

# Investment Portfolio



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# Investment Portfolio from Aviva

Whatever your financial needs, Investment Portfolio offers you a wide range of investment options, giving you flexibility if your circumstances change.

It allows you to invest in a wide range of funds, stocks and shares and other investment options. There's certainly an impressive choice, with thousands of funds from across the market.

## Keep this brochure safe.

There's lots of information in this guide about Investment Portfolio. Please keep this safe so you can refer back to it in the future.

You should also read the Investment Portfolio Key Features (LF01066), which outlines the aims and risks and the Investment Portfolio Terms and Conditions (LF01062).



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# A compelling investment choice

Take a look at the benefits of Aviva's Investment Portfolio:

## **A wide range of investments**

Whatever your investment goals or attitude to risk, Investment Portfolio can help meet your needs. The range of investments includes thousands of funds, unit trusts, investment trusts, structured products, exchange traded funds and stocks and shares. Your financial adviser will be able to discuss all these options with you.

Of course, it's important to remember that, as with most investments, the value of your Investment Portfolio can go down as well as up and you may get back less than you invested.

## **Transfer your existing investments in**

You can transfer investments you have with other providers into Investment Portfolio if you wish to. In most cases, you'll be able to transfer stocks and shares assets directly into your Investment Portfolio so you don't spend time out of the market.

Transferring isn't right for everyone and there's no guarantee it'll be in your best interests. It could be a complex decision and your adviser will help you to consider the risks, charges and fund choice of your existing investments with those of Investment Portfolio to make sure this is the right choice for you.

## **We don't charge for transfers**

For funds and electronic transfers in of stocks and shares assets, we don't charge you for transferring your investments. Other providers may do so, however, and we reserve the right to pass on any third party charge. By transferring your existing investments, you'll be able to enjoy the benefit of having your portfolio in one place. You'll be able to see exactly where your money is invested and to keep track of your portfolio's performance. And of course, there'll only be one set of documents to refer to.

## **Fund switching**

Your adviser can switch funds within the Investment Portfolio, meaning you can make changes to maximise your investment potential. The switching facility allows you and your adviser to react to market changes. You may not be able to switch between funds if the fund manager has deferred or suspended dealing. This is more likely to happen when market conditions are poor and we can't easily convert the assets to cash, for example where the fund invests directly or indirectly in land or buildings.

## **Low administration costs**

We make a low charge for managing your Investment Portfolio. This charge is 0.25% or less and we call it the Aviva charge.

Fund managers levy annual charges but the Investment Portfolio has some funds that have an ongoing charge figure (OCF) or total expense ratio (TER), as low as 0.02%.

## **Access to your investments**

Your adviser can arrange one-off withdrawals for you or set up regular withdrawals on your behalf. There are limits – see the 'Investment Portfolio limits' section later in this document. You can cash in all or part of your Investment Portfolio whenever you wish subject to these limits.

## Cash account

The Investment Portfolio includes a cash account. We pay any dividends into the cash account, for you to reinvest when you're ready. We also take any charges from your cash account. If there isn't enough money in your cash account to cover charges, we'll take the amount needed proportionately across funds you're invested in. We won't sell exchange-traded investments or structured products without telling you first.

## Online access

You can keep up-to-date with your Investment Portfolio online with MyAviva, where you can view your Aviva products in one place, whenever you choose. You can check the performance of your portfolio, get current values and transaction reports.

## Keeping you updated

We'll send you a statement four times a year showing how your investments are performing. It'll also show you when you've paid charges, to whom and what amount, so you can easily keep a check on where your money is going.

## Discount across our portfolios

Any investments you have in our ISA Portfolio or Pension Portfolio are included in your overall Aviva charge calculation. That means you could get a discount on your Aviva charge, depending on the total amount you have invested on the Aviva Platform.

## Money in

It's straightforward for your adviser to manage deposits in your Investment Portfolio.

When you first open your Investment Portfolio, you can make your initial deposit by cheque or electronic transfer. And if you want to make regular payments into your account you can do so by direct debit on a monthly, quarterly, half-yearly or annual basis. You can also make additional lump sum payments into your account at any time if you choose to.

## Money out

We make it as easy for you to withdraw money from your Investment Portfolio as we do to invest in it.

You can choose to withdraw some or all of your investments. You could take a one-off payment or you could opt for regular withdrawals on a monthly, quarterly, half-yearly or annual basis. We'll pay the money into your bank account. There are limits, including the balance you need to have in order to keep the Investment Portfolio open, and these are outlined later in this document.

If you invest in some products with a fixed term, then you may not be able to access the money in those investments until the end of that term.

You may not be able to withdraw money from a fund if the fund manager has deferred or suspended dealing in the fund at that time. This is more likely to occur during times of poor market conditions or when we can't easily convert the assets to cash, such as where the fund invests directly or indirectly in land or buildings.

Whatever you choose to do, you should speak to your financial adviser who will let you know if there are any tax implications.

## Maximising tax-efficiency

You may decide that you want to invest in Investment Portfolio to give you more flexibility as time goes on. For example, you may decide you want to transfer some of your investments to your ISA Portfolio to maximise your annual ISA allowance. The Investment Portfolio provides you with the flexibility to do this. Please remember tax treatment depends on your individual circumstances and may change in the future.



