

Aviva Life International Limited

Cash request form



Complete this form if you wish to take cash (other than regular withdrawals) from your bond. Please return the completed form to Aviva Life International Limited, Montague House, Adelaide Road, Dublin 2, Ireland.

Taking cash from your bond could give rise to an income tax liability. We strongly recommend that you seek advice from your financial adviser before proceeding.

This form should not be used for Premier Portfolio cash requests.

1 Personal details

Name of bond

Bond number

Name of bondholder(s)

2 Details of cash request

Note

- You can cash in part of your bond at any time but you must leave the minimum amounts invested as explained in your policy conditions.
- Your Bond does not have a set term or maturity date and can be cashed in at any time. However, it should be regarded as a long-term investment and if you cash in your policy during the establishment charge term, an early surrender charge will be applied.
- The amount of any future regular withdrawals will be reduced if any of the individual policies that make up the bond are completely cashed in. The amount will be reduced in proportion with the number of policies cashed in. If a fully completed transaction request is received by 4.00 pm, this will be processed on the same day. This includes full surrenders, surrender of individual policies and partial withdrawals. Anything received after this time will be processed on the next working day.
- If, under options c, d or f below, you request a partial withdrawal in excess of the accumulated 5% allowance, the excess may be treated as a gain which will be liable to income tax.

Please complete one section only

a. I wish to cancel individual policies *Insert number*

OR

b. I wish to make a partial withdrawal of % of the original investment across all policies and funds

OR

c. I wish to make a partial withdrawal across all policies and funds, sufficient to realise.

OR

d. I wish to fully cash in whole individual policies, sufficient to realise

Where cashing in whole individual policies leads to a shortfall, the balance will be taken by cancelling units across all remaining individual policies.

OR

e. I wish to make a partial withdrawal across all policies from the funds detailed below.

Please complete one only	
Amount	% of units

Full name of Fund

OR

f. I wish to cash in the whole bond

Tick box if appropriate

5 Declaration

In the case of personal investors, where there are two bondholders, both should sign the declaration below unless authorisation was given in the original application for Aviva to accept the signature of either bondholder.

Where the whole bond is being cashed in BOTH bondholders MUST sign the declaration below and submit the bond document with this request.

For trustee applicants, all trustees must sign the declaration. For corporate investors, the declaration must be signed by all the authorised signatories required to contract on behalf of the company.

- I wish to receive payment of the amount detailed in this form. I confirm that the bond has not been assigned or otherwise dealt with and I have no knowledge of a third party whose interest would be affected by this request.
- The transfer of payment into the notified account will be in full discharge of all liability of Aviva under the above-mentioned bond or the portions of the bond being cashed in as the case may be.

First bondholder/trustee/
authorised signatory
(delete as appropriate)

Date

Second bondholder/trustee/
authorised signatory
(delete as appropriate)

Date

Third trustee/authorised signatory
(if any) *(delete as appropriate)*

Date

Fourth trustee/authorised
signatory (if any) *(delete as appropriate)*

Date

6 Important notes

Please submit your bond document with this request only if you are cashing in your whole bond. If you do not have your bond documents, please contact our Customer Experience Team.

The units in your bond will be priced and dealt on a "forward basis". As long as we get your transaction request before 4.00pm, you get the unit price for that day. The price for that day will be the fund manager's price as provided to us on the next business day. We publish the unit prices once we have received them from the fund managers. Payment will normally reach your account within 10 working days.

All references to personal taxation below are based on Aviva's understanding of UK law and HM Revenue & Customs practice as at December 2010. The future basis and rates of tax may vary. Although every effort has been made to ensure its accuracy, no responsibility can be taken for Aviva's interpretation. If you are a non-UK resident please contact your financial adviser or applicable tax authority for advice on the taxation implications of owning your bond.

If you are a UK resident, there is no immediate liability to income tax if the amount withdrawn from your bond across all individual policies does not exceed the '5% allowance'. This allowance is calculated as 5% of the total investment in the year it is made and 5% each year for the following 19 years. The 5% allowance is cumulative. If it is not used in one year it can be transferred to the next, and so on.

When your bond or any of your individual policies come to an end, there may be an immediate liability to income tax. This is calculated where the value of the amount withdrawn exceeds the investment made into your individual policies/bond and also allows for any previous encashments and declared gains. There is also a 'sweep-up' calculation to work out the income tax charge on total gains under your bond or policies. Any gain will be reduced for the time you're resident outside the UK.

Any gains in respect of bonds held under trust will be assessed against the creator of that trust (the settlor). If the settlor is not a resident in the UK or has died, the trustees will be liable for the tax on any gain. If surviving trustees are not resident in the UK, then the UK beneficiaries will be liable for tax on any gain they receive.

Aviva Life International Limited, trading as Aviva, is authorised and regulated by the Central Bank of Ireland and is also authorised by the Financial Services Authority in the UK. If Aviva Life International Limited should become unable to meet its liabilities, the Financial Services Compensation Scheme will protect the eligible policyholder of an Aviva Life International Limited bond who is habitually UK resident at the time the contract commences. Registered Office: One Park Place, Hatch Street, Dublin 2, Ireland. Registered in Ireland No 303257.
www.aviva.co.uk/international

