

Switch instruction form

In this form, 'I', 'me', 'you', 'your' or 'my' refers to you, the customer named in section 1, and 'Aegon', 'we' or 'our' refers to Cofunds Limited, 'Adviser' refers to the Nationwide Financial Planning Manager.

Use this form to switch investments that you currently hold with Aegon.

If you want to switch investments within more than one product please complete a separate form for each product.

Before completing this form

You must have received an illustration, key features, terms and conditions, and a Key Investor Information Document (KIID) or a key information document for each investment you're choosing before we can process your application. If you don't have any of these documents you can contact us by email: aegonipsadministration@aegon.co.uk.

Where you currently hold investments in commission-included share classes in your Aegon GIA and/or your Aegon ISA:

You have received information regarding converting your commission-included investments to commission-free and the relevant charges. When we receive this instruction we'll start that conversion.

Where you haven't already chosen the level of service you need, your Personalised Charges Schedule (PCS) has been produced using the Nationwide service charge of 0.5%. You have the right to opt out of this and instead move onto the pay as you go advice charge service. You can find more information in the covering letter that accompanies your PCS. Please tell us below which service charge you'd like to choose:

- Please leave me on the 0.5% service charge.
- I'd like to move to the pay as you go advice charge service.

If you don't tick one of the above boxes to tell us which service you'd like, you'll remain on the 0.5% service charge until you tell us otherwise.

Please complete this form in BLOCK CAPITALS and ballpoint pen and email it to: aegonipsadministration@aegon.co.uk

Our email system and the way we deal with data internally is secure. However we're unable to ensure the security of emails before they reach us. Please consider this when sending us sensitive information.

Whenever you see this icon , you may have to send us additional information.

For the purpose of our records we'll process this instruction on the basis that you haven't received financial advice.

1. Customer details

1.1 Primary holder details

Product number

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

Full forename(s)

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
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1.2 Secondary holder details

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

Full forename(s)

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
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2. Switching details – continued

2.2 Switch in (investments to be bought)

The investments should match the illustration you received from us, if they don't, we won't be able to process your request. If you want to choose different investments, please contact us for a new illustration.

Full investment manager name, investment name and share class	SEDOL code (leave blank if not known)	Acc/Inc	Percentage
			%
			%
			%
			%
			%
			%
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			%
			%
			%
			%
			%
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			%
			%
			%
			%
			%
			%
Product cash facility	n/a	n/a	%
Total amount	n/a	n/a	%

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 switch.

I've included a separate list of investments with this form.

3. Investment income options

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 1.

Please tick one of the following options:

- Reinvest (default)** – reinvest any income received back into the same investment.
- Leave in cash** – pay any income into the product's cash facility.
- Consolidated natural income** – pay any income received to your nominated bank account as a monthly payment. (Complete section 4 to nominate a bank account).

If your instruction relates to your Aegon ISA and you've chosen 'consolidated natural income', this will count as a withdrawal from your Aegon ISA. Please note that the flexible ISA subscription rules introduced on 6 April 2016 don't apply to the Aegon ISA. This means that if you make a withdrawal from your Aegon ISA you won't be able to replace it without it counting against your annual ISA allowance.

Consolidated natural income will only be paid for a month if the amount to be paid is £2.50 or more, otherwise the money will be held until further distributions are received that takes the payment due above £2.50 and will be paid at the next monthly payment due date.

4. Bank details for payments out of investments

Please provide details of the bank/building society account your consolidated natural income is to be paid to.

Payments can only be made to a personal account in your name.

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.

Name of Bank/building society

Account name

Branch sort code

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Building society roll number (if applicable)

Bank/building society account number

Payments to building society accounts may take up to 10 days longer than payments to bank accounts

5. How we'll carry out your linked switch instruction

When we receive your linked switch instruction to sell one or more investments and use the sale proceeds to purchase other investments within your product detailed in section 1, we'll:

Initiate your sale instruction – we'll do this, when we receive your clear and fully complete switch instruction, in line with our usual provisions for carrying out sale instructions as described in the Aegon Platform – for Nationwide Building Society customers terms and conditions.

Initiate your purchase instruction – we'll do this when we receive confirmation of the sale price(s) from all of the investment providers in respect of the associated sale transaction(s). We will not wait for the cleared sale fund proceeds to be received into the cash facility of your product in order to proceed with the purchase transaction. If there is available cash in the cash facility to settle the purchase transactions, this cash will be used first. We will only pre-fund the purchase transactions where there is not enough cash in the cash facility to pay for the purchase in full (and then only to the extent needed to fund the shortfall between the available cash and the cost of the purchase transactions). Where we do not offer pre-funded switching, we'll do this when we receive settlement of all of the associated sale transaction(s).

Notify you in the event that we don't subsequently receive sale proceeds from any investment provider in relation to the switch within 14 days of the sale transaction. You can then choose how you want to pay for the shortfall in the cost to purchase your chosen investments.

Once a linked switch instruction is submitted, it's irrevocable and cannot be cancelled.

If you switch your investments, any rebalancing instructions in place will cease to apply.

6. Customer declaration

In this declaration:

'I' means both the primary and secondary holders respectively.

- 6.1 I instruct Aegon to carry out a switch of investments in accordance with this linked switch instruction and the Aegon Platform – for Nationwide Building Society customers terms and conditions for the product described in section 1.
- 6.2 I confirm that I have had the opportunity to read the Aegon UK Retail Order Execution Policy and I agree to its terms.
- 6.3 Where I currently hold investments in commission-included share classes under my Aegon GIA and/or my Aegon ISA, I instruct Aegon to purchase commission-free share class investments (where appropriate) and to arrange the conversion of all commission included share class investments I hold under my Aegon GIA and/or Aegon ISA to commission-free share class investments.
- 6.4 I have had the opportunity to read the fund specific information and/or KIID(s) relating to my investment(s).
- 6.5 I agree that once a commission-included share class has been converted to another share class within an investment, it cannot be converted back.

- 6.6 I am aware that no transactions can be carried out on the affected units while the conversion takes place.
- 6.7 I agree that any loyalty bonus I receive will stop once the conversion is complete.
- 6.8 I have had the opportunity to read the Aegon Platform – for Nationwide Building Society customers terms and conditions and hereby agree to be bound by the terms.

Date

D	D	M	M	2	0	Y	Y
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Print name

Date

D	D	M	M	2	0	Y	Y
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Print name

Illustration number (for internal use only)

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