

AVIVA INVESTORS INVESTMENT ISA DIRECT OFFER TRANSFER FORM



- Please answer all questions in CAPITAL LETTERS and tick boxes where appropriate.
- Please complete a separate transfer form for each ISA provider from which you wish to transfer an ISA.
- Once you have completed this form, please return it to Aviva Investors UK Funds Limited, PO Box 10410, Chelmsford, CM99 2AY.
- An ISA for the current tax year must be transferred in its entirety. An ISA for a previous tax year may be transferred in full or part. If a partial transfer is required, please specify the monetary amount of the transfer and/or the assets to be sold. Any partial transfer must be in accordance with the terms and conditions of your existing ISA.
- You can transfer from a Cash and/or a Stocks & Shares ISA to the Aviva Investors Investment ISA, which is a Stocks & Shares ISA.
- A copy of this completed transfer form is available on request.
- To invest in the Aviva Investors Cash Fund ISA a separate application form is available. Please contact us for further information.
- This is an application for the funds listed in section 2 within the Aviva Investors Investment ISA. Please note there are other funds available within the Aviva Investors Investment ISA. Please contact us for details about these funds.

If you would like to start contributions into a current tax year ISA with Aviva Investors, you will also need to complete a current tax year ISA application form. This needs to be completed before any money can be paid into your new ISA with Aviva Investors.

1. Personal details

Surname	<input type="text" value="Mr / Mrs / Miss / Ms / title"/>	Forename(s)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text" value="Postcode"/>		
Date of birth	<input type="text" value="D D M M C C Y Y"/>		
Daytime telephone number	<input type="text"/>	Email address	<input type="text"/>
If you already hold an Investment ISA with us and would like to top-up your investment please state your existing client reference number			
<input type="text"/>			
National Insurance Number	<input type="text"/>		

You should be able to find your National Insurance Number on a payslip, form P60, notice of coding or tax return. Otherwise your employer or tax office may be able to help. If you are in receipt of a state pension, your National Insurance Number may be shown on your bank statement next to any state pension payments you've received.

If you do not have a National Insurance Number, please tell us why in the space below.

<input type="text"/>
<input type="text"/>
<input type="text"/>

2. Investment details – Transfer to the Aviva Investors Investment ISA

Name of existing ISA provider

Approximate value of transfer

£

Please indicate the amounts you wish to invest in each fund

	Single investments (min £500 per fund)	Tick if income is to be paid out		Single investments (min £500 per fund)	Tick if income is to be paid out
Growth Funds			Income & Growth Funds		
European Equity	£	N/A	Asia Pacific Property	£	
International Index Tracking	£	N/A	Distribution	£	
Multi-asset Fund I	£	N/A	European Property	£	
Multi-asset Fund II	£	N/A	Global Equity Income	£	
Multi-asset Fund III	£	N/A	Multi-Manager 20-60% Shares	£	
Multi-asset Fund IV	£	N/A	Multi-Manager 40-85% Shares	£	
Multi-asset Fund V	£	N/A	Property Trust	£	
Multi-Manager Flexible	£	N/A	Strategic Bond	£	
Multi-Strategy Target Return	£	N/A	UK Equity	£	
UK Growth	£	N/A	UK Equity Income	£	
UK Opportunities	£	N/A	UK Index Tracking	£	
UK Smaller Companies	£	N/A			
Income Funds					
Corporate Bond	£				
Higher Income Plus	£				
High Yield Bond	£				
Managed High Income	£				
Monthly Income Plus	£				
Multi-Strategy Target Income	£	N/A			

Note: Certain funds enable you to receive income should you wish to do so. These funds offer income shares or units. If you wish to have your income reinvested, the income will be used to buy further shares or units in the relevant fund. For the other funds, accumulation shares or units are issued which results in income being rolled up into the capital value of your holding. Unless you have indicated otherwise, accumulation shares or units will be issued where available. For investments where no bank or building society details are provided, income is automatically reinvested or accumulated as appropriate. We reserve the right to deal only following the receipt of cleared funds.

