

Switch form for pension plans

About this form

You can use this form if you'd like to switch your existing investments into different funds, and/or choose different funds for your future contributions.

Please read the notes on pages **1** and **2**, then fill in pages **2** and **3** using black ink and in BLOCK CAPITALS. Finally read the declaration and sign on page **4**. Please send the whole form back to us at:

Aviva
PO Box 520
Norwich
NR1 3WG

If you have any questions or need help filling in the form please call us on **0800 145 5744**. You don't have to use this form. Just give us a call and we can take your instructions over the phone instead.

Make sure any changes are right for you

We'd always recommend you speak to your financial adviser before you make any changes. If you don't have an adviser, you can find one at **unbiased.co.uk** (remember there may be a charge for advice).

You can visit our **fund centre** for information about investments. For detailed fund information, please visit **aviva.co.uk/funds**. This gives you lots more information about our funds, including daily prices, performance and details about risk ratings and charges (these can change over time, so it's important you check the latest information). You'll also find a charting tool which will help you compare the performance of our funds with the fund sector they're benchmarked against.

What date will we use to switch your funds?

This will be up to two working days after we get your request, so long as we have it by 5pm.

We may delay your switch

There may be times when we need to delay moving your funds. This could be as a result of adverse market conditions or where it would lead to the unfair treatment of other investors. This could be up to a month for most funds or up to six months if the fund you're invested in can't easily be converted to cash. This includes a property fund or a fund that's fully or partly invested in land or buildings.

In addition, we may delay, for such period as may be reasonably required, the switching of any fund: -

- (i) to match any period of delay or suspension imposed by managers of any entity in which you have funds invested; or
- (ii) where, due to exceptional circumstances, we reasonably consider that it's in the interests of planholders, whose plans are invested in the fund, to do so.

If we need to do this we'll move funds using the unit price that applies at the end of the time you've had to wait. Please see your Key Features and policy terms and conditions for further details.

You can't cancel a switch request

Once we get your switch request you can't cancel it. You can of course switch funds again but we'll use a different days' price.

Lifestyling and lifestaging

Your plan may have one of these features. This means we automatically switch funds as you get closer to your chosen retirement age. If you've previously chosen one of these options you need to know it'll stop if you switch funds.

Likewise, if you move into a new lifestyle or lifestage approach, all your existing and future payments will be moved to the new approach you choose.

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Phased switching

This is an option available on some plans; it aims to give you the freedom to switch between investment funds. Then, we automatically switch to different types of funds in the five years running up to the retirement date you selected. For further details please visit www.aviva.co.uk/retirement/fund-centre/other-investment-options.html. If you have this option **and** you've less than five years to your chosen retirement age you need to know it'll stop if you now switch.

If your switch involves a With-Profit Fund or Pension Assured Fund

You need to consider the following:

- The most you can invest in the With-Profit Fund at any time is £1m.
- You can't switch into the Pension Assured Fund, but you can increase payments if you're already invested in it.
- If you want to move money out of the With-Profit Guarantee Fund, remember this fund has a guaranteed bonus rate of 4%. Moving out of this will mean any guaranteed future bonus rate will be lost.
- We may apply a market value reduction if you move out of the With-Profits Fund or a market depreciation discount if you move out of the Pension Assured Fund. This would mean less money would be switched to your chosen fund. This is to make sure customers remaining in these funds aren't disadvantaged when others leave. You can find out more details about market value reductions and market depreciation discounts by calling us on **0800 145 5744** or you may be able to view your policy by visiting myaviva.co.uk. You need to register to use this if you haven't already.

If you're planning on moving out of the With-Profit Fund or Pension Assured Fund please tick the box below:

I understand a market value reduction or market depreciation discount may apply when I take money out of the funds mentioned above and want to carry out the switch.

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My plan number is

You have a few choices, please read the options below and fill in the one(s) you want. The percentage figures need to be whole numbers, for example 50%.

Option 1 – fill this in if you want to switch all or some of your existing funds

You can have option 2 as well.

Fund name you want to switch from <i>(you don't need to mention any funds you don't want to change)</i>	Percentage you want to switch out <i>(this is money you've invested up to now)</i>
	%
	%
	%
	%
Fund name you want to switch to	Percentage you want to switch in
	%
	%
	%
	%
Totals <i>(please make sure the total adds up to 100%)</i>	100%

Option 2 – fill this in if you want to change where your future contributions are invested

You can have option 1 as well.

Fund name	Future contribution % <i>(money you haven't invested yet)</i>
	%
	%
	%
	%
Totals <i>(please make sure the total adds up to 100%)</i>	100%

Option 3 – fill this in if you want to move into a lifestage or lifestyle approach

*Just bear in mind, if you choose this one you **don't** fill in options 1 or 2.*

Please tell us the name of the approach you'd like to be in below. You can check what approaches are available by giving us a call or visiting: www.aviva.co.uk/retirement/fund-centre/other-investment-options.html

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Declaration by the plan holder or financial adviser acting on behalf of the plan holder

- I instruct Aviva to switch my investment between funds in line with my selection on page 3 of this form.
- My policy terms and conditions apply, and I know it may not be possible to switch in certain circumstances.
- I have read the objectives of the fund(s) which I'm switching to and I accept any additional risks and fund charges that may apply as a result of this.

Who should sign this form?

- The plan holder should sign **or**
- If you're a financial adviser acting on behalf of the plan holder you need to sign.

If you're the plan holder:

Please sign here

Print name

Date signed

If you're a financial adviser:

Are you carrying out Discretionary Investment Management (DIM) for the plan holder?

Yes

No

Or, if you're not DIM registered are you acting on behalf of the plan holder?

Yes

No

Name of financial adviser

Company name

Financial adviser's signature