



For customers

# Unit and share class conversion form

You should use this form to convert investments you hold in your Aegon General Investment Account (GIA) and/or Aegon ISA between different share classes within the same investment or between income paying and income accumulation share classes.

You must have been provided with an illustration from us before completing this form. If you haven't, we may not be able to process your request. Please contact us on 0345 272 0089 to request an illustration.

This instruction will only apply to multiple products where they're held under the same service profile. Please see your Key features and the Aegon Platform terms and conditions for more details on service profiles.

Please complete this form in BLOCK CAPITALS and in ballpoint pen and return it to: Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

## 1. Customer/company details

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Customer number

3							
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Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)

Surname

Joint holders

Or, Company name

Date of birth

D	D	M	M	Y	Y	Y	Y
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Did you receive advice in respect of the instructions in this form?

Yes

No

## 2. Conversion type

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2.1 Please tell us the conversion type you wish to make, please only select one option:

- a. Income to accumulation
- b. Accumulation to income
- c. Share class conversion

We'll convert all of the investments that you list in section 2.2 unless the requested investment(s) isn't available on the Aegon platform. For income or accumulation conversions we'll always convert your investments in the same share class as your existing investment.

### Choose your product(s)

- All products – convert all products where I'm the primary account holder, or
- Specific products – convert assets from a specific product where I'm the primary account holder.

1.	Product number	8							
2.	Product number	8							
3.	Product number	8							
4.	Product number	8							

2.2 Choose your investments

Please choose the investments the conversion applies to for the products selected above. Convert the following shares/units:

- All shares/units in my Aegon ISA
- All shares/units in my Aegon GIA
- The funds listed on next page
- The list of investments attached.

If you're enclosing a separate list of shares/units, for example a list of investments from a model portfolio designed by a third party, we require the details on a separate sheet of paper in the format on the next page, signed, dated and attached to this form. Any missing information may result in a delay to your conversion.

## 2. Conversion type – continued

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Investment to be converted	Product	SEDOL code (for your current investment – this is shown in your Key Investor Information Documents (KIIDs))	SEDOL code (for your new investment)	Number of units (or 'All')

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 conversion. ☒

## 3. Manage your existing investment choices

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If you're fully converting an investment we'll automatically update your:

- Regular savings instruction.
- Investment strategy.
- Nominated fund for cash top up (if applicable).
- Recurring switch instruction and delink your investments from your model portfolio (if applicable).

Please tick here if you don't want this to happen. By ticking this box we won't update any of the features of your existing investments as detailed above.

## 4. 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. We'll apply your selection to all income generating investments you hold within the product detailed in section 2.

- a. Retain in fund (default). Reinvest any income back into the fund.
- b. Product cash facility – retain any income in the product's cash facility.
- c. Consolidated monthly income. Pay any income to my bank account on a monthly basis. (See section 5 to nominate a bank account.)

Payments can only be made to a personal account in your name.

You can't have consolidated monthly income and regular withdrawals within the same product. If you currently take regular withdrawals from the product this instruction applies to but now wish to start receiving consolidated monthly income under it instead, you'll need to complete a Change of product details form to stop your current withdrawals.

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 your Aegon ISA. This means you won't be able to replace any income you instruct us to make without it counting against your annual ISA allowance.

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

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Please provide details of the bank/building society account your consolidated monthly income is to be paid into. 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, you can 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

Address

Postcode

Account name

Branch sort code

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Account number

Building Society roll number (if applicable)

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

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Intermediary name

Firm name

If you would like to take an ad hoc fee for this transaction, please complete a separate Ad hoc adviser charge form.

## 7. Client declaration

In this declaration, 'I', 'me', 'my', 'we', 'us', or 'our' means the investor(s) and 'Aegon' means Cofunds Limited.

I/We authorise Aegon to arrange on my/our behalf for the conversion, as set out by me/us in section 2, to be carried out by the relevant investment manager.

I/We have had the opportunity to read the fund specific information and/or Key Investor Information Documents (KIIDs) relating to my investment(s).

I/We agree that once a commission-included share class has been converted to another share class within an investment, it can't be converted back.

I am/We are aware that no transactions can be carried out on the affected units while the share class conversion takes place.

I/We agree to any existing mandate as set out in section 3 being updated in relation to the conversion, unless I/We have specified otherwise.

Where I/we convert an investment from an accumulation class to an income distribution class and I/we don't select an income option in section 4, I/we agree that the default option will apply.

All account holders must sign and date this form.

Date

D	D	M	M	2	0	Y	Y
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Capacity

Primary account holder signature

Date

D	D	M	M	2	0	Y	Y
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Capacity

Second account holder signature

Date

D	D	M	M	2	0	Y	Y
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Capacity

Third account holder signature

Date

D	D	M	M	2	0	Y	Y
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Capacity

Fourth account holder signature



## 8. Notes

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Where there are two signatories for a corporate investor, please delete reference to primary and second holder.

If you require a Fund prospectus, please contact your intermediary or the investment manager directly.

If you wish to download reports and accounts, you can do so via the Customer Portal.

If you wish to receive paper copies of reports and accounts, product Key Features, other fund-specific information and/or KIIDs, please write to us at: Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB

