

# Withdrawal instruction

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 visit [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport) or call 0345 604 4001 (call charges will vary).

Please complete this form to request a withdrawal from an Aegon General Investment Account (GIA) or Aegon Individual Savings Account (ISA). You should complete separate forms for each product you want to take a withdrawal from. The Aegon ISA is a flexible ISA. This means when you make a withdrawal from your ISA you can replace it, in the same tax year, without it counting against your annual ISA allowance for the current tax year.

If you're an individual customer you can complete this form electronically. Please type in the box(es), including your name in the signature box and email it to: [aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@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 so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured.

For more than one account holder or those signing on behalf of the client in the capacity of Power of Attorney or Court of Protection you must complete this form in black ink and email it to: [aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@aegon.co.uk) or post to: Aegon Cofunds Administration, Sunderland SR43 4DN.

Accounts set up under a trust agreement or by a corporate body, should complete the form in black ink and return by post to: Aegon Cofunds Administration, Sunderland SR43 4DN.

## 1. Customer details

Please confirm the product number from which this withdrawal should be taken.

Product number

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

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Full forename(s)

[illegible]

Surname

[illegible]

Date of birth

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For Aegon GIA only

Company name (if applicable)

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Scheme name (if applicable)

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Designation (if applicable)

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## 2. Withdrawal instruction

2.1 I/We want to withdraw the following amount from the product detailed in section 1.

- ☐ All – your product will be closed.
- ☐ Partial withdrawal – your product will remain open and any Direct Debits, rebalancing etc will continue.

Please give the amount or percentage below, then go to 2.2

Withdrawal amount £  Percentage of product value  %

Payments will typically take up to 13 business days to reach your nominated bank account.

2.2 I/We want to take the partial withdrawal detailed above:

- ☐ Proportionately across all investments, excluding the product's cash facility.
- ☐ From the investments shown in the table below. If you need to add additional funds please provide the information on a separate sheet of paper in the format below, sign and date it and attach it to this form.

Fund to withdraw from (Full investment manager name, fund name and share class)	SEDOL code (this is shown in your Key Investor Information Documents (KIIDs))	Amount to be sold (only choose one option)	
		All	Cash amount
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
		<input type="checkbox"/>	£
Product cash facility	N/A	<input type="checkbox"/>	£
<b>Total amount</b>	N/A	<input type="checkbox"/>	£

If the amount you've asked to withdraw from a particular investment fund is less than 95% of the fund value, we'll process this request on a monetary basis. If the amount is more than 95%, we'll process this on a unit basis. We'll estimate the number of units or shares we need to sell to reach this amount based on the unit or share price at that time. As prices fluctuate, this means the actual amount received at the time of sale may vary.

### 3. Bank details

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The payment will be made to the nominated bank account as detailed below. Payments can only be made to accounts in your name.

Name of bank/building society

Account name

Branch sort code

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Bank/building Society account number

Building society roll number (if applicable)

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 'Who can certify a document and how do they do it?' FAQ on our website for how to do this.

### 4. Adviser 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, or amend your client's ongoing adviser charge or service charge, use your Aegon Platform account.

# 5. Declaration

In this declaration, 'I', 'me', 'we' or 'us' means the investor(s), and 'Aegon' means Cofunds Ltd.

I/We authorise Aegon to carry out the instructions as set out by me/us in this form.

I/We declare that:

Where all investments are withdrawn from my/our product, I'm/we're aware that Aegon will close the product.

- For an Aegon ISA or individual Aegon GIA – one signature is required.

You (the customer(s)) should sign and date this form by typing your full name(s) in the signature box(es) below and typing the date in the date box(es) or by using any other electronic signature method we have agreed, in writing with your adviser, to accept. Your typed name(s) or agreed electronic signature method in the signature box will be your signature. When you sign the form electronically, by typing your name(s) in this box or using the agreed electronic signature method, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

- For a joint Aegon GIA, all registered holder(s) signature(s) are required.

Please complete the form in black ink and return it to us by email at [aegoncofundadministration@aegon.co.uk](mailto:aegoncofundadministration@aegon.co.uk) or by post to Aegon Cofunds Administration, Sunderland SR43 4DN.

- For an account set up under a trust agreement or by a corporate body, all registered holder(s) signature(s) are required.

Please complete the form in black ink and return it by post to: Aegon Cofunds Administration, Sunderland SR43 4DN.

## Customer

Aegon ISA holders and Aegon GIA primary holder.

Date

Print name

Signature (type name or sign here)

X

X

## Additional joint holder two

Date

Print name

Signature (sign name here)

X

X

All joint Aegon GIAs holders must sign

## Additional joint holder one

Date

Print name

Signature (sign name here)

X

X

## Additional joint holder three

Date

Print name

Signature (sign name here)

X

X

## 5. Declaration – continued

**For companies only**

This section should only be completed by companies.

Date

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

Primary holder signature (sign name here)

X

X

Date

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

Second holder signature (sign name here)

X

X

Date

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

Third holder signature (sign name here)

X

X

Date

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

Fourth holder signature (sign name here)

X

X

In line with current Money Laundering regulations and to help prevent fraud and keep customer accounts safe, we're required to review our records and verify the identity of the controlling persons.

As of 1/3/22 to process a withdrawal instruction, we need to have received and reviewed all Trust Deed(s) along with the following information for the trustees, named beneficiaries and the settlor(s) (name, date of birth, residential address, nationality and percentage entitlement\*) \*for beneficiary(ies) only.

If you have a corporate or trust account, please review the guidance at the following link to see what documents and/or information may be required to support your withdrawal **A guide to GIA for companies and trusts**.

