

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

This form is only suitable for completion by an intermediary who is appointed to act and provide instructions on behalf of the existing Aegon ISA investor named in section 2.1 and the holder(s) of the Aegon GIA detailed in section 3.1. All information supplied in this application is being supplied by the intermediary on behalf of the existing Aegon ISA investor and the holder(s) of the Aegon GIA. The intermediary must sign the declaration in section 6.

Before completing this form

An illustration and key documents must be provided for the Aegon ISA before completing this form, or we will not be able to process the request. Please contact us on 0345 604 4001 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 make a subscription of equivalent amount to an existing Aegon ISA. The subscription must be made under a continuous application where there has been no break in subscriptions for one full tax year. If there has been a break in subscriptions for one full tax year then the Aegon ISA investor must make a new Aegon ISA application before the subscription can be accepted. Such an application cannot be made by the intermediary on behalf of the Aegon ISA investor.

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

Important

In section 4.1, if the Aegon ISA investor chooses to invest proportionally, or the table in 4.2 is completed, the funds should match the illustration the Aegon ISA investor received from us. If they don't, we will not be able to process this request. If the Aegon ISA investor wants to invest in different funds, a new illustration from us will be required.


For the tax years 2018/2019, 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If the Aegon GIA is a joint GIA, all joint holders must agree to the withdrawal and confirm that the money being withdrawn belongs to the Aegon ISA investor named in section 2.1.

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.

If the Aegon ISA investor and the holders of the Aegon GIA wish to download any documents, they should log into the dashboard, click on 'Help and Support' and search for the document they are looking for.

Whenever you see this icon , the Aegon ISA investor and/or the holders of the Aegon GIA may have to send us additional information.

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

Once completed, please send to Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

3. Aegon GIA – Withdrawal details

3.1 What Aegon GIA number do the holder(s) of the Aegon GIA want to withdraw from?

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3.2 How much would the holder(s) of the Aegon GIA like to withdraw from the Aegon GIA to be invested in the existing Aegon ISA?

The total withdrawal (across all Aegon GIAs) must not exceed the Aegon ISA investor's (named in section 2.1) remaining ISA allowance for the tax year.

Amount to withdraw from the Aegon GIA noted in section 3.1

£

3.3 What fund(s) would the holder(s) of the Aegon GIA like to sell?

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

If the holder(s) of the Aegon GIA 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"/>	£
		<input type="checkbox"/>	£
GIA Cash facility	N/A	<input type="checkbox"/>	£
Total amount	N/A	N/A	£

4. Aegon ISA - Investment details

In this section, the intermediary on behalf of the Aegon ISA investor named in section 2.1, needs to tell us how the monies in the existing Aegon ISA are to be invested.

4.1 What funds would the Aegon ISA investor like to invest in?

Please only tick one of the following options:

- Use the Aegon ISA investor's default investment strategy
- Invest proportionally into the same funds listed in 3.3 – the Aegon ISA investor will only be able to invest into the same funds if these are available under the Aegon ISA. The funds should match the illustration the Aegon ISA investor received from us. If they don't, we won't be able to process the request.
- Invest in the funds below – complete section 4.2.

4.2 Only complete this section if the third option above has been selected

Tell us the funds the Aegon ISA investor wants to invest in – the funds in the table below should match the illustration received from us. If the funds don't match, we will not be able to process the request. If the Aegon ISA investor wants to invest in different funds, please contact us for a new illustration.

If the Aegon ISA investor wishes 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
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
ISA Cash facility	N/A	%
Total amount	N/A	100%

4.3 Investment strategy

The investment choices the Aegon ISA investor makes can be applied to all future investment choices for the Aegon ISA. If the Aegon ISA investor wants to do this please tick the box below.

- Use the investment choices above as the Aegon ISA investor's new default investment strategy.

5. Investment income options

If the Aegon ISA investor has income-generating investments, this section lets them choose how any income distributions paid from those investments should be dealt with when we receive them from the investment provider. We'll apply this selection to all income-generating investments held within the Aegon ISA.

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

- For any income units or shares the Aegon ISA investor holds and no selection is made in section 5.1 we'll apply the Aegon ISA investor's existing income option.
- If the Aegon ISA investor wants to take consolidated natural income and is currently taking regular withdrawals, please select 'consolidated natural income' below and we'll cancel the existing regular withdrawals.

5.1 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 the Aegon ISA investor's nominated bank account as a monthly payment, but only if income is received from investments. (Complete section 5.2 to nominate a bank account.)


If consolidated natural income' is selected, this will count as a withdrawal from the Aegon ISA.

5.2 Bank details for payments out of investment income

Only complete this section if 'consolidated natural income' has been chosen in section 5.1.

Please give details of the bank/building society account any consolidated natural income is to be paid into. Payments can only be made to the Aegon ISA investor's personal account held in their name.

If this is the first payment to the Aegon ISA investor's nominated bank account, we may need a certified copy of their bank statement and driving licence (as proof of signature). We'll contact the Aegon ISA investor if we need this.

Please direct the Aegon ISA investor to the 'who can certify a document and how do they do it?' FAQ on our website for information on 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.

6. Intermediary Declaration

In this declaration, 'I,' 'my' and 'me' means the intermediary named in section 1 of this application form, who is authorised to act and provide instructions on behalf of the Aegon ISA investor named in section 2.1 (the 'Aegon ISA investor') and the holder(s) of the Aegon GIA detailed in section 3.1 (the 'Aegon GIA holders') of this application form, and 'Aegon' means Cofunds Limited.

