

# Withdrawal from an Aegon General Investment Account (GIA) into an Aegon ISA

## Before completing this form

An illustration and key documents must be provided for the Aegon ISA before completing this form, or we may not be able to process your request. Please contact us by email: [aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@aegon.co.uk) to request an illustration, Aegon ISA key features, and Key Investor Information Document (KIID) or a Key Information Document for each fund.

## About this form

In this form, Aegon means Cofunds Limited.

Use this form to withdraw part or all of the value of the Aegon GIA and move it into a new or existing Aegon ISA.

If the Aegon ISA investor doesn't already have an Aegon ISA with us and would like to apply for a new account, they can use this form to do so. The Aegon ISA is a stocks and shares ISA.

If a new Aegon ISA is under a different 'service profile' than the Aegon GIA you're transferring from, we'll automatically set up a new individual Aegon GIA under that service profile, unless a suitable one already exists.

To make a withdrawal from more than one Aegon GIA, a separate form should be completed for each account.

## Check details already completed

If your intermediary has completed this form on your behalf, please check all details are correct before signing and returning the form.

Once completed, please email to:  
[aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@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. Please consider this when sending us sensitive information.

## Important

In section 3.1, if you choose to invest proportionally, or complete the table in 3.2, the funds should match the illustration you received from us. If they don't, we may not be able to process your request. If you want to invest in different funds, please contact us for a new illustration.


For the tax years 2020/2021, the maximum amount that can be paid into ISAs is £20,000.

If the Aegon GIA is a joint GIA, all joint holders must agree to the withdrawal and confirm that the money being withdrawn belongs to the Aegon ISA investor named in section 1.1, and sign and date the declaration.

## Additional information

The Aegon Platform terms and conditions gives further detail around the conditions of withdrawing from the Aegon GIA and investing in the Aegon ISA product. You can also read more about what a 'service profile' is.

To download our documents, log into your dashboard, click on 'Help and Support' and search for the document you're looking for.

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

**Please complete this form in BLOCK CAPITALS and in ballpoint pen.**

# 1. Your details

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In this section, 'you' or 'your' means the Aegon ISA investor named in section 1.1.

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

Full forename(s)

Surname

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 Are you applying for a new Aegon ISA?

 Yes – go to 1.4. If a separate form is being completed for a withdrawal from another Aegon GIA, we'll only set up one Aegon ISA for you to receive all payments. No – tell us your Aegon ISA number and go to section 2.

8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Only complete 1.4 if you're applying for a new Aegon ISA with us.**

1.4 Please tell us:

National Insurance number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 I **don't** have a National Insurance number.

Permanent residential address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Email address

Gender

 Male Female

Did you get advice before completing this form?

 Yes  No Tick this box to confirm that you've had the opportunity to read the Aegon ISA key features and fund specific information and/or Key Investor Information Documents (KIIDs) relating to your investment.

## 2. Aegon GIA – Withdrawal details

In this section, 'you' or 'your' means either the primary holder only or all joint holders for the Aegon GIA numbered in section 2.1.

### 2.1 What Aegon GIA number do you want to withdraw from?

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### 2.2 How much would you like to withdraw from your Aegon GIA to be invested in the Aegon ISA?

The total withdrawal (across all Aegon GIAs) must not exceed the Aegon ISA investor's (named in section 1.1) remaining ISA allowance for the tax year.

Total amount to withdraw

£
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### 2.3 What fund(s) would you like to sell?

If you don't complete the table below and tell us how your fund(s) should be withdrawn, we'll automatically withdraw proportionally across all of your funds. This will maintain your current fund percentage.

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

Full investment manager name, fund name and share class	SEDOL code (this is shown in your KIIDs)	Amount to be sold (only choose one option)	
		All (✓)	Amount
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
Cash facility	N/A	<input type="checkbox"/>	£
<b>Total amount</b>	N/A	N/A	£

### 3. Aegon ISA - Investment details

In this section, you, the Aegon ISA investor named in section 1.1, need to tell us how you'd like to invest your monies into your Aegon ISA.

We'll invest the total amount withdrawn detailed in section 2.2 into the Aegon ISA numbered in section 1.3, or if you're using this form to apply for a new Aegon ISA, we'll automatically invest the total amount into that new product number.


#### 3.1 What funds would you like to invest in?

Please only tick one of the following options:

- Use my default investment strategy
- Invest proportionally into the same funds listed in 2.3 – you'll only be able to invest into the same funds if these are available under the Aegon ISA. The funds should match the illustration you received from us. If they don't, we may not be able to process your request.
- Invest in the funds below – complete section 3.2.

