

For customers

# Switch instruction form

## About this form

You should use this form for switching funds. It can be used for an existing Investment Control bond where the secure income option hasn't been selected, an Investment Bond or a Performance Bond.

Please fill in this form using **BLOCK CAPITALS** and in ballpoint pen.

Please read the notes at the end of this form before you fill it in. Once you've completed it, you must return the original form to our **head office** at the address below. We also recommend you fax it to us on 0131 549 4225. If you send it to another one of our offices, your switch could be delayed, which could affect the prices we use.

**AEGON**  
Edinburgh Park  
Edinburgh  
EH12 9SE

## 1. Bondholder details

Full name(s) of bondholder(s)


Bond number

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## 2. Switching existing units

Where you have an Investment Control bond and you've selected our protected investment option, the fund choice is restricted to our Core and Multi-manager funds. You should speak to your financial adviser for full details of the funds available.

See the 'Switching existing units example' section at the end of this form for more information.

Please insert the percentage of each fund that you want to switch from.

Fund name(s)	Units in fund to be switched %

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## 2. Switching existing units – *continued*

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Please insert the percentage of the total amount being switched that you want to be allocated to each fund. The total must be 100%. You should enter the exact fund name(s), especially if you choose the With-Profits Growth fund or the With-Profits Cautious fund, or the Distribution fund or the Select Distribution fund.

Fund name(s)	New allocation %

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## 3. Authorisation

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All bondholders must sign the authorisation.

I/We note that this switch instruction is subject to the notes below. Where this instruction includes a switch into a fund which became available after the start date of the above policies, I/we agree to the policies being changed according to the notes below.

Date (dd/mm/yyyy)

Signature(s) of bondholder(s)

X	X
X	X
X	X
X	X

# Notes

## Switch constraints and charges

We'll carry out switches at the prices ruling at the second valuation after we've received your written instructions at our head office.

We'll calculate prices according to the governing policy conditions. Under current practice, if we receive your instructions before 12 noon, the prices we use will be those we calculate at the valuation at 12 noon on the following business day.

Otherwise, we'll carry out instructions we receive at or after 12 noon at the prices we calculate at the valuation on the second business day after that. If we receive your instructions by post, you having posted them the previous day or earlier, then for this purpose we'll treat them as having been received at 8am on the date of delivery if that day is a business day or, if not, on the next business day.

If you send your switch instruction to another part of AEGON, rather than direct to our head office, we'll make arrangements for the instructions to be forwarded to our head office. However, we won't be responsible for any delay in switch instructions reaching our head office, or for any instruction which doesn't reach our head office.

When you tell us to cancel units in an investment fund to switch into units of another investment fund, we may have to sell underlying assets of an investment fund.

Where this happens, we may have to defer any switch as follows:

- Where the units are units in an investment fund that is invested in whole or part in real/heritable property, for example land, buildings and leaseholds, we may defer the switch for up to 12 months.
- Where the units are units in any other investment fund, we may defer the switch for up to one month.

We may apply a smoothing adjustment on switches out of the With-Profits Growth fund and/or the With-Profits Cautious fund.

For Investment Control bonds, if you've selected the protected investment option, your fund choice will be restricted to the Core and Multi-manager funds. Please speak to your financial adviser for full details of the funds available.

For Performance Bonds taken out before 30 September 2002, an alternative with-profits fund is also available. We may apply a market value reduction on switches out of this fund.

For switches into the Distribution fund/Select Distribution fund, please re-specify any regular withdrawal requirements separately.

You should speak to your financial adviser for further guidance.

We may charge for switches. Please see your policy conditions for more details.

If the instruction includes a switch into a fund which became available after the policy start date, the policy is changed to include our current standard provisions for new funds made available since the said start date and we'll make the document setting out the changes available to the policyholder(s).

When we refer to the unit price in these notes, this means the bid price for contracts where units have a bid price and an offer price.

## Example of switching existing units

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

From

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

To

Fund name(s)	Units in fund to be switched %
<i>International</i>	50
<i>European</i>	25
<i>UK Equity</i>	25
<b>Total</b>	<b>100%</b>



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