General declarations

- 6.1 I declare that to the best of my knowledge and belief, the information I have supplied to Aegon on behalf of each of the Aegon GIA holders and the Aegon ISA investor is true and complete.
- 6.2 I declare that I have the appropriate authority of each of the Aegon GIA holders and the Aegon ISA investor to complete this application form, to give the declarations in this application form on their behalf and to provide Aegon with the instructions set out in this application form.
- 6.3 I acknowledge that Aegon reserves the right to request a copy of the authority of each of the Aegon GIA holders and the Aegon ISA investor, and I will provide Aegon with copies immediately upon Aegon's request. I acknowledge that if I fail to provide such copies on request, Aegon will be unable to proceed with the instructions.
- 6.4 I declare that I have discussed the content of this application form with each of the Aegon GIA holders and the Aegon ISA investor and they are aware I am submitting this application on their behalf to Aegon and have consented to its submission.
- 6.5 I 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 Aegon GIA holders and the Aegon ISA investor and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Declarations in respect of the Aegon GIA

- 6.6 I declare that I am authorised to instruct Aegon to make a withdrawal from the Aegon GIA as detailed in section 3.1 in accordance with the instructions given.
- 6.7 Where there is a single holder of the Aegon GIA and the Aegon ISA investor is not the Aegon GIA holder, I confirm on behalf of the Aegon GIA holder that the money withdrawn from the Aegon GIA as detailed in section 3.1 belongs to the Aegon ISA investor.

- 6.8 Where there are joint holders of the Aegon GIA, I confirm on behalf of each of the joint holders that the money withdrawn from the Aegon GIA as detailed in section 3.1 belongs to the Aegon ISA investor.

Declarations in respect of the Aegon ISA

- 6.9 I acknowledge that Aegon will rely on the information contained in the following documents where a subscription is made to an existing Aegon ISA:
- the application;
 - these declarations and any other declarations made when subscribing to an existing Aegon ISA (and where relevant the Aegon GIA);
 - the contract note for the Aegon ISA (and where relevant the Aegon GIA), and
 - the Aegon Platform terms and conditions.
- By completing the application form and giving these declarations on behalf of the Aegon ISA investor, I confirm that I have discussed these documents with the Aegon ISA investor and given them opportunity to read them (other than the contract note(s) which will be given to the Aegon ISA investor in accordance with the Aegon Platform terms and conditions), along with the key features document(s), the personal illustration, key investor information documents and the declarations in the application.
- 6.10 I confirm that the Aegon ISA investor is habitually resident in the United Kingdom.
- 6.11 I accept, and have explained to the Aegon ISA investor, that the information and documents Aegon has supplied should not be taken as advice or a recommendation from Aegon.
- 6.12 I accept, and have explained to the Aegon ISA investor, that Aegon will not assess the Aegon ISA investor's suitability to subscribe to an existing Aegon ISA or any investment decisions made on their behalf. Where relevant, I confirm that I have provided advice to the Aegon ISA investor in this regard and not Aegon.

6. Intermediary Declaration

- 6.13 I confirm that the Aegon ISA investor has an existing Aegon ISA capable of accepting the subscription equivalent to the amount detailed in section 3.2, and I have authority from the Aegon ISA investor to apply to make this subscription to their existing Aegon ISA.
- 6.14 I confirm on behalf of the Aegon ISA investor that there is a continuous application in place and there has been no break in subscriptions to the Aegon ISA for one full tax year.
- 6.15 I confirm on behalf of the Aegon ISA investor that all subscriptions made to the Aegon ISA belong to the Aegon ISA investor.
- 6.16 Except where allowed by legislation, I confirm on behalf of the Aegon ISA investor that the Aegon ISA investor has not subscribed/made payments to, and will not subscribe/make a payment of more than the overall subscription limit in total to any combination of permitted ISA types in the same tax year.
- 6.17 I confirm that I have explained to the Aegon ISA investor that any payment into the Aegon ISA, including contributions and transfers, will be placed in the Aegon ISA cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given in this application form.
- 6.18 I confirm that where I have instructed consolidated natural income to be paid on behalf of the Aegon ISA investor in section 5.1 and the Aegon ISA investor is currently taking regular withdrawals from their existing Aegon ISA, I instruct Aegon to cancel the regular withdrawals on the Aegon ISA investor's behalf.

On behalf of the Aegon ISA investor, I authorise Aegon to:

- 6.19 Accept investment and disinvestment instructions from me in relation to the Aegon ISA, or where relevant the Aegon GIA;
- 6.20 Disclose details of the Aegon ISA investor's Aegon ISA, or where relevant the Aegon GIA, to me, and to accept instructions from me with regard to all aspects of the running of the Aegon ISA, and where relevant the Aegon GIA, and
- 6.21 Pay any adviser and/or service charges to me. I agree that the amount of any charge which the Aegon ISA investor has agreed to pay to me reflects the terms of the agreement I have entered into with the Aegon ISA investor, evidence of which will be supplied to Aegon on request. The contract note will confirm the amount of the charge to be deducted and paid to me. Where there is any disagreement between the Aegon ISA investor and me as to the amount due the matter should be resolved direct between the Aegon ISA investor and me.

Date

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Intermediary signature

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Aegon is a brand name of both Scottish Equitable plc (No. SC144517) registered in Scotland, registered office: Edinburgh Park, Edinburgh EH12 9SE, and Cofunds Limited, Registered in England and Wales No.3965289, registered office: Level 43, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Both are Aegon companies. Scottish Equitable plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Cofunds Limited is authorised and regulated by the Financial Conduct Authority. Their Financial Services Register numbers are 165548 and 194734 respectively.

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