3. Bank/building society details

Only complete this section if you wish to receive income payments (or regular capital withdrawals for Multi-asset Funds only). Please note that income is only paid from those funds indicated by a tick box in section 2. Income will be paid by direct credit to your UK bank or building society account and will be paid from outset. If you wish to take income at a later date, please contact us at the time. For all investments where no bank or building society details are provided, income is automatically reinvested or accumulated as appropriate.

Full name and address of UK bank/building society

Postcode

Name of account holder

Account number

Sort code

Building Society Roll no. (if applicable)

4. Regular capital withdrawals (Multi-asset Funds only) – This facility is only available for customers who have an investment in the Fund of £10,000 (net of initial charges) or above when a regular capital withdrawal is made. This facility is not available to customers who are paying regular investments.

If you wish to receive regular capital withdrawals, please indicate below the amount or percentage you wish to withdraw (the regular capital withdrawal will be applied proportionately across the Multi-asset Funds indicated in section 2).

I wish for my regular capital withdrawal to be taken (please tick one box) **Monthly** ☐ **Quarterly** ☐ **Half-Yearly** ☐ **Once a year** ☐

I wish to receive my first regular capital withdrawal payment on the month specified below (if left blank your first withdrawal will take place at the next available payment date). **Shares must be held for one year before proceeds are payable, so this date must be at least one year from the date of the first investment into the Fund.**

Month **Year**

I wish to withdraw the following amount, which will be paid in instalments as indicated above. Please indicate a percentage (of investment value) or £ amount.

% or £

Please complete section 3 to indicate where these payments will be made.

For more information on the terms of capital withdrawals, please read the Supplementary Information Document.

5. Data protection

I consent to Aviva Investors using the information I supply to administer my plan and acknowledge that it may be processed by any company within the Aviva Group, by re-insurers or by third parties who provide services to Aviva Investors. It may be transferred to any country, including those outside the European Economic Area, for any of these purposes. Any information may be used for underwriting or claims handling purposes and disclosed in confidence to regulatory bodies, other insurance companies (directly or via shared databases), other Aviva Group companies and your financial adviser (including third parties providing services to them).

In addition, Aviva Investors or, if applicable, the business partner that introduced you to Aviva, may use some of your information to advise you by post, telephone or email of other products and services offered by Aviva Group companies or of the business partner. If you do not wish to receive this material, please write to Aviva Investors, Mailing Exclusion Team, PO Box 6412, Derby DE1 1SB.

6. Prevention of money laundering

In accordance with EU and UK legislation relating to the prevention of money laundering we are obliged to verify the identity and address of all parties (e.g planholder, premium payer, settlor, third parties including beneficial owners) to this contract. In the case of legal arrangements we are also required to establish the identity of any controllers that are not named parties as well as individuals who have a specified beneficial interest in the contract.

Where a financial adviser or Aviva Investors Representative is involved they will let you know what evidence you need to produce. If you are applying to us direct we will verify your identity with a third party identity verification company.

In certain circumstances you may be required to provide further evidence of your identity and confirmation of address, in which case Aviva Investors will contact you. If the product you are applying for allows payment by cheque and you wish to pay with a Building Society cheque or Banker's Draft, the Society or Bank must endorse the cheque with the full name of the person from whose account the funds are drawn.

7. Declaration

The Aviva Investors Investment ISA Terms & Conditions, Key Investor Information Document(s) and Supplementary Information Document are important and you should take time to read them. If there are any terms you do not understand you should ask for further information.

- I am 18 years of age or over.
- I have read the latest relevant Key Investor Information Document(s), Supplementary Information Document and Aviva Investors Investment ISA Terms and Conditions and am aware that I should retain a copy of these for my future reference.
- I have read and accept the Data Protection statement.
- I understand that you may undertake a search with a third party company who provide identity verification services for the purposes of verifying my identity and the details I have submitted as part of this application. To do so the third party company may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained.
- I declare that the information contained in this form is correct to the best of my knowledge and belief.
- I authorise Aviva Investors UK Funds Limited:
 - to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
 - to make on my behalf any claims to relief from tax in respect of ISA investments.
- I agree that the Aviva Investors Investment ISA Terms & Conditions apply to my investments.
- I confirm that no financial advice has been received in respect of this investment.

