International Premier Portfolio

Pension Scheme Investments – helpful information

Section 1- Scheme details

- Please provide the full name of the scheme
- You will find the HMRC Pension Scheme Tax reference number on the HMRC scheme registration document
- When completing the correspondence information please ensure this includes the details of the person who will be dealing with the administration of the pension scheme.
- Please ensure the HMRC registration document or summary page of Scheme is attached with this application. The copy of the documents can be certified by the Financial Adviser as true copies of the original.
- When confirming the number of authorised signatories please remember that all must sign the instructions.
- Please enclose a certified copy of the authorised signatory list for the scheme. The financial adviser can certify these documents.
- Please quote the number of authorised signatories required on all instructions

Section 3 – Investment Details

- Insert the premium amount to be invested in the bond
- Insert the currency the Trustees want the bond to be denominated in
- Insert the charging structure the Trustees have selected

Section 5 – Bank Details

- Insert the name, address and account details of the remitting bank for the premium

Section 5- Bank details – Important Note for Extra Investments

- Please note that any changes made to any extra investments via the Pension Scheme Extra Investments form (IN85068) will apply to all future investments of the scheme.
- Also, please note the circumstances when you need to complete an extra investment application form.

Section 6- Investment options

- If you want us to appoint a Discretionary Manager please provide the name and contact details of Discretionary Manager chosen. You will also need to complete the Discretionary Manager and custodian appointment form (IN85039) - this can be found on our website aviva.co.uk/international.
- Please include all details specified for the funds you wish to invest in. If this is not completed the deal won't be placed.
- When deciding how much you want to place in external funds please consider the amount of charges that will be taken quarterly from the cash account.

Section 8- Confirmation of deals

- Please remember to tick either yes or no

Section 10- Customer due diligence

- Please ensure you tick one of the relevant boxes

- This section must be signed by the person who has seen the original documentary evidence.

Section 11- Declaration

- This section must be fully completed.
- The number of trustees signing must correspond with the number indicated in section 1 for authorised signatories.

Section 12- Commission details

- All extra investments must be invested in the same charging structure and same explicit trail commission as the initial investment.
- You can select a different initial commission rate for any extra investment.

Important information for extra investments

If the extra investment is different to the previous investment for the following reasons, we will require a completed extra investment application form to process the extra investment.

1. The fund choice differs from that shown on the application form for the previous investment
2. The fund split differs from that shown on the application form for the previous investment
3. The remitting bank for the source of funds differs from that shown on the application form for the previous investment
4. The initial commission rate differs from that shown on the application form for the previous investment

In the instances where the extra investment is to have the same terms as the previous investment we require a completed Bank Payment Form. Please use the existing policy number as the Personalised Payment Reference number in Section A.

The Bank Payment Form should be submitted to the scheme bank for them to authorise the Telegraphic Transfer. A copy of the Bank Payment Form should be submitted to Aviva in Dublin. We will use this to locate and process the extra investment.

All documentation should be sent to:

Aviva Life International Limited,
Operations,
6 Georges Dock,
International Financial Services Centre,
Dublin 1
Ireland

Application process

- All appropriate documentation should be faxed to us (fax number 0845 300 2113) before posting. This will enable us to fully vet the proposal before to originals are received. If the application is fully completed and we have received cleared funds we will go live and invest the funds.
- Applications received by 4 p.m. on any working day will be checked and an acknowledgement, with a list of our requirements, will be sent to you within 2 working days by email.
- If monies are available then outstanding items will be chased every two working days.
- If the monies are not available then outstanding items will be chased every 5 working days.
- We'll put the case "live" immediately on receipt of all our requirements provided we have received the premium by 2 p.m and all other requirements by 4 p.m. on any working day. Funds will be invested the next available pricing day.
- The policy pack will be posted to you 6 working days after the policy "went live".

Documents required

- A completed Pension Scheme Investment application form/ (IN85056).
- A certified copy of authorised signatory list.
- A certified copy of HMRC registration document or Summary page of the underlying scheme
- The Pre Payment form (head office copy).
- The Discretionary Manager and custodian appointment form (if required).
- A copy of the correct illustration.

Where to find more information

- Illustrations can be requested via Sales and Technical Support on 0845 300 3899 or email quotes@international-aviva.com.
- All application forms are available on our website aviva.co.uk/international.