

# Alteration of fund choice

## About this form

Use this form to alter fund choices for your existing funds and/or future contributions. This is also known as 'switching' funds.

You should read the notes in section 5 before you fill in this form. Once you've completed it, you must send it to our head office. We can't accept this form by email.

Fax: 0131 549 4209

Please don't send it to another one of our offices as your switch may be delayed, which could affect the prices we use.

Online switching is available for most of our products. You can find more information at [aegon.co.uk](http://aegon.co.uk)

The value of your investments is linked to the performance of the funds selected and may fall as well as rise. You may get back less than you invest.

All funds are subject to charges and expenses. Charges reduce the potential for growth of your investments therefore it's important that you're comfortable with the level of charges that will be applied to the fund(s) you choose to invest in.

Before switching, please make sure you've read the appropriate fund factsheet(s) and are aware of all of the relevant charges.

You can find a list of funds, performance data and information (including charges), and the relevant fund factsheets by going to [aegon.co.uk/funds](http://aegon.co.uk/funds) and selecting 'other fund ranges'.

## What sections do you need to complete?

When completing the tables to alter your fund choice, please enter the exact fund name.

If you want to switch existing units and alter fund choice for future contributions – complete sections 1, 2, 3 and 4.

If you want to switch existing units only, leaving the fund choice for future contributions as it is – complete sections 1, 2 and 4.

If you want to alter fund choice for future contributions only, leaving existing units as they are – complete sections 1, 3 and 4.

## 1. Your details (this section must always be completed)

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Please complete this form in BLOCK CAPITALS and ballpoint pen.

Title

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

Full forename(s)

Surname

Plan number

Phone number



## 4. Request for alteration of fund choice

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The member must make the request for the following contracts on an individual plan basis – Buyout, Group Personal Pension plan, Group Self-invested Personal Pension plan (insured element), Reflex Control (insured element), Flexible Pension Plan (insured element), Personal Pension, Retirement Control (insured element), Trustee Transfer Plan, Stakeholder and Group Stakeholder plan.

The scheme trustees must make the request, on behalf of the Scheme, for the following contracts on a scheme basis – Group Money Purchase, Group Additional Voluntary Contribution, Final Salary, Pooled Fund, Trustee Investment, and for the following contracts on an individual policy basis – Exsel Fund, Exsel Plus.

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In this section, 'I/we' means the member or the trustees making the request and 'you' means Aegon.

I/We request you to carry out a switch of funds in accordance with this switch instruction.

I/We agree that this switch instruction is subject to the notes in section 5.

Where this instruction includes a switch into a fund which became available after the start date of the above plan(s)/scheme(s), I/we agree to a change to the plans in accordance with the provisions in section 5.

Date (dd/mm/yyyy)

Print name of trustee (if appropriate)

Signature of member/trustee\*

 X

Date (dd/mm/yyyy)

Print name of trustee (if appropriate)

Signature of trustee\*

 X

\*Please make sure the appropriate person(s) gives authorisation — see the note at the top of this section for additional guidance.

## 5. Notes

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### Completing this form

Here's an example of how to complete the tables in section 2.

In the below example, all of the existing Mixed units plus one-half of the existing Global units are to be cashed in and the proceeds re-invested as 50% Japan, 25% European and 25% UK Equity.

#### From

Insert the percentage that you want to switch from each fund.

Fund name(s)	Units in fund to be switched (%)
Mixed	100
Global	50

#### To

Insert the percentage that you want to switch into each fund (the total must be 100%).

Fund name(s)	Units in fund to be switched (%)
Japan	50
European	25
UK Equity	25
Total	100

### Switch constraints

You can find details of any switch constraints and charges that may apply to you in your policy conditions booklet.

If we receive switch instructions at our head office before 12 noon, we'll use the bid (or fund) prices set on the next business day to carry out your switch. If we receive it at or after 12 noon, we'll use the bid (or fund) prices set on the second business day after we receive it.

Where we receive switch instructions by post, we'll treat them as having been received at 8am on the day we receive them at our head office. If this day is a non-business day then we'll treat them as having been received at 8am on the next business day.

Where a switch instruction is sent to another part of Aegon, rather than direct to our head office, we'll make arrangements to forward the instructions to our head office. However, we'll not be responsible for any delay in switch instructions reaching our head office, or for any instruction which doesn't reach our head office.

We recommend that you fax the instruction to our head office using the number provided at the start of this form.

There can be no switch out of the Non-Profit Deferred Annuity fund.

Where the instruction includes a switch into a fund which became available after the plan/ plans start date, the plan will be changed to include our current standard provisions for new funds made available since the said start date, and we'll make the change available to the Member Trustees.

## 5. Notes – continued

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We reserve the right to delay switches by up to one month (up to 12 months where units are being switched into or out of the Property fund or a fund that's invested in whole or in part in real/heritable property, for example land, buildings and leaseholds).

### **With-Profits guarantees**

Potentially valuable investment guarantees will be lost if you switch out of With-Profits funds before the retirement date selected when you took out your plan. Once you switch out of these funds you won't be able to switch back in.

If you're unsure, we recommend you speak to your adviser.

If you don't have a financial adviser, you can visit [moneyhelper.org.uk/choosing-a-financial-adviser](https://moneyhelper.org.uk/choosing-a-financial-adviser) to find the right one for you.

You can find more information at [aegon.co.uk/wpguarantees](https://aegon.co.uk/wpguarantees)

### **Market value reduction**

We may apply a market value reduction on withdrawals or switches out of the With-Profits fund (Option 1), the High Equity With-Profits fund or the Deposit Administration fund. No market value reduction will apply on switching to the Cash fund at selected retirement age.

It isn't possible to switch into the High Equity With-Profits fund or the Deposit Administration fund.

### **Smoothing adjustment**

A smoothing reduction or increase may apply on switches or withdrawals out of the With-Profits Growth fund and the With-Profits Cautious fund.

### **Clear and complete instructions**

For us to act on any switch information, it must be fully complete and clear. Where we reasonably decide that the switch instruction isn't fully complete or isn't clear, we won't act upon it and will inform you accordingly as soon as possible. If we then receive a clear and complete instruction from you we'll deem the instruction to be received at the date and time we receive the clear and complete instruction.

We'll only use the phone number you have provided in section 1 to contact you in relation to your switch instruction. If we receive an incomplete instruction or the instruction isn't clear, we'll phone you to advise.

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### **Contact us**

Aegon and Scottish Equitable Pensions and Bonds  
Sunderland  
SR43 4DS  
Fax: 0131 549 4209

We recommend that you fax this instruction to us on the number given to make sure that we deal with it as quickly as possible.

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 03456 10 00 10 (call charges will vary).



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