

Single withdrawal/cash-in form

About this form

You should use this form for one-off withdrawals or if you're fully cashing in any of the following products:

- Wealth Management Portfolio;
- Wealth Planning Account;
- Private Client Portfolio;
- Money Market Portfolio;
- Investment Portfolio;
- Estate Planning Portfolio; or
- Flexible Investment Plan.

Please **complete all relevant sections of this form by typing in the fields**. Once complete, please print and sign using a pen.

Alternatively, please print and complete in pen using BLOCK CAPITALS.

If any of the information on this form needs to be changed, it should be initialled by all policyholders.

When completed, please post this form by airmail to:

Aegon Ireland plc
2nd Floor
IFSC House
Custom House Quay
Dublin 1
D01 R2P9
Ireland

This form is split into two parts:


Part A contains the sections to be completed by you.


Part B contains important notes that apply to this instruction. Make sure you read the important notes before you sign the 'Declaration'.

Check details already filled in

If any details are already completed (based on what you've told your financial adviser), you should check these before you sign the 'Declaration' in section 5.

Additional information

Whenever you see this icon , we're asking you to send us additional material with this form.

Where you see this icon  it means there's information in the 'Important notes' section in **Part B**.

Personal information you provide on this form will be held and processed by us in accordance with the European General Data Protection Regulation, Irish data protection law and any applicable national privacy legislation. We need to collect this personal information so that we can carry out your instructions checks and in doing so carry out our contractual and legal obligations.

See our Protecting your personal information leaflet which can be found on our website www.aegon.ie. It explains how we manage your personal information and provides details on your data protection rights, how long we will hold information on you, contact details of our Data Protection Officer should you have any queries or concerns and how you can contact the Irish Data Protection Commission. If you provide Aegon with personal information relating to any other individual you must ensure that you have a lawful basis to collect and process it. In completing this form, you confirm that you have provided any such individual with a copy of our Protecting your personal information leaflet and all other information that such an individual is legally entitled to under the European General Data Protection Regulation.

Part A

1. Policyholder details

Complete details of all policyholders. If more than four policyholders are involved, please copy all of this section of the form, complete and make sure the additional policyholders sign the declaration.

*Taxpayer identification number – this is the number that the tax authority use to identify you. For example, in the UK it would be your National Insurance number or your company tax number. This is required so we can fulfil our reporting obligations to Irish Revenue.

**Please give details of all of tax jurisdictions you're resident in. This is required so we can fulfil our reporting obligations to the Irish Revenue.

Policy number

	Policyholder one	Policyholder two
Policyholder name		
Date of birth		
Address		
Taxpayer identification number(s)*	a.	a.
	b.	b.
Jurisdiction(s) of tax residence**	a.	a.
	b.	b.

	Policyholder three	Policyholder four
Policyholder name		
Date of birth		
Address		
Taxpayer identification number(s)*	a.	a.
	b.	b.
Jurisdiction(s) of tax residence**	a.	a.
	b.	b.

Is this a change of address?

☐ No ☐ Yes – please enclose a copy of an original certified, signed and dated, proof of address document dated within the last six months. ☒

Correspondence address (if different from the address we currently use)

Postcode

†Phone number

†Email address

2. Withdrawal details

There are important notes in **Part B** that you should read before completing this section, see ① notes 1 and 2.

Please choose the type of withdrawal/cash in you'd like by completing the relevant subsection.

- Where you've to sell assets to fund your withdrawal, make sure you attach a fully completed '[Dealing instruction form](#)'. You should allow enough time for your sale instruction to be settled and completed before any payment is made.
- For withdrawals from a Wealth Planning Account, you should speak to your financial adviser first for details of the changes to the taxation of this product from 2012 onwards.
- If you're resident in Italy, you should speak to your financial adviser if you're thinking of cashing in individual policies.

2.1 Cash in of entire bond

If you want to cash in your entire bond, please mark this box. ☐

You should enclose your policy schedule with this request. ☒ If this has been lost or destroyed, make sure you also complete the 'Lost policy declaration' in section 8.

If you cash in your bond all benefits will stop and you'll have no further rights to the assets in your bond, including any future distributions that may arise. You should complete section 2.2 or section 2.3 if you don't want to cash in your entire bond and terminate all benefits.

2.2 For cash in of one or more complete individual policies

Proceeds required – complete one of the following.

