

For customers

#### How to switch funds on the Aegon Platform



### How to switch funds

This guide explains how to switch funds on the Aegon Platform.

Depending on the fund(s) it can take up to nine days to process your switch request. This time includes us selling the fund(s).

You can only complete this request online if you have transactional access.

If you have view only access to your account, you need to contact your financial adviser or intermediary.





## How to switch funds

- 1. Sign in to your Aegon Dashboard account.
- 2. Select the product you'd like to switch funds on.
- 3. Then select Switch funds.



# Starting your switch request

- 1. Along the top of the screen you can see what stage of the process you're at.
- 2. We also set out what you need to do in order to complete the process.
- 3. Select **Start switch** to continue.

Swit	ch					
C Begin		Sell funds	Buy funds	Co	ıfirm	Success
Be	efore you	ı begin				
We inv wh <u>cho</u> you	don't provide a estments are su ch investments osing investm 're unsure you	advice or person uitable for you. ' s are right for yo <u>ents</u> also offers should seek fina	al recommendation You should decide i ou, you can research a few helpful tips ancial advice.	s. We haven't as f they're right fo the <u>funds avail</u> on making invest	sessed if the pro r you. If you're no able 🗗 . Our <u>Gul</u> ment decisions. I'	duct or ut sure d <u>e to</u> f
Thi	s switch will no	ot affect the inve	estment of any regi	lar contribution	s you may be pay	ing.
He	ere's what y	you'll need	to do:			
	Choose the	funds you want	t to sell/switch fror	n		
	🗘 Choose the	funds you want	t to buy/switch into	, and		
	Review the	summary and d	eclarations to com	rm your switch		
M	anaging inc	ome from r	new funds			
An cha	rincome genera nge this via 'Ma	ated from new i anage income fr	ncome funds is set rom funds' once you	to reinvest in th a complete this t	e fund(s). You car ransaction.	1
Im	portant inf	formation				
The as sho tre bas	value of your i well as rise. You uld be prepare atment of your ed on our unde	investments are u may get back l d to hold your ir investment dep erstanding of cu	e linked to the perfo less than you invest nvestment for at lea lends on your indivi- rrent legislation, wi	rmance of funds ed. Although the ast five years, ide dual circumstanc hich may change	selected and ma ere's no fixed terr ally longer. The t es. This informat	ay fall m, you tax ion is
lfy	ou have any qu	estions, please	visit <u>Help and Supp</u>	ort.		
Car	icel request				Start swite	:h >

# Selecting which fund(s) to sell

- 1. Firstly, we show the fund(s) you're currently invested in.
- 2. You now need to decide what fund(s) you want to sell.
  - If you want to sell 95% or less of a fund, you can choose to sell either a % or £ amount.
  - To sell more than 95% of a fund you must select the % option. If you try to sell more than 95% of a fund as £ amount - you'll get an error message.

You can sell up to a maximum of 95% by inputting a monetary value. To sell more, please use the percentage allocation.

3. Enter either the £ or % against each fund you want to sell and select **Buy funds** to continue.





# Selecting which fund(s) you want to buy

- Now you need to select the fund(s) you want to buy.
- 2. Search for the fund(s) you'd like to buy.
- 3. When you've allocated 100% against the new fund(s) you'll be able to continue.

If you buy income producing funds we'll reinvest any income back into the fund. If you want, you can change this after you complete your switch request. Our Convert fund distribution type guide will be able to help you.

4. Select Review and confirm to continue



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### Reviewing your switch request

n Sell fur	nds	Buy funds	Confirm	Succ
Review and co	nfirm			
lease check that the swi eclaration below.	itch details a	re correct and read	the important doo	uments and
elling these fund	(s)			
Cash				<b>50.00%</b> £212.82
Fidelity Strategic Bor	nd Y Inc			100.00% £90.98
Change the fund(s) you	're selling			
Buying these fund	(s)			
'ou've chosen to invest ir nsure you've read the ke elow.	n the followin y investor in	ng fund(s) and/or c formation documer	ash. Where applica its by selecting the	able, please e fund names
Fidelity Strategic Bor Distribution type: Incor	n <mark>d Y Inc</mark> ne OC	F/TER: 0.67%		100.00%
lanage income from you	ır funds			
ny income generated fro enerated from existing i his via 'Manage income f	om new inco ncome funds 'rom funds' c	me funds is set to n s is set to its curren once you complete t	einvest in the fund t income strategy. :his transaction.	I(s). Any income You can change
	las burdans			

The **Review and confirm** screen shows the details of your switch.

Double check that you're happy with everything.

You can view illustration for pre and post the change. We'll also save these in your document store.

#### Buying these fund(s) You've chosen to invest in the following fund(s) and/or cash. Where applicable, please ensure you've read the key investor information documents by selecting the fund names below 100.00% Fidelity Strategic Bond Y Inc Distribution type: Income OCE/TER: 0.67% Manage income from your funds Any income generated from new income funds is set to reinvest in the fund(s). Any income generated from existing income funds is set to its current income strategy. You can change this via 'Manage income from funds' once you complete this transaction. Change the fund(s) you're buying Please read these important documents before confirming Please take time to read these documents as they contain important information. Your personal illustration holds details of your fees and charges. You can refer to them at any time in your online document library. If you're unsure about any of the information they contain, please seek financial advice Terms and conditions Your personal pre switch illustration Your personal post switch illustration The illustration doesn't include any future regular contributions that you make. The investment strategy used for regular contributions isn't affected by this switch. Fees and charges Your personal illustration holds details of the fees and charges associated with your product. If you've received advice from a financial adviser, you should ask them to confirm their charges to you.

## Completing the switch

- 1. Read the Legal declaration.
- 2. Confirm that you give us permission to carry out your switch.
- 3. Select **Confirm and switch** to complete your request.



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