

# Supplementary form for the appointment of a new custodian

This form should be completed together with our **Investment services appointment form**, or any subsequent form that we may use for this purpose.

## About this form

You should use this form if you wish to change the current custodian on an existing bond.

This form can be completed for the following products:

- Wealth Management Portfolio;
- Private Client Portfolio;
- Wealth Planning Account; or
- Investment Portfolio (Portfolio phase).

## Data protection & your privacy rights

The information you provide on this form will be held by us in accordance with all applicable data protection laws including the Irish Data Protection Acts 1988 and 2003 and Directive 95/46/EC and thereafter the General Data Protection Regulation 'GDPR' (and all laws implementing or supplementing the GDPR). We need to collect personal details such as names and addresses in order to service your plan or bond. This means that we are acting as a data controller. It is important that you understand how your information will be used, stored, what rights you have and for you to understand when we are bound by law to share information with third parties. We have a data protection management system in place to oversee the effective and secure processing of personal data. Our Protecting your personal information leaflet can be found on our website [www.aegon.ie](http://www.aegon.ie). It explains our data protection management system and provides the contact details of our Data Protection Officer should you have any queries or concerns.

## Connected person's privacy

If you provide information relating to any individuals or entities connected with your plan or bond, you must take all steps necessary to legitimize your processing of their personal information. You can meet this requirement by:

- obtaining their consent to processing the information before you share it with us;
- provide our contact details to the individual or entity connected with your plan or bond;
- provide them with a copy of our Protecting your personal information leaflet, or
- tell them the details of your disclosure of their information to us, the purposes for which it has been disclosed, our possible further disclosure of information as necessary, and that they have rights of access to and correction of their personal information.

By providing us with any information originating from a third party, you confirm that you have taken and completed these steps.

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 this form in **BLOCK CAPITALS** using a pen.

When completed, please post this form, by airmail, together with the Investment services appointment form to: ✉:

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

Alternatively, you can scan and email the completed form to [wealthmanagement@aegon.ie](mailto:wealthmanagement@aegon.ie) or by fax for the attention of Client Services to 00 353 1 673 8940.

## 1. Policyholder details

Policy number

Phone number

Name(s) of policyholder(s)

  
  
  


Email address

We'll only use the details you provide in this section to contact you about your bond.

## 2. Transfer details

Please note that your request to transfer custody will be carried out on a cash transfer basis. This means that your current assets will be sold and the proceeds transferred to your new custodian. We aren't responsible for late settlement by external fund managers. We'll only transfer cash once we've received settlement of ALL funds and dividends.

We won't accept an in-specie instruction where there are liquid assets. If you're transferring from Aegon to a new third-party custodian, you'll need to sell your funds by completing our **Dealing instruction form**.

The only time we'll facilitate an in-specie transfer of asset is under the following circumstances.

- Where there's an asset that is illiquid and can't be sold.
- Where we aren't party to the in-specie instruction i.e. between two third party custodians.

Please note that as the transfer process is reliant on third parties, Aegon has no control over the time it takes the transfer to complete.

## 3. Custodian information

### Give details of the new custodian to be appointed to your bond

If you're appointing our usual custodian (Citibank N.A. or another custodian we appoint in the future) as the new custodian, please state 'Aegon' in the box below.

New custodian name

Custodian's current Financial Conduct Authority reference number

## 4. Wealth Management Portfolio/Wealth Planning Account options

You should only complete this section if the new custodian isn't our usual custodian and you've one of the following products:

- Wealth Management Portfolio; or
- Wealth Planning Account.

### 4.1 Cash account options

Where the custodianship of one of the above product types is being transferred, you can choose for us to keep 5% or 2% of the bond value in a portfolio cash account. We'll then deduct any charges and withdrawals from this account. Alternatively, you can choose to transfer the full amount to the new custodian, named in section 3.

Depending on the option you choose, and how your bond is set up, the portfolio charge may change, as detailed below.

Please mark one of the following options:

- a. ☐ 5% of the bond value to be held by us in a portfolio cash account. There will be no increase in your portfolio charge under this option.
- or
- b. ☐ 2% of the bond value to be held by us in a portfolio cash account. There may be an increase of up to 0.06% per year to your portfolio charge.
- or
- c. ☐ All monies to be transferred to the new custodian named in section 3. There may be an increase of up to 0.1% per year to your portfolio charge. (This option isn't available for dual custody – see section 4.2).

### 4.2 Dual custody

**You should only complete this section if you wish for custody of the assets of the bond to be split between our usual custodian and a third party custodian. You must select either option (a) or option (b) in section 4.1.**

You can instruct us to add another custodian to your Wealth Management Portfolio or Wealth Planning Account bond. Our usual custodian must retain custody of some of the investments which your investment adviser will confirm. The remaining investments/cash will be transferred to the custodian named in section 3.

#### 4.2.1 For cash transfers only:

If you want us to only transfer a specific amount to the custodian named in section 3 please specify the amount below.

<b>Cash amount to be transferred</b>	
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You should ensure that sufficient cash remains with us, in line with the cash account option you've chosen in section 4.1. If there are insufficient funds in the cash account to cover this request, your investment adviser must complete a **Dealing instruction form**.

## 4. Wealth Management Portfolio/Wealth Planning Account options – continued

### 4.2.2 For in-specie of suspended assets only – please see section 2.

Specify in the table below the sedol number and the name of all illiquid investments that are to be transferred to the other custodian:

Full investment name	Sedol number

If you need more space for investments, use a separate sheet of paper. It should include the full investment name and its sedol number, in the same format as above. This should be initialled and dated.

The investment adviser named on the **Investment services appointment form** is the only party that can instruct dealing instructions on all assets on the bond. For the avoidance of doubt that means all assets held with both custodians on the bond.

## 5. Transfer fee

A charge is payable to us for use of this service, up to a maximum of £1,500. For further details, call our Client Relations team on 0845 6000 173 or go online at [www.aegon.ie/support-ireland/FAQ](http://www.aegon.ie/support-ireland/FAQ)

## 6. Declaration

- I/We have read and understand the leaflet entitled Protecting your personal information.
- I/We understand you are acting as a Data Controller for the purposes of the European General Data Protection Regulation and Irish data protection law.
- I/We, by providing you with any personal information originating from a third party, confirm that we have taken and completed the required steps, as outlined in the third party information section in the Protecting your personal information leaflet.
- I/We understand you collect personal information in order to verify identity and provide ongoing administration.

Date (dd/mm/yyyy)

Print name

Signature of policyholder

X	X
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Print name

Signature of policyholder

X	X
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Print name

Signature of policyholder

X	X
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Print name

Signature of policyholder

X	X
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