Amount (in your bond denomination currency) **or** Number of complete individual policies

You should enclose your policy schedule with this request. ☒ If this has been lost or destroyed, make sure you also complete the 'Lost policy declaration' in section 8.

If you currently receive regular withdrawal payments, please mark here to confirm they should reduce in proportion to the number of individual policies you cash in. ☐

If you're currently paying your financial adviser an ongoing adviser charge from your bond, mark here to confirm that it should be reduced in proportion to the number of individual policies you cash in. ☐

2.3 Single withdrawal across all policies

Please refer to your policy conditions for confirmation of the minimum amount you can withdraw from your bond.

Amount of withdrawal you require (in your bond denomination currency)

3. Bank details

Final payment won't be processed until all the necessary documentation has been returned.

Give details of the bank/building society to which you want us to pay your withdrawal/cash-in proceeds.

- We make all payments in the bond denomination currency and only into the bank account of the policyholder(s). We can't make payments to third parties.
- We can only make payments to bank accounts held in the European Union (EU).
- Any foreign exchange required will be completed by your bank.
- Payment can't be made by cheque.

Bank/Building society name

Branch address – must be within the EU

Name(s) of account holder(s) – at least one must be a policyholder

Account number

Sort code

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Building society roll number/reference

For non UK or non sterling bank/building society accounts, or where the bond denomination is in US dollars or euros (account must be held within the EU).

IBAN

Swift code

If you wish for payment to the bank account detailed across to be made via an intermediary bank, please provide the intermediary bank details below.

Account number

Bank/Building society name

Branch address

Reference

IBAN

Swift code

Full anti-money laundering checks are required for all bank account holders. If a joint bank account holder hasn't been identified by us yet, we'll carry out anti-money laundering checks as detailed in section 4.

In addition to the above, we require a **certified and dated** copy of a bank account statement confirming the details provided across. ☒ It must be dated within the last six months and include the account name, account number and sort code. This copy can be certified by an authorised financial adviser.

4. Anti-money laundering information

- We may verify account holders' identities (or identities of other interested parties) by carrying out a database search with a commercial agency. The search is carried out against public and other types of records. It will also check whether they've bank or credit facilities for identity verification purposes only. It won't disclose any information about their financial status in relation to these accounts. A record of the search will be retained but it won't affect their credit rating.
- Please let us know if any party named in this form is classed as a Politically Exposed Person, or if any party to this application form is classed as a close relative or business associate of a Politically Exposed Person. If the answer is yes, we reserve the right to request further information or documentation. We may need to do this to meet our obligations under the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended, which implements the Third Anti-Money laundering Directive in Ireland.
- We also reserve the right to request further documentation at any time in order to comply with anti-money laundering requirements. Please note that if we hold proof of identity on file for an individual that is out of date, we may need up to date proof.

4.1 Details of other interested parties

Please provide details for:

- any joint bank account holder who isn't an existing policyholder; and/or
- anyone who is acting as power of attorney on behalf of a policyholder.

Interested party one

Title

Forename(s)

Surname

Address

Postcode

Date of birth (dd/mm/yyyy)

Relationship to policyholder (e.g. spouse, child, grandchild etc)

Interested party two

Title

Forename(s)

Surname

Address

Postcode

Date of birth (dd/mm/yyyy)

Relationship to policyholder (e.g. spouse, child, grandchild etc)

4. Anti-money laundering information – continued

4.2 Anti-money laundering documentation

Individuals:

If, for any reason we're unable to perform verification checks with a commercial agency, we'll ask for the following documentation to be provided instead.

For payments to individuals, we'll need to see an original **certified and dated*** copy of one document from section **A** and one from section **B**.

*These can be certified by an authorised financial adviser.

Section A – Evidence of identity (photographic evidence – currently valid)

Full signed passport

Full photographic driving licence

Section B – Evidence of address

Utility bill**

Mortgage statement**

Bank/building society statement**

Full current driving licence

**Dated within the past six months.

Please note that a driving licence can only be used for either **A** or **B**. We can't accept it for both.

Examples of reasons where we might be unable to perform verification checks and where we might require documentary evidence to be provided, may include, but aren't limited to, the following.

- The person to be identified has recently moved to the UK.
- The person to be identified resides in a care home or similar facility.

