



Aegon General Investment Account top up form for corporate and trusts

In this form, Aegon means Cofunds Limited. Use this form to top up an existing 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 (call charges will vary) to request an illustration, Aegon GIA key features, and Key Investor Information Document or a Key Information Document for each fund you're investing in. Call charges will vary.

If you're completing this form electronically, please type in the box(es), including your name in the signature box and email it to: aegoncofundadministration@aegon.co.uk

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 so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured.

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

You can also complete this form in black ink and post it to: Aegon Cofunds Administration, Sunderland, SR43 4DN.

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

1. Customer details

Illustration number

If you don't provide your illustration number, it may lead to your application being rejected.

1.1 Product number

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

Full forename(s)

Surname

Company name (if applicable)

Scheme name (if applicable)

Designation (if applicable)

Date of birth

Source of funds

Please tell us where the initial investment will be made from.

1.2 Joint holders

Please complete for each joint holder (if applicable).

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

Full forename(s)

1. Customer details – continued

Surname

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

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

Full forename(s)

Full forename(s)

Surname

Surname

Source of wealth

Please detail where the investment is being made from (e.g. capital reserve, retained profit)

2. Top-up details

I will be subscribing into my Aegon GIA by:

Cheque

Amount

Bank transfer

Amount

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

Important note: Please ensure for both bank transfers and cheques you give your Aegon product number 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

In this section, you need to tell us how you'd like to invest your money into your Aegon GIA.

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 this request. If you wish to choose different investments, please contact us for a new illustration.

Full investment manger name, fund name and share class	SEDOL code	% to be invested
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
Aegon GIA cash facility	n/a	%
Total amount	n/a	100%

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

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 Aegon GIA.

If you wish to take consolidated natural income and you're currently taking regular withdrawals, please select 'consolidated natural income' 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.

Leave in cash – pay any income into the GIA cash facility.

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 5 to nominate a bank account). Please note, this option is not available if you're applying for a top up on behalf of a pension scheme.

5. Bank details for payments out of investments

Please provide details of the bank/building society account your consolidated natural income, or regular withdrawals are 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. 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

Account name

Branch sort code

Bank/building society 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.

6. Adviser details (for adviser use only)

Adviser 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. Please detail any adviser or service charges below.

6.1 Initial adviser charge

This section must be completed if you want to take adviser charges. If any charge chosen in this section is to be subject to Value Added Tax (VAT), we'll add VAT to the selected 'Amount', or where 'Percentage' is selected, we'll calculate the charge amount and then add the VAT to it. This applies to section 6.1.1 and 6.1.2

6.1.1 Initial adviser charge on the single payment

Enter the amount of percentage to be deducted. Tick one box only.

Amount

Percentage of the lump sum payment

Is this subject to VAT?

Yes

No

6. Adviser details (for adviser use only) – continued

6.1.2 Ongoing adviser charge

Use this section to set up a monthly ongoing adviser charge. Is this charge to be linked to a charge model?

Yes

No

If yes - please confirm Model name

If no - Ongoing adviser charge

£ pa

%pa

Is this subject to VAT?

Yes

No

6.2 Service charge

This section lets you agree and set up a monthly service charge model to your client's Aegon GIA to pay you a service charge.

Service charge model name

7. Customer declaration

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.

7.1 General declaration

I acknowledge that Aegon relies on the information contained in the following documents as they form the basis of me making a top up to my Aegon GIA:

- The application
- These declarations and any other declarations made when applying to make a top up to your Aegon GIA
 - The contract note (where applicable)
 - 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 have had the opportunity to read the Aegon UK Retail Order Execution Policy and I agree to its terms.
- 7.3 I confirm that I am habitually resident in the United Kingdom.
- 7.4 I accept that Aegon has not and will not assess my suitability for making a top up to my Aegon GIA 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 GIA, I should speak to a financial adviser.

I declare that:

- 7.5 I apply for the Aegon GIA and services outlined in the application and agree to be bound by the Aegon Platform terms and conditions.
- 7.6 I am over 18 years of age.
- 7.7 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.
- 7.8 And confirm that, if I have not received face to face advice from an appointed adviser 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.
- 7.9 Where regulations allow, I nominate my appointed adviser to receive correspondence in relation to my investments. This instruction will remain in force unless my appointed adviser has informed Aegon that they wish for this correspondence to be sent directly to me, or I no longer have an appointed adviser to whom Aegon can send these.
- 7.10 Any payment into the Aegon GIA, including contributions and transfers, will be placed in the cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given by me or their appointed adviser.
- 7.11 Where I am applying for an Aegon GIA through self-certification, I will provide details 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.
- 7.12 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.

7. Customer declaration – continued

7.13 Where I have requested Aegon to pay regular withdrawals from my Aegon GIA, if the sum total of the amount in the product’s cash facility and the amount realised by this instruction does not meet the amount of the regular withdrawal request, I am aware that Aegon will sell the largest value investment to cover any shortfall.

I authorise Aegon to:

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

7.15 Arrange any transfer of an existing GIA held with a different provider to my Aegon GIA, as and when I request that Aegon do so.

7.16 Obtain details from my existing GIA provider(s) and authorise the giving of any such details to Aegon.

7.17 Accept investment and disinvestment instructions from my appointed adviser and to accept instructions from my appointed adviser with regard to all aspects of the running of the Aegon GIA.

7.18 Make any payments specified by me to my appointed adviser on my behalf from my Aegon GIA. I agree that these payments reflect the terms of the agreement I have entered into with my appointed adviser. The contract note will confirm the actual amount of the payment that is deducted and paid to my appointed adviser. If I disagree with the payment then I must advise my appointed adviser of this.

7.19 You should sign and date this form by typing your full name in the signature box below and typing the date in the date box. Your typed name in the signature box will be your signature. When you sign the form, by typing your name in this box, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Date

D	D	M	M	2	0	Y	Y
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Capacity

Print name

Primary account holder signature (type name here)

X	X
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Date

D	D	M	M	2	0	Y	Y
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Capacity

Print name

Third account holder signature (type name here)

X	X
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Date

D	D	M	M	2	0	Y	Y
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Capacity

Print name

Second account holder signature (type name here)

X	X
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Date

D	D	M	M	2	0	Y	Y
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Capacity

Print name

Fourth account holder signature (type name here)

X	X
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8. 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; and

- 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

D	D	M	M	2	0	Y	Y
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Adviser signature (type name here)

X	X
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