

# Regular payment instruction

If your personal circumstances mean you need any additional support, or if you'd like a large print, braille, or audio version of this document, please call 0345 604 4001 (call charges will vary) or visit [aegon.co.uk/support/additionalsupport](https://aegon.co.uk/support/additionalsupport)

In this form, Aegon means Cofunds Limited.

Use this form to set up a new regular payment or to amend or cancel an existing regular payment for either an Aegon ISA or an Aegon General Investment Account (GIA). The Aegon ISA is a flexible ISA. This means when you make a withdrawal from your ISA you can replace it, in the same tax year, without it counting against your annual ISA allowance for the current tax year.

If you are investing into funds then you must have been provided with an illustration and key documents before completing this form. If you haven't, we won't be able to process your request. This is not required if this regular investment is to be paid solely into the cash facility. Please go to [aegon.co.uk/support](https://aegon.co.uk/support) to download the form 'Illustration request - Aegon GIA and Aegon ISA'. We'll send you the relevant documents, along with your illustration.

Please complete this form by typing in the boxes, including the signature box(es) and email it to: [aegoncofundsadministration@aegon.co.uk](mailto:aegoncofundsadministration@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 so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured. If you have access to our online services, you may be able to log in and complete your action securely.

Whenever you see this icon , you may have to send us additional information.

# 1. Customer details

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Illustration number

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Product number

8																			
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1.1 Mr/Mrs/Miss/Ms/Other - please specify

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Full forename(s)


Surname


Date of birth (dd/mm/yyyy)

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1.2 For tax purposes, are you resident anywhere other than the UK?

No

Yes - download and complete the Individual self-certification form on our website and attach it to this form. ☒

1.3 Did you get advice before completing this form?

Yes

No

**For Aegon GIA only**

Company name (if applicable)

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Scheme name (if applicable)

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Designation (if applicable)

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## 2. Regular payment

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This section lets you tell us the new monthly regular payment amount you want to pay. The new regular payment amount you select will replace any previous instruction and is the new amount we'll collect from the start date you choose below. If you need to set up a new direct debit, please download a Direct Debit Mandate from the Aegon website.

### 2.1 I want to:

- Start a regular payment
- Change an existing regular payment
- Cancel an existing regular payment

Please invest my new regular payment amount as follows:

- Using my existing investment strategy
- In-line with my new investment strategy as set out in section 3.

Regular payment details

Amount

Start date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			2	0					

We must receive this form 17 working days before your chosen date, otherwise your first collection will be the month after.

### 2.2 Occasionally we might need to know where your funds have come from. Your source of wealth is how you got the money to invest, for example from regular savings from your salary, selling a property or an inheritance payment. Your source of funds is the details of the bank account that your money to invest comes from.

Source of wealth

Source of funds



## 4. Investment income options

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If you have income generating investments, this section lets you choose how any income distributions paid from those investments should be dealt with when we receive them from the investment provider. We'll apply your selection to all income generating investments you hold within the product detailed in section 1.

If you wish to take consolidated natural income and you're currently taking regular withdrawals, please select 'consolidated natural income' and we'll cancel your existing regular withdrawals.

Please tick one of the following options:

- Reinvest in fund (default) – reinvest any income received back into the same fund
- Leave in cash – pay any income into the product cash facility
- Consolidated natural income – pay any income received to your nominated bank account as a monthly payment. (Complete section 5 to nominate a bank account)

If your instruction relates to an Aegon ISA and you've chosen consolidated natural income, this will count as a withdrawal from your Aegon ISA and can be replaced in the same tax year under flexible ISA rules without the replacement counting towards your annual ISA allowance.

Please note, if you don't maintain the required minimum balance, we may close your Aegon ISA in accordance with the terms and conditions. If your Aegon ISA is closed, you'll lose the ability to replace any money that has been withdrawn.

## 5. Bank details for payments out of investment income

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Please provide details of the bank/building society account your consolidated natural income is to be paid into. Payments can only be made to a personal account in your name. If this is the first payment to your nominated bank account, you may need to give us a certified copy of your bank statement and driving licence (as proof of signature). We'll contact you if we need this. Rather than send us an original document, send us a certified copy, please see the 'Who can certify a document and how do they do it?' FAQ on our website for how to do this.

Name of bank/building society

Account name

Branch sort code

Bank/Building society account number

Building society roll number (if applicable)

Payments to building society accounts may take up to 10 days longer than payments to bank accounts.

## 6. Adviser details (for adviser use only)

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Adviser name

Firm name

If you'd like to take an ad hoc adviser charge for this transaction, or amend your client's ongoing adviser charge or service charge, use your Aegon Platform account.

