

# Aegon ISA top up form

In this form, Aegon means Cofunds Limited.

Use this form to top up your existing Aegon ISA. The overall ISA allowance is £20,000 for the 2018/2019 tax year.

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 and any additional information to:  
Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

Whenever you see this icon , you may have to send us additional material with this form.

Illustration number

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## 1. Customer details

1.1 Product number

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

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Full forename(s)

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Surname

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Date of birth

D	D	M	M	Y	Y	Y	Y
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Did you get advice before completing this form?

Yes  No

1.2 Please tell us:

National Insurance Number

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You should be able to find your NI number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP, or a pension order book.

I don't have a National Insurance Number

Permanent residential address

Postcode

## 2. Top-up details

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2.1 I will be subscribing into my Aegon ISA by:

<input type="checkbox"/> Cheque	Amount	<input type="text" value="£"/>
<input type="checkbox"/> Bank transfer	Amount	<input type="text" value="£"/>

For a Bank transfer you can find our bank details along with your illustration.

2.2 Important note: Please ensure for both bank transfers and cheques you give your Aegon ISA product number, or your surname and date of birth as the reference when you make the payment to ensure we can tie it up with your account.

Cheques must be made payable to Cofunds Limited. For a Building Society cheque or banker's draft your name must appear on the front of the cheque, or on the back of the cheque accompanied by the Building Society's or Bank's official stamp and signature.

We might need to know where the money you are investing has come from. If we do, we'll contact you to ask you where the money has come from and for documentary evidence of this.

### 3. Investment details

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In this section, you need to tell us how you'd like to invest the top up into your Aegon ISA.

Use my existing investment strategy.

Invest as set out in the table below.

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 (this is shown in your Key Investor Information Document (KIIDs))	% to be invested
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
Aegon ISA 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 ☒.

The investment choices you make can be applied to all future investment choices in this product.

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

### 4. Investment Income options

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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 or change any existing instruction you have given us. We'll apply your selection to all income generating investments you hold within the Aegon ISA.

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 your Aegon ISA you won't be able to replace it without it counting against your annual ISA allowance for the current tax year.

## 4. Investment Income options – continued

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As you have an existing Aegon ISA with us:

- We'll apply your existing income option, for any income units/shares you currently hold with us.
- 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 fund investment.
- Leave in cash** – pay any income into the Aegon ISA 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 you choose 'consolidated natural income', this will count as a withdrawal from your Aegon ISA.

## 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 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

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Bank/Building account number

Building society roll number (if applicable)

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

Account name

## 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 named in section 1 and 'Aegon' refers to Cofunds Limited.

It's important that you read the following declarations before proceeding with making a top up to your Aegon ISA. It's your responsibility to ensure that any payments you make to your Aegon ISA are within the ISA yearly subscription limits set by HM Revenue & Customs.

### General Declaration

7.1 Aegon relies on the information contained in the following documents as they form the basis of you making a top up your Aegon ISA:

1. the application,
2. these declarations and any other declarations made when applying to make a top up to your Aegon ISA,
3. the contract note (where applicable), and
4. the Aegon Platform terms and conditions.

I confirm that I have had the opportunity to read these documents carefully (other than the contract note in relation to making the top up which will be given to me in accordance with the Aegon Platform terms and conditions), along with the key features document, my personal illustration, key investor information documents and the declarations in this application before completing this application process.

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

7.3 I accept that the information and documents I have been provided with should not be taken as advice or a recommendation from Aegon.

7.4 I accept that Aegon has not and will not assess

my suitability for making a top up to my Aegon ISA or any investment decisions I make. This means 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 making a top up to my Aegon ISA, I should speak to an intermediary.

### I declare that:

- 7.5 I apply to make a top up to my Aegon ISA.
- 7.6 Where my Aegon ISA is not capable of accepting a top up, I apply to subscribe for a stocks and shares ISA for the tax year 2018/2019 and each successive year until further notice.
- 7.7 All subscriptions made, and to be made, to the Aegon ISA belong to me.
- 7.8 I am 18 years of age or over.
- 7.9 Except where allowed by legislation, I have not subscribed/made payments to, 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.
- 7.10 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.
- 7.11 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 perform such duties or be married to, or in civil partnership with, a person who performs such duties.

## 7. Customer declaration – continued

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- 7.12 I agree to the Aegon ISA terms and conditions.
- 7.13 Where I have selected consolidated natural income in section 4 and I am currently taking regular withdrawals from my Aegon ISA, as appropriate, I instruct Aegon to cancel the regular withdrawals.
- 7.14 The information supplied in the application, and supplementary forms related to it, including transactional data, is true and complete to the best of my knowledge and belief. I am aware that it is a serious offence knowingly to provide false or misleading information on the application.
- 7.15 The top up into my Aegon ISA will be placed in the cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given by me in section 2, or my intermediary where I appointed one in relation to my Aegon ISA.
- 7.16 This application has been completed to the best of my knowledge and belief.

### I authorise Aegon to:

- 7.17 Hold my cash, subscriptions, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- 7.18 Make on my behalf any claims to relief from tax in respect of any of my investments.
- 7.19 Accept investment and disinvestment instructions from my intermediary where I have appointed one in relation to my Aegon ISA.
- 7.20 Disclose details of my Aegon ISA to my appointed intermediary, and to accept instructions from my appointed intermediary with regard to all aspects of the running of the Aegon ISA.

Date

D	D	M	M	Y	Y	Y	Y
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Print name

Signature

