



For advisers only

## Rebalancing instruction

You can use this instruction to apply rebalancing for the first time, change or cancel an existing rebalancing instruction or apply rebalancing where it has been switched off.

Where Secure retirement income investments are held in the wrapper, you can't include those investments within the rebalancing instruction.

**When completed by hand, please sign and return this form to Aegon Digital Solutions, Sunderland SR43 4DL.**

**When completed electronically, please email to [clientsupport@arc.aegon.co.uk](mailto:clientsupport@arc.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

**Important note:** If your client's pension has been upgraded by Aegon to an Aegon Retirement Choices (ARC) Self Invested Personal Pension (SIPP), and you go ahead with this transaction, we'll view this as agreement on behalf of your client, to the transfer of their former pension plan to this ARC SIPP.

This means:

- If waiver of contribution insurance cover is required it will have to be taken out with another provider, and will be subject to underwriting and payment of an additional premium, as this option isn't available with an ARC SIPP.
- We won't allow a return to your former pension plan.

By submitting this form you're confirming your client's agreement to the upgrade.

# 1. Investor details

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Please complete this form in BLOCK CAPITALS and in ballpoint pen. Alternatively, please complete this form electronically by typing your responses.

Investor number

Investor 1 full forename(s)

Surname

## Joint investor details

You should only complete this section if your client is a joint policyholder (only available for ARC investors).

Investor 2\* forename(s)

Surname

Investor 3\* forename(s)

Surname

Investor 4\* forename(s)

Surname

\*If applicable

## 2. Rebalancing instruction

2.1 The rebalancing is to be applied to product number

2.2  please cancel the existing rebalancing instruction for this product - please continue to section 3.

2.3 Please use the investment choices shown below as the new default investment selection and apply rebalancing:

Quarterly       Annually       Ad-hoc

Beginning

If you don't tell us when you want the rebalancing to begin, we will automatically do this on the month following receipt of this form.

You're aware that, if applicable, this will replace any existing instructions.

Name of investment(s)*	Sedol	%
Cash (min 0.25%)		
	<b>Total</b>	<b>100%</b>

\*Write names in full as shown in the Aegon investments list

### 3. Adviser details

Name of adviser\*

Financial Services Register number (firm)

Adviser stamp

\*Also referred to as registered individual

Any investments held within this product that are non-daily dealing, alternative investments or equities traded directly will not be included in the rebalancing process, unless the assets are sold and the proceeds placed into cash or any asset which is included in this rebalancing process.

I declare that in the absence of a discretionary management agreement for the client, the above rebalancing instruction has been authorised by the client before submitting the instruction.

or

I declare that the above rebalancing instruction is given in accordance with a current discretionary management agreement for this client.

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form.

By signing this form, by typing your name in the box below, you make the following additional declarations:

You declare that:

- to the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete;
- you have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instructions;
- you have discussed the form with the customer and they are aware of its content, they agree to the declarations and agree to you submitting this application on their behalf.
- you hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date

Name (print)

Signature (Type name here)



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