

Important notes

A number of switches can be made free of charge each bond year. Full details of fund switching can be found in the technical guide. All instructions provided in the 'Fund switch details' table will represent one switch. The fund switch will be effected in accordance with the terms of your bond document. If a fully completed switch transaction request is received by 4.00pm this will be processed on the same day. Anything received after this time will be processed on the next working day.

When completing this switch request form, please take the fund details from the fund guide. It is your responsibility to ensure that the details you give match the details in the fund guide for each fund you select.

For switches out of our With-Profit funds only

In order to ensure fairness of treatment between bondholders, the value of units you sell may be reduced. This is called a market value reduction ('MVR').

When you request that we sell units in a With-Profit fund for a surrender, partial withdrawal or switch, we reserve the right to give individual consideration as to whether an MVR should apply and at what level, irrespective of what, if any, MVR applies generally. We won't process a request from you for a transaction that attracts an MVR unless we have explicit confirmation from you that we can proceed.

Please tick one of the boxes below to instruct us on how to proceed if a market value reduction is to be applied.

a) I instruct you to proceed with the application of the MVR (if any).

OR

b) Please contact me/my financial adviser to confirm the amount of MVR (if any) before processing.
I understand that this may delay the processing of this request.

Full contact telephone number for me/my financial adviser

For up-to-date information on your bond value, bonus rates and the MVR (if any) please contact our With-Profit Helpline on **0845 300 1602** (UK local rate) or **00 353 1 802 8495** (International dialling).

We may make a deduction from your Bond to pay tax where we are legally obliged to do so. We'll tell you when we make such a deduction. Where there is no legal obligation on us to make a deduction, any tax liability that may arise will be your responsibility.

We will not normally delay in selling holdings. However, we have the right to delay in selling holdings and in making payment to you. Please see the 'Deferment of transactions' section in the technical guide.

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 Life International Limited to accept the signature of either bondholder.

In the case of corporate and trustee investors, both authorised officials or trustees, as per the original application, should sign the declaration below.

- I wish to cancel the relevant units and apply their value, after deducting any appropriate switching charge, if any, so that my investment is allocated as shown in 'Fund switch details' of the technical guide.
- 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.

First bondholder Signature Date

Second bondholder Signature Date

First authorised official/trustee Signature Date

Name

Second authorised official/trustee Signature Date

Name