Companies:

In the event of payment being made to a company, we'll be unable to perform verification checks on the company itself, so we'll always need to see original **certified and dated*** copies of all of the following: ☒

*These can be certified by an authorised financial adviser.

- ☐ Certificate of incorporation.
- ☐ Evidence of registered address and principal business address.
- ☐ List of directors' names. This must be provided on company headed paper.
- ☐ List of authorised company signatories with specimen signatures.
- ☐ Details (name, address, date of birth) of those who have signed the declaration and details (where it's a private company) of all shareholders with a shareholding of 25% or more or who otherwise exercises ultimate effective control over the management of the company.

To verify identification for any individuals named above, please refer to the 'Individuals' section for details.

5. Declaration

In this declaration, 'I/We' means the policyholder(s) and 'you' means Aegon Ireland plc.

I/We declare that:

I/We have read the explanation of the terms detailed in section 7, 'Irish residence definitions'.

I am/We are/The company is the policyholder in respect of whom this declaration is being made.

I am/We are/The company is not resident or ordinarily resident in Ireland.

I/We/The company hereby undertake to inform you of any change in my/our/the company's country of residence and/or jurisdiction of tax residence during the life of the policies.

I/We have read the important notes in **Part B** and acknowledge that they form part of this instruction.

I am/We are/the company is the legal owner(s) of the policies and I am/we are fully entitled to give the above instructions and to receive the relevant payment. No other person has any legal rights to the policies or to any proceeds from them.

I/We acknowledge that no further benefits under my/our policies will be payable after they are fully cashed in and that I/we shall be deemed to have received their full value, as calculated in accordance with the terms of my/our policies.

I am/We are not resident in the United States of America (US) for tax purposes, or a US citizen and I am/we are not required to file any US tax returns.

I/We shall cooperate with you and provide such assistance as you may require from time to time to ensure compliance with any legal and regulatory obligations, for example Foreign Account Tax Compliance Act and Common Reporting Standard for Automatic Exchange of Financial Account Information.

For trusts only

I/We declare that the settlor, beneficiaries, protectors and trustees of the trust named in this form are not resident in the US for tax purposes, are not US citizens and are not required to file US tax returns.

I/We declare that a court within the US would not have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust.

I/We declare that I am/we are not acting on behalf of an estate of a decedent that is a citizen or resident of the US.

For companies only

I/We declare that the company named in this form isn't a partnership or corporation organised in the US or under the laws of the US or any State thereof.

I/We declare that the beneficial owners of the company are not resident in the US for tax purposes, are not US citizens and are not required to file US tax returns.

Date (dd/mm/yyyy)

Print name

Signature of policyholder

X	X
---	---

Print name

Signature of policyholder

X	X
---	---

Print name

Signature of policyholder

X	X
---	---

Print name

Signature of policyholder

X	X
---	---

Print name

5. Declaration – continued

This form may be inspected by the Irish Revenue Commissioners. Under Irish law, it's an offence to make a false declaration.

This declaration must be signed by individuals who are neither resident nor ordinarily resident in Ireland. Where the policyholder is a company, the declaration must be signed by the company secretary or other such authorised officer.

It may also be signed by a person who holds power of attorney from the policyholder. Their identity must be verified as per our anti-money laundering requirements (see section 4). A certified copy of the power of attorney should be furnished with this declaration, if we haven't been previously advised of the appointment.

6. Checklist

Before you submit this request, please ensure you've included the following.

Fully completed withdrawal/cash-in form ☐

Proof of change of address (if applicable) (see section 1) ☐

Original/certified copy of a bank account statement, dated within the last six months (see section 3) ☐

Anti-money laundering documentation (if applicable) (see section 4) ☐

and, where you're cashing in the entire bond, or one or more complete individual policies:

Original policy schedule or fully completed 'Lost policy declaration' (see section 8) ☐

7. Irish residence definitions

Residence

An individual will be regarded as being resident in Ireland (the State) for a tax year if s/he:

- spends 183 days or more in the State in that tax year; or
- has a combined presence of 280 days in the State, taking into account the number of days spent in the State in that tax year together with the number of days spent in the State in the preceding year.

Presence in a tax year by an individual of not more than 30 days in the State won't be reckoned for the purpose of applying the two-year test. Presence in the State for a day means the personal presence of an individual at any time during that day.