## 7. Customer declaration

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### In this declaration:

- 7.1 'I', 'you', 'your' or 'me' 'my' refers to you, the Customer set out in section 1,  
'Aegon' refers to Cofunds Limited,  
'Manage regular payments' means starting to make, increasing or stopping regular payments on the product, and  
'Product' refers to an Aegon ISA or Aegon GIA, as applicable.

### General declaration

- 7.2 I acknowledge that Aegon relies on the information contained in the following documents as they form the basis of me managing regular payments on my product:
- The application
  - These declarations and any other declarations made when applying to make regular payments to your product
  - The Aegon Platform terms and conditions
- 7.3 I confirm that I have had the opportunity to read these documents carefully along with the key features document, my personal illustration (if applicable), key investor information document(s) and the declarations in this application, before completing this form.
- 7.4 I confirm that I have had the opportunity to read the Aegon UK Retail Order Execution Policy and I agree to its terms. I confirm that I am habitually resident in the United Kingdom.

- 7.5 I accept that Aegon has not and will not assess my suitability for managing regular payments on my product or any investment decisions I make. This means that I will not benefit from the protection of the Financial Conduct Authority's rules on assessing suitability. If I have any doubts about the suitability of managing regular payments on my product, I should speak to a financial adviser.

I declare that:

- 7.6 I apply to manage regular payments on my product from the start date as set out in this form.
- 7.7 I am 18 years of age or over.
- 7.8 I agree to the Aegon ISA or Aegon GIA terms and conditions, as applicable.
- 7.9 I agree that any direct debit instructions in the application will continue into subsequent tax years until I tell Aegon to stop taking payments.
- 7.10 The information supplied in this application, and any supplementary forms related to it, including transactional data, is correct and complete to the best of my knowledge and belief. I am aware that it is a serious offence to knowingly provide false or misleading information on the application.

## 7. Customer declaration continued

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7.11 And confirm that, if I have not received face to face advice from an appointed adviser in connection with this application, I have received and had the opportunity to read the key features document, illustration, Key Investor Information Document(s) and terms and conditions that are relevant to this application.

7.12 Where regulations allow, I nominate my appointed adviser to receive correspondence in relation to my investments. This instruction will remain in force unless my appointed adviser has informed Aegon that they wish for this correspondence to be sent directly to me, or I no longer have an appointed adviser to whom Aegon can send these.

7.13 The regular payments into my product will be placed in the cash facility. Thereafter, investments will be purchased in accordance with the investment instructions given by me or my appointed adviser.

7.14 Where I have selected consolidated natural income in section 4 and are currently taking regular withdrawals from my Aegon GIA or Aegon ISA, as appropriate, I instruct Aegon to cancel the regular withdrawals.

**Where the request is in respect of an Aegon ISA, I declare that:**

7.15 Where my Aegon ISA is not capable of accepting regular payments, I apply to subscribe for a stocks and shares ISA for the tax year 2024/2025 and each successive year until further notice.

7.16 All subscriptions made, and to be made, to the Aegon ISA belong to me.

7.17 Except where allowed by legislation, I have not subscribed/made payments, and will not subscribe/make a payment more than the overall subscription limit in total to any combination of permitted ISA types in the same tax year.

7.18 I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties, which by virtue of Section 28 of Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a registered civil partnership with, a person who performs such duties. I will inform Aegon if I cease to be so resident or to perform such duties or be married to, or in a registered civil partnership with, a person who performs such duties.

**Where the request is in respect of the Aegon GIA, I declare that:**

7.19 I have or will provide details through self-certification of all countries in which I am resident for tax purposes. If I do not provide these details, I will be reportable to HM Revenue & Customs (HMRC) as undocumented.

7.20 Where required to under UK law, Aegon can share information about me and my Aegon GIA to HMRC, who will then share this information with tax authorities in the relevant countries and territories.

**I authorise Aegon to:**

7.21 Hold my cash subscriptions, investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash. Make on my behalf any claims to relief from tax in respect of any of my ISA investments.

7.22 Accept investment and disinvestment instructions from my appointed adviser where I have appointed one in relation to my product.

7.23 Disclose details of my product to my appointed adviser, and to accept instructions from my appointed adviser with regard to all aspects of the running my product.

7.24 Pay any charge(s) specified by me to my appointed adviser on my behalf from my product. I agree that the amount of the charge(s) reflects the terms of the agreement I have entered into with my appointed adviser. If I disagree with the charge(s) then I must advise my appointed adviser of this.

