



For customers | Aegon Platform

# Unit and share class conversion form

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please call 03456 044 001 (call charges will vary) or visit [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport)

- Cofunds Limited where you're completing this form for an Aegon General Investment Account (GIA) or an Aegon Individual Savings Account (ISA), or
- Scottish Equitable plc where you're completing this form for an Aegon Self-invested Personal Pension (SIPP). Use this form to convert investments you hold with Aegon between different share classes within the same investment or between income paying and income reinvestment share classes.

If you're instructing Aegon to carry out a share class conversion (2.1c below), you must have been provided with an illustration by us before completing this form. If you haven't we may not be able to process your request. Please go to [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport) to download the form **Illustration request - Aegon GIA and Aegon ISA**, or call us on 03456 044 001 if your request is in relation to an Aegon SIPP. We'll send you the relevant documents along with your illustration. An illustration isn't required for other options covered by this form.

This instruction will only apply to multiple products where they are held under the same service profile. Please see your Key features and the Aegon Platform terms and conditions for more details on service profiles.

If your instruction relates to an Aegon General Investment Account (GIA), all account holders must sign and date this form.

Please complete this form in BLOCK CAPITALS and in ballpoint pen. If your adviser has completed this form on your behalf, please check all details are correct before signing and returning the form. Once completed, please send to: Aegon Cofunds Administration, Sunderland SR43 4DN.

# 1. Customer details

Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)


Surname


Date of birth

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Did you get advice before completing this form/instruction?

☐ Yes

☐ No

## Additional joint holder 1

Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)


Surname


Date of birth

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Did you get advice before completing this form/instruction?

☐ Yes

☐ No

## Additional joint holder 2

Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)


Surname


Date of birth

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Did you get advice before completing this form/instruction?

☐ Yes

☐ No

## Additional joint holder 3

Mr / Mrs / Miss / Ms / Other – please specify

Full forename(s)


Surname


Date of birth

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Did you get advice before completing this form/instruction?

☐ Yes

☐ No

## 1. Customer details – continued

For Aegon GIA only

Company name (if applicable)

Registered Pension Scheme name  
(if applicable)

Designation (if applicable)

Trust name (if applicable)

Registered Charity name (if applicable)

## 2. Conversion type

2.1 Please tell us the conversion type you wish to make, please only select one option:

- ☐ a. Income to accumulation
- ☐ b. Accumulation to income
- ☐ c. Share class conversion

We'll convert all of the investments that you list in section 2.2 unless the requested investment(s) aren't available on the Aegon Platform. For income or accumulation conversions we'll always convert your investments in the same share class as your existing investment.

**Choose your product(s)**

- ☐ All products – convert the investments under all product(s) under my/our service profile, or
- ☐ Specific products – convert the investments under the product(s) listed below.

1.	Product number	8							
2.	Product number	8							
3.	Product number	8							
4.	Product number	8							

2.2 Choose your investments

Please choose the investments the conversion applies to for the products selected above. Convert the following shares/units:

- ☐ All shares/units in my product(s) listed above
- ☐ The funds listed on next page

## 2. Conversion type – continued

Where you're instructing us to carry out a share class conversion, the investments should match the illustration you received from us. If they don't, we may not be able to process your request. If you wish to invest in different investments, please contact us for a new illustration.

Investment to be converted	SEDOL code (for your current investment –this is shown in your Key Investor Information Documents (KIIDs))	SEDOL code (for your new investment)	Number of units (or 'All')

If you need more room to list additional investments please provide the information on a separate sheet of paper in the format above, sign and date it and attach it to this form. Any missing information may result in a delay to your conversion.

### 3. Manage your existing investment choices

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If you're fully converting an investment we'll automatically update your:

- Regular savings instruction.
- Investment strategy.
- Nominated fund for cash top up (if applicable).
- Recurring switch instruction and delink your investments from your model portfolio (if applicable).

☐ Please tick here if you don't want this to happen. By ticking this box we won't update any of the above.