#### 3.2 Only complete 3.2 if you've chosen the third option above

Tell us the funds you want to invest in – the funds in the table below should match the illustration you received from us. If the funds don't match, we may not be able to process your request. If you want to invest in different funds, please contact us for a new illustration.

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

Full investment manager name, fund name and share class	SEDOL code (this is shown in your KIIDs)	% to be invested
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
Cash facility	N/A	%
<b>Total amount</b>	N/A	<b>100%</b>

#### 3.3 Investment strategy

The investment choices you make can be applied to all future investment choices for your Aegon ISA, if you want to do this please tick the box below.

- Use the investment choices above as your new default investment selection.

## 4. Investment income options

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In this section, 'you' or 'your' means the Aegon ISA investor named in section 1.1.

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 ISA.

The flexible ISA subscription rules introduced on 6 April 2016 don't apply to our Aegon ISA. This means if you make a withdrawal from this Aegon ISA you won't be able to replace it without it counting against your annual ISA allowance for the current tax year.

### If you have an existing Aegon ISA with us:

- For any income units or shares you hold and you don't tick one of the boxes in 4.1 we'll apply your existing income option.
- If you want 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.

### 4.1 Income options

Please only 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 Aegon ISA 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 4.2 to nominate a bank account.)

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

**Only complete 4.2 if you've chosen 'pay out as consolidated natural income' in section 4.1.**

### 4.2 Bank details for payments out of investment income

Please give details of the bank/building society account any 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

Name of account holder

Branch sort code

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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.

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

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Intermediary name

Firm name

Please use the Adviser Portal if you'd like to take an ad hoc adviser charge for this transaction, amend your client's ongoing adviser charge or service charge.

## 6. How we treat your personal information

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In this section, 'you' or 'your' means the Aegon ISA investor named in section 1.1.

Here at Aegon, we're committed to protecting and respecting your privacy. We collect your personal information so that we can verify your identity, set up your plan and provide ongoing administration.

We need this information to carry out our obligations and to provide you with the products and services under the terms of your contract with us. Without it, we wouldn't be able to provide you with a plan.

As part of our administration process, we work with carefully selected service providers (in other words suppliers) that carry out certain functions on our behalf. We only share the appropriate level of personal information necessary to enable our suppliers to carry out their services and they need to keep the information safe and protected at all times. Our suppliers must only act on our instructions and can't use your personal information for their own purposes.

The personal information we collect may be transferred to, and stored at a destination outside the European Economic Area (EEA). This could be to other companies within the Aegon Group or to our service providers. Where any such processing takes place, appropriate controls are in place to make sure your information is protected.

We may disclose your information to licensed credit reference and/or fraud prevention agencies to help make financial or insurance proposals and claims decisions (this will be during the application or enrolment process and on an ongoing basis), for you and anyone you're linked with financially or other members of your household. Our enquiries or searches may be recorded.

You can find more information on how we use and share your personal information, including how long we keep it and details of your rights at [customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/](https://customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/) or by contacting us to request a copy.

We'd like to keep you up-to-date with information about our news, products and services. If you'd like to hear more from us, please tick the relevant box below.

- Mail
- Phone
- SMS
- Email

By ticking the box(es), you're consenting to receiving marketing messages in this way from us. You can change your mind and unsubscribe at any time simply by contacting us. For more information on how to do this go to [customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/](https://customerdashboard.aegon.co.uk/site-info/privacy-and-cookie-policy/). We won't pass your information to other companies outside of the Aegon Group for marketing purposes.

## 7. Declaration – Aegon GIA

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In this declaration 'Aegon' refers to Cofunds Limited, and 'I', 'my', 'we' or 'our' refers to the holders of the product. All holders are required to sign and date the Aegon GIA declaration.

- 7.1 I/We authorise Aegon to make a withdrawal from my/our Aegon GIA as detailed in section 2 in accordance with the instructions given.
- 7.2 Where there is a single holder of the Aegon GIA, and the Aegon ISA investor is not the Aegon GIA holder, the Aegon GIA holder confirms that the money being withdrawn belongs to the Aegon ISA investor named in section 1.1.
- 7.3 Where there are joint holders of the Aegon GIA, all joint holders confirm that the money being withdrawn belongs to the Aegon ISA investor named in section 1.1.