Signature

Date

 / /

Name

8. Transfer checklist

Before sending a transfer form, please complete the following checklist to ensure that you have fully completed this transfer form.

Personal details

☐

National Insurance Number

☐

Existing ISA details

☐

Your bank account details

☐

Investment details

☐

Declaration(s) signed and dated

☐

ISA Transfer Authority signed and dated

☐

9. Transferring from a Stocks & Shares ISA

If you exercise the right to cancel an ISA transferred from another ISA manager you may not have the right to reinstate your ISA with your previous ISA manager and all future tax benefits which would have otherwise been attached to the plan, may be lost.

a. ISA Transfer Authority Form

Name of existing ISA manager	<input type="text"/>		
Address of existing ISA manager	<input type="text"/>		
1. Existing ISA number	<input type="text"/>		
2. Do you wish to transfer your current tax year ISA? (Note: a current tax year ISA must be transferred in its entirety) If yes, please complete:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total contributions made to date in the current tax year	<input type="text" value="£"/>		
Date of 1st contribution in current tax year	<input type="text" value="/"/> <input type="text" value="/"/>		
3. Do you wish to transfer your previous tax year ISA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tax year(s) of ISA to be transferred	Full transfer <input type="checkbox"/>	Partial transfer <input type="checkbox"/>	
If partial transfer, please indicate the assets to be sold or the cash value to be transferred			
Asset/fund name	<input type="text"/>	*Quantity	<input type="text"/>
Asset/fund name OR	<input type="text"/>	*Quantity	<input type="text"/>
Total cash value to be transferred	<input type="text" value="£"/>		

* If the full holding of an asset is not to be sold, please specify either the number of shares/units or the value of the required transfer.

b. Declaration

- I would like to transfer my ISA to Aviva Investors UK Funds Limited, HM Revenue & Customs number Z1251.
- Please encash my current ISA investments and transfer their value to Aviva Investors UK Funds Limited.
- I authorise you to provide Aviva Investors UK Funds Limited with any information they may request from you in relation to my ISA.

Investor's Signature	<input type="text"/>	Date	<input type="text" value="/"/> <input type="text" value="/"/>
Full Name	<input type="text"/>		

10. Transferring from a Cash ISA

If you exercise the right to cancel an ISA transferred from another ISA manager you may not have the right to reinstate your ISA with your previous ISA manager and all future tax benefits which would have otherwise been attached to the plan, may be lost. If you wish to transfer to the Aviva Investors Cash Fund ISA please contact us for a separate application form.

a. ISA Transfer Authority Form

Name of existing ISA manager	<input type="text"/>		
Address of existing ISA manager	<input type="text"/>		
1. Existing ISA number	<input type="text"/>		
2. Do you wish to transfer your current tax year ISA? (Note: a current tax year ISA must be transferred in its entirety) If yes, please complete:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total contributions made to date in the current tax year	<input type="text" value="£"/>		
Date of 1st contribution in current tax year	<input type="text" value="/"/> <input type="text" value="/"/>		
3. Do you wish to transfer your previous tax year ISA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tax year(s) of ISA to be transferred	Full transfer <input type="checkbox"/>	Partial transfer <input type="checkbox"/>	
If partial transfer, please indicate the assets to be sold or the cash value to be transferred			
Total cash value to be transferred	<input type="text" value="£"/>		

b. Declaration

- I would like to transfer my ISA to Aviva Investors UK Funds Limited, HM Revenue & Customs number Z1251.
- Please encash my current ISA investments and transfer their value to Aviva Investors UK Funds Limited.
- I authorise you to provide Aviva Investors UK Funds Limited with any information they may request from you in relation to my ISA.

Investor's Signature	<input type="text"/>	Date	<input type="text" value="/"/> <input type="text" value="/"/>
Full Name	<input type="text"/>		



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Registered address: No. 1 Poultry, London EC2R 8EJ. An Aviva company. www.avivainvestors.co.uk

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