For customers

Contribution alteration instruction

Please read these notes before completing this form

How to use this form

This form should be used when regular contributions to an existing Aegon Stakeholder Pension Plan, Personal Pension Plan or Flexible Pension Plan are being increased or decreased.

It should also be used when adding an additional single contribution to any of these plans. If there are any other changes then use the Plan alteration form.

You must refer to the ‘Contribution alteration instruction notes’ at the back of this form when completing this supplementary application form.

This instruction and the answers you give will affect the contract of insurance which you currently have with Aegon. These changes may be invalid in the event of a claim arising if you’ve failed to disclose any material fact (that’s any fact which would be likely to influence the assessment and acceptance of this application) that the form asks for. If you’ve any doubt as to the significance of any fact then you should disclose it. You should check that the form is fully completed and the information in it is accurate and complete. This is extremely important, particularly if the information has been collected by a financial adviser using information supplied by you, as this document alters the basis of a contract between you and Aegon. If any details are incorrect or incomplete, amend the details, initialling any changes, and contact a financial adviser.

This form is submitted to Aegon as your instruction to alter your existing pension plan.

Part A – Contribution alteration instruction

1. Personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
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<tbody>
<tr>
<td>Mr / Mrs / Miss / Ms / Other – please specify</td>
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<table>
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<tr>
<th>Full forename(s)</th>
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<table>
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<th>Address</th>
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| Postcode                                   |

[Part A – Contribution alteration instruction instructions continued]
2. Contributions

Enter the information relating to the change in contributions (see note 1 in part B, at the back of this form).

2.1 Give the date you want the new contributions to start

DDMMYYYY

2.2 How much do you now want to contribute?

£
gross regular contribution

£
gross single contribution

2.3 How much will your employer now contribute to your plan?

£
gross regular contribution

£
gross single contribution

2.4 Future contributions

If you want regular contributions to increase automatically each year, indicate below by how much they’ll increase.

☐ At a fixed rate of % a year (maximum 15%)

or

☐ At a rate in line with Average Weekly Earnings (with a minimum of 5% a year and a maximum of 15% a year)

3. Investment choice

How would you like your new contributions invested (see note 2 in part B, at the back of this form)?

Please tick one option.

☐ the same

☐ differently – provide details in table below

<table>
<thead>
<tr>
<th>Regular contributions</th>
<th>Single contributions</th>
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<tr>
<td>Fund name(s)</td>
<td>%</td>
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<td>Fund name(s)</td>
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</table>
4. Declaration and consent

In this declaration and consent, ‘I’ means the person named in section 1 of this form and ‘you’ means Aegon.

4.1 I acknowledge that any increase in regular contributions and any additional single contribution will be invested in the same fund or funds as current contributions, if the table in section 3 of this form isn’t completed. In certain circumstances further information may be required.

4.2 I declare that, to the best of my knowledge the details I’ve given in this form, whether in handwriting or not, is correct and complete.

Date
D D M M 2 0 Y Y

Signature of applicant

For financial advisers only

For the purposes of Financial Conduct Authority reporting:
Did you give this applicant advice when deciding to alter their existing plan?

☐ Yes  ☐ No

Part B – Contribution alteration instruction notes

1. Contributions
Enter the total new gross contributions you and/or your employer want to make to your plan.

Personal contributions will be paid net of basic rate tax.

We’ll claim basic rate tax relief from HMRC and add this to your net personal contributions so that the gross amount is invested. If you pay tax at a rate higher than basic rate — either as a Scottish or UK taxpayer — you can contact HM Revenue & Customs (HMRC) to claim extra tax relief through your tax return or by adjustment to your tax code. The value of any tax relief you’ll receive depends on your individual circumstances.

The maximum gross personal contribution that can be paid in a tax year is the greater of the basic amount, currently £3,600, and your relevant UK earnings in that tax year. This may change in future years. Personal contributions include any made on your behalf by a third party other than your employer. Personal contributions currently being made to any other registered pension scheme will also have to be taken into account.

Any single contributions will be applied to your plan on the date they’re received.

If an employer is increasing contributions, you must provide written confirmation of this from your employer.

Annual allowance
The government sets an upper limit, or annual allowance, on the total amount that can be contributed into your pension plan each year without incurring a tax charge. The annual allowance is measured across all registered pension plans you may have. You should speak to a financial adviser for more information. The current annual allowance is £40,000, however this may change in future years. For more information visit gov.uk/tax-on-your-private-pension

Money purchase annual allowance (MPAA)
The amount that can be paid by or for you into money purchase arrangements without a tax charge arising may be restricted to the MPAA, which from 2017/2018 tax year is £4,000. The restriction applies if you had a flexible drawdown plan at any time before 6 April 2015. It also applies if you take (or have already taken) certain types of pension benefits, including an uncrystallised funds pension lump sum or income from a flexi-access drawdown plan.
2. Investment choice

The investment funds chosen will also be the future fund split for your total gross regular and/or single contributions. If you want to switch your existing funds into different investment funds, you must complete the Alteration of fund choice form.

You should indicate the funds required and the investment split. Before switching, please make sure you've read the appropriate fund factsheet(s) and are aware of all of the relevant charges. You should enter the exact fund name. You can find a list of funds, performance data and information (including charges), and the relevant fund factsheets by visiting aegon.co.uk/fullfundrange.

Where a clear and complete investment choice is made, we'll invest the contribution(s) in accordance with that choice. Where no clear and complete investment choice is made, we'll invest the contribution(s) in accordance with our Investment fund allocation procedure for that contract, a copy of which is available at aegon.co.uk/support.

For advice as to whether a fund is suitable for you, please speak to your financial adviser.

Tapered annual allowance

From 6 April 2016 a tapered annual allowance applies to higher earners. If you have an adjusted income greater than £150,000, and your threshold income is greater than £110,000, then your annual allowance is reduced. For every £2 of adjusted income over £150,000, your annual allowance will be reduced by £1, subject to a remaining allowance of not less than £10,000. In other words, anyone subject to the taper whose adjusted income is £210,000 and over will have an annual allowance of £10,000. If you're also subject to the MPAA rules, special rules will apply. If you think you're affected by this you should speak to an intermediary.

This information is based on our understanding of current law and HMRC practice, which may change, and the impact on you will depend on your personal circumstances.