Date

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Primary account holder name

Primary holder signature  
(signature not required if sending form by email)

Date

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Second account holder name

Second joint holder signature  
(signature not required if sending form by email)

Date

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Third account holder name

Third joint holder signature  
(signature not required if sending form by email)

Date

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Fourth account holder name

Fourth joint holder signature  
(signature not required if sending form by email)

## 8. Declaration – Aegon ISA

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In this declaration 'Aegon' refers to Cofunds Limited, and 'I', 'you', 'your' or 'my' refers to you, the Aegon ISA investor named in section 1.1.

### General declaration

- 8.1 I acknowledge that Aegon relies on the information contained in the following documents as they form the basis of the contract for opening an, or subscribing to an existing, Aegon ISA and where relevant, an Aegon GIA.
- the application;
  - these declarations and any other declarations made when applying for an, or subscribing to an existing, Aegon ISA and where relevant, an Aegon GIA;

- the contract note for the Aegon ISA, and where relevant, the first contract note for the Aegon GIA, and
- the Aegon Platform terms and conditions.

- 8.2 I confirm that I have had the opportunity to read these documents carefully (other than the contract note(s) which will be given to me in accordance with the Aegon Platform terms and conditions), along with the key features document(s), my personal illustration, key investor information documents and the declarations in this application.
- 8.3 I confirm that I am habitually resident in the United Kingdom.

## 8. Declaration – continued

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- 8.4 I accept that the information and documents I have been provided with should not be taken as advice or a recommendation from Aegon.
- 8.5 I accept that Aegon has not and will not assess my suitability for opening an, or subscribing to an existing, Aegon ISA or any investment decisions I make. Except where I have received advice from an intermediary, 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 the Aegon ISA, I should speak to an intermediary where I have not already done so.
- I declare that:**
- 8.6 Where I do not have an Aegon ISA capable of accepting the subscription equivalent to the amount detailed in section 2.2:
- I apply to subscribe for a stocks and shares ISA for the tax year 2020/2021 and each successive year until further notice.
  - I apply for an Aegon ISA, and where relevant an Aegon GIA, and services outlined in the application and agree to be bound by the Aegon Platform terms and conditions.
- 8.7 Where I do have an Aegon ISA capable of accepting the subscription equivalent to the amount detailed in section 2.2, I apply to make this additional subscription to my existing Aegon ISA as detailed in 1.3.
- 8.8 All subscriptions made, and to be made, to the Aegon ISA belong to me.
- 8.9 I am 18 years of age or over.
- 8.10 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.
- 8.11 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.
- 8.12 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 a registered 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 a registered civil partnership with, a person who performs such duties.
- 8.13 I agree to the Aegon ISA, and where relevant the Aegon GIA, terms and conditions.
- 8.14 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 to knowingly provide false or misleading information on the application.
- 8.15 Any payment into my Aegon ISA, or where relevant my Aegon GIA, including contributions and transfers, will be placed in the appropriate cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given by me, or my intermediary where I have appointed one in relation to my Aegon ISA, or where relevant my Aegon GIA.
- 8.16 Where I have selected consolidated natural income in section 4 and are currently taking regular withdrawals from my existing Aegon ISA, I instruct Aegon to cancel the regular withdrawals.
- 8.17 Where I am applying for an Aegon GIA, through self-certification I have or 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.
- 8.18 Where required to under UK law, Aegon can share information about me and my Aegon GIA to HMRC, who will then share that information with tax authorities in the relevant countries and territories.
- I authorise Aegon to:**
- 8.19 Hold my cash, subscriptions, investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- 8.20 Make on my behalf any claims to relief from tax in respect of any of my ISA investments.



## 8. Declaration – continued

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- 8.21 Accept investment and disinvestment instructions from my intermediary where I have appointed one in relation to my Aegon ISA, or where relevant the Aegon GIA.
- 8.22 Disclose details of my Aegon ISA, or where relevant my Aegon GIA, to my appointed intermediary, and to accept instructions from my appointed intermediary with regard to all aspects of the running of the Aegon ISA, and where relevant the Aegon GIA.
- 8.23 Pay any fees or charge specified by me to my appointed intermediary on my behalf from my Aegon ISA, or where relevant my Aegon GIA. I agree that the amount of the fee or charge reflects the terms of the agreement I have entered into with my appointed intermediary. The contract note will confirm the actual amount of the fee or charge to be deducted and paid to my appointed intermediary. If I disagree with the fee or charge then I must advise my appointed intermediary of this.

Date

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Aegon ISA investor signature  
(signature not required if sending form by email)

X
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