# Charges

We make a charge for administering your Investment Portfolio, but we keep our charge to a minimum. For example, if you hold £20,000, you'll just pay Aviva £50 over a year, working out at less than £5 each month.

## Aviva charge

We don't make an initial charge for investments on the Aviva Platform, but we do take a charge for managing your investment. We call this the Aviva charge.

The charge varies depending on the size of your fund.

	Fund size		Aviva charge
	From	To	
£0	£400,000	0.25%	
£400,000.01	+	0.15%	

The Aviva charge works on a 'tiered' basis. So you'd pay 0.25% on the part of your investment up to (and including) £400,000. You'd then pay 0.15% on anything over that.

Any investments you have in our ISA Portfolio or Pension Portfolio are included in your Aviva charge calculation. You may receive a discount on your Aviva charge, depending on the amount you have invested.

For joint Investment Portfolios, only the lead name will benefit from the value of the Investment Portfolio within their tiered charge.

## Adviser charges

You may agree a charge with your adviser for the service they provide to you and, where appropriate, we'll make sure they get paid the charge you've agreed. Your adviser will explain how this charge will be taken as it depends on the option you choose.

## Fund manager ongoing charges

Fund managers make a charge for investing in their fund, depending on the investments chosen. These charges will be expressed as the ongoing charge figure (OCF) or total expense ratio (TER). These cover the charge made by the fund manager for managing the investment as well as expenses incurred by the fund. The OCF and TER are variable and may change over time.

## Dealing charges

If you trade in stocks and shares, our nominated stockbroker, Winterflood Business Services, will make a charge:

	Charge
Individual trade	£7.50
Individual trade within a model portfolio	£1.50
UK exchange-traded investments – electronic transfers in	No charge
UK exchange-traded investments – electronic transfers out	£5.00
UK exchange-traded investments – transfers in or out using a paper certificate (not electronically)	£10.00

There's information that explains model portfolios in the Investment Portfolio key features.

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# Investment Portfolio limits

	Minimum initial contribution or transfer	£1,000. For individual trustee investors however this is £50,000
	Maximum initial contribution or transfer	No maximum
	Minimum regular contributions	£50. For individual trustee investors however this is £500
	Maximum regular contributions	No maximum
	Minimum additional lump sum	£1,000
	Maximum additional lump sum	No maximum
	Minimum regular withdrawal	£50
	Minimum lump sum withdrawal	£500
	Minimum fund switch amount	No minimum
	Minimum transfer between portfolios	£1,000
	Minimum account balance	£250
	Minimum balance per fund	£50



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# Make an **informed choice**

Before you decide whether you want to open an Investment Portfolio, your adviser will provide you with a personalised illustration.

You should look through the illustration and the Investment Portfolio Key Features document so you understand this product. If you decide to go ahead, your adviser can quickly set up your Investment Portfolio and you can begin choosing your assets.

It's easy to set up your Investment Portfolio account. Your adviser will simply submit an online application to Aviva and will ask you to sign an Aviva Client Declaration form.

## **MyAviva**

At Aviva, we want to make your life easier. That's why we created MyAviva. Your online account allows you to view your Aviva policies in one secure and easy to use place, wherever and whenever you want.

MyAviva offers you a host of benefits:

- Ability to check your policy details and documents
- Valuation and investment information
- Safe, secure and easy to use

Your relationship with your adviser will remain unchanged if you register for MyAviva. MyAviva is designed to make it easier for you to keep track of your investments (and other policies you have), complementing the support you already have from your financial adviser.

It's quick and easy to register at [aviva.co.uk/register](https://aviva.co.uk/register)

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# Why **Aviva**?

When you're investing your money, you want a company that can offer you the potential for great returns. You also want to choose a company that you can trust to look after your money, especially when you're investing for the long term.

## **At Aviva, we focus on:**

- actively looking after the money you invest with us
- maintaining our financial strength
- creating value for customers and shareholders
- providing the security and stability we know is important to you.



## Some key facts and figures about Aviva

We want to give you the best possible home for your money. With that in mind, we do everything we can to make sure we deliver all you'd expect from us and more.

- We help our 33 million customers look to the future with confidence.
- We're a global company that recognises and understands the need to treat all our customers as individuals.
- As one of the UK's largest insurers, it's reassuring to know you're with a strong and trusted name.
- We want to give you both prosperity and peace of mind. That's why we focus on developing financial products that are easy to understand and fit with your life and your needs.

## **Protecting your money**

Aviva is regulated by the Financial Conduct Authority (FCA), the independent financial services regulator. Your investment is also covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we become insolvent and are unable to meet our obligations, depending on the circumstances. For more information, please see your Key Features document or speak to your financial adviser.

## **Talk to your adviser today**

To take advantage of the benefits offered by Investment Portfolio, you should speak to your financial adviser.

It's important that you take professional advice before making any final decision about what to do with your investments. An adviser will be able to look at your personal circumstances and suggest the best thing for you. They will also be able to help you decide which investment options are suitable for you.

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- the format you want
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Our opening hours are Monday to Friday 8am to 8pm, Saturday 8.30am to 5pm and Sunday 10am to 4pm. Calls may be monitored and will be recorded.

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