

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, 6 Georges Dock, International Financial Services Centre, Dublin 1, 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 |
|-------------------|
| <i>Fund</i> |
| <i>Fund</i> |
| <i>Fund</i> |
| <i>Fund</i> |
| <i>Fund</i> |
| <i>Fund</i> |
| <i>Fund</i> |

OR

f. I wish to cash in the whole bond *Tick box if appropriate*

3 Payment details – All payments will be made to the bondholder/trustee/company in the bond currency and sent to the account specified below via bank transfer usually within 10 working days.

| | |
|--|----------------------|
| Bank/ Building Society name | <input type="text"/> |
| Branch | <input type="text"/> |
| Address | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Country | Postcode |
| Bank/Building Society account name | <input type="text"/> |
| Sort code (For GBP payments through a UK bank) | <input type="text"/> |
| Account number | <input type="text"/> |
| Swift code (For all GBP payments through a non-UK bank) (For all EUR and USD payments) | <input type="text"/> |
| International Bank Account Number (IBAN) (Required for all EU payments outside of the UK) | <input type="text"/> |
| | <input type="text"/> |

4 Important information for investors in our with-profit funds

Information about with-profit guarantees

Our with-profits fund carries valuable guarantees – Check your policy conditions to ensure you understand the implications of cashing in units from the with-profits fund.

Information about MVR's

In order to ensure fairness of treatment between bondholders, the value of units sold may be reduced by 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 MVR 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) which will be charged at the local rate or 00 353 1 802 8495 (International dialling).

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.

Units will be cashed in at the unit price applicable on the cancellation date (this is the date we receive a valid instruction signed by all bondholders). 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 April 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 in Ireland by the Financial Regulator and also authorised by the Financial Services Authority. The Financial Services Authority rules and regulations are made under the Financial Services and Markets Act 2000. If the company 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: 1 Park Place, Hatch Street, Dublin 2, Ireland. Registered in Ireland No 303257.
www.aviva.co.uk/international