### 4. Investment income options

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If you have income generating investments, this section lets you choose how any income distributions paid from those investments should be dealt with when we receive them from the investment provider. We'll apply your selection to all income generating investments you hold within the product detailed in section 2.

If you hold income units/shares and don't tick one of the boxes below, we'll apply your existing income option. If you wish to take consolidated natural income and you're currently taking regular withdrawals, please select 'consolidated natural income' below and we'll cancel your existing regular withdrawals.

If you have an Aegon SIPP or hold a GIA on behalf of a registered pension scheme, you can choose option a and option b only. If you have an Aegon GIA for an individual or ISA, you can choose from all three options.

- ☐ a. Reinvest in fund (default) - reinvest any income received back into the same fund.
- ☐ b. Leave in cash - pay any income into the product's cash facility.
- ☐ c. Consolidated natural income - pay any income received to your nominated bank account as a monthly payment. (Complete section 5 to nominate a bank account.)

If you choose 'consolidated natural income', this will count as a withdrawal from your Aegon ISA.

The flexible ISA subscription rules introduced on 6 April 2016 don't apply to your Aegon ISA. This means if you make a withdrawal from this Aegon ISA you won't be able to replace it without it counting against your annual ISA allowance for the current tax year.

## 5. Bank details for payments out of investment income

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This section applies to Aegon GIA and Aegon ISA products only. Please provide details of the bank/building society account your consolidated natural income is to be paid into. Payments can only be made to a personal account in your name.

Payments in respect of Trusts, registered charities or companies will be made to the bank account nominated by that entity. If this is the first payment to your nominated bank account, you may need to give us a certified copy of your bank statement and driving licence (as proof of signature). We'll contact you if we need this.

Rather than send us an original document, send us a certified copy, please see the 'Who can certify a document and how do they do it?' FAQ on our website for how to do this.

Name of bank/building society

Account number

Account name

Building society roll number (if applicable)

Branch sort code

## 6. Intermediary details (for adviser use only)

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Adviser name

Firm name

If you'd like to take an ad hoc adviser charge for this transaction, amend your client's ongoing adviser charge or service charge, use your Aegon Platform account.

## 7. Client declaration

In this declaration, 'I', 'me', 'my', 'we', 'us', or 'our' means the investor(s).

I/We authorise Aegon to arrange on my/our behalf for the conversion, as set out by me/us in section 2, to be carried out by the relevant investment manager.

I/We have had the opportunity to read the fund specific information and/or Key Investor Information Documents (KIIDs) relating to my investment(s).

I/We agree that once a commission-included share class has been converted to another share class within an investment, it can't be converted back.

I am/We are aware that no transactions can be carried out on the affected units while the share class conversion takes place.

I/We agree to any existing mandate as set out in section 3 being updated in relation to the conversion, unless we have specified otherwise.

Where I/we convert an investment from an accumulation class to an income distribution class and I/we don't select an income option in section 4, I agree that the default option will apply.

Where I/we have selected consolidated natural income in section 4 and are currently taking regular withdrawals from my/our Aegon GIA or Aegon ISA, as appropriate, I/we instruct Aegon to cancel the regular withdrawals.

**All account holders must sign and date this form.**

### Customer

Date

     

Print name

Signature

 

### Additional joint holder one

Date

     

Print name

Signature

 

### Additional joint holder two

Date

     

Print name

Signature

 

### Additional joint holder three

Date

     

Print name

Signature

## 7. Client declaration – continued

For companies, pension trustees, trustees and registered charities only

Date

     

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Primary holder signature

Date

     

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Second holder signature

Date

     

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Third holder signature

Date

     

Capacity in which declaration is made (for example owner, trustee, authorised signatory)

Fourth holder signature

## 8. Notes

If you require a Fund prospectus, please contact your adviser or the investment manager directly.

If you wish to download reports and accounts, you can do so via the Customer Portal.

If you wish to receive paper copies of reports and accounts, product Key Features, other fundspecific information and/or KIIDs, please write to us at: Aegon Cofunds Administration, Sunderland SR43 4DN.