Ordinary residence – individual

The term 'ordinary residence', as distinct from 'residence', relates to a person's normal pattern of life and denotes residence in a place with some degree of continuity.

An individual who's been resident in the State for three consecutive tax years becomes ordinarily resident with effect from the commencement of the fourth tax year.

An individual who's been ordinarily resident in the State ceases to be ordinarily resident at the end of the third consecutive tax year in which s/he isn't resident. Thus, an individual who is resident and ordinarily resident in the State in 2004 and departs from the State in that year will remain ordinarily resident up to the end of the tax year in 2007.

Residence – company

A company which has its central management and control in Ireland (the State) is resident in the State irrespective of where it's incorporated. A company which doesn't have its central management and control in Ireland but which is incorporated in the State is resident in the State except where:

- the company or a related company carries on a trade in the State, and either the company is ultimately controlled by persons resident in EU member states or countries with which the Republic of Ireland has a double taxation treaty, or the company or a related company are quoted companies on a recognised stock exchange in the EU or in a tax treaty country; or
- the company is regarded as not resident in the State under a double taxation treaty between the Republic of Ireland and another country.

It should be noted that the determination of a company's residence for tax purposes can be complex in certain cases and declarants are referred to the specific legislative provisions which are contained in section 23A of the Taxes Consolidation Act, 1997.

8. Lost policy declaration

You only need to complete this section if your policy schedules have been lost or destroyed.

Before completing this section please check that the policy schedules aren't held by your bank or building society as security, or by your solicitor or financial adviser.

In this declaration 'I/we' means the policyholder(s) and 'you' means Aegon Ireland plc.

- 8.1** I/We declare that I am/we are legally entitled to the proceeds of the policies, for which the policy schedules have been lost, mislaid or destroyed.
- 8.2** I/We guarantee and undertake to indemnify you against all loss and expense incurred by you in consequence of payment under the policies being made to me/us without delivery of the policy schedules. If the lost policy schedules subsequently come into my/our possession I/we will deliver them to you.
- 8.3** I/We confirm that the statements made in this declaration are true to the best of my/our knowledge and belief.

If this bond is assigned or held under trust, all assignees and/or trustees must sign this declaration.

Date (dd/mm/yyyy)

Signature of policyholder

X
X

Signature of policyholder

X
X

Signature of policyholder

X
X

Signature of policyholder

X
X

**This declaration must be witnessed.
The witness should be over 18 years of age and can't be the wife, husband or civil partner of the policyholder.**

Date (dd/mm/yyyy)

Full name

Address

Postcode

Signature of witness

X
X

Part B

Important notes ⓘ

Please take some time to read Part B as it forms part of this instruction.

1 Withdrawal details

- 1.1 We require this original instruction to be sent to us by post.
- 1.2 Withdrawal instructions can't be accepted from your financial adviser.
- 1.3 Cash-in charges may apply – see your charges schedule for details.
- 1.4 If you're cashing in one or more complete individual policies, we'll automatically reduce any regular withdrawals that are being taken from your bond as a percentage of the remaining premium. All other types of regular withdrawals will only be reduced if requested in this form.
- 1.5 Minimum and maximum withdrawal limits may apply. These differ depending on product type, and also on when your bond started. Your policy conditions booklet will confirm the limits that apply.
- 1.6 You should make sure there's enough cash in your cash account (if your bond has one) to fund the payment of this withdrawal/cash in.
- 1.7 Exit charges may be applied by certain external assets including funds, fixed term deposits and structured products. We recommend that you check with your financial adviser in each case to understand the implications.

2 Taxation

- 2.1 The rules governing taxation for taking proceeds from your bond are complex, and the tax outcome will be different depending on whether you cash in one or more complete policies or take a withdrawal across all policies. Before completing this form you should consult your financial adviser, who'll be able to explain this in detail and provide you with scenarios to help you understand the tax consequences of the two options.
- 2.2. Once you've completed and sent us this form we'll proceed with the withdrawal/cash in as instructed, even if it will result in a taxable chargeable event gain.

3 Contact details

- 3.1 If you've any additional queries, you can contact our Client Relations team on lo-call 0845 6000 173 if you're calling from the UK, or 00 353 1 673 8840 if you're calling from outside the UK.
- 3.2 Please note that we're not authorised to give tax, legal or financial advice regarding your bond.



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