

Date

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Second holder signature

Date

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Third holder signature

Date

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Fourth holder signature

In line with current Money Laundering regulations and to help prevent fraud and keep customer accounts safe, we're required to review our records and verify the identity of the controlling persons.

As of 1/3/22 to process a withdrawal instruction, we need to have received and reviewed all Trust Deed(s) along with the following information for the trustees, named beneficiaries and the settlor(s) (name, date of birth, residential address, nationality and percentage entitlement*) *for beneficiary(ies) only.

If you have a corporate or trust account, please review the guidance at the following link to see what documents and/or information may be required to support your withdrawal cofunds.aegon.co.uk/content/dam/common/documents/gia-companies-trustees-guide.pdf

8. Adviser details (for adviser use only)

Adviser name

Firm name

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

9. Adviser declaration

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form.

By signing this form, by typing your name in the box below, you make the following additional declarations:

You declare that:

- To the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.
- You have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instructions.

- You have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.
- You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date

Adviser's signature

X

X

