

# AVIVA INVESTORS LIQUIDITY FUNDS PLC

## SUBSCRIPTION/REDEMPTION FORM



To: BNYMellon Investment Servicing (International) Limited  
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Ireland  
Tel: +353 53 91 49840  
Fax: +353 53 91 53917

Unless the context otherwise requires, words and expressions contained in this Form shall bear the same meaning as in the Prospectus and the Key Investors Information Document (KIID) of the Company.

Subscription or redemption of Shares will not be processed until the original copy of the initial application form and any supporting documentation required with regard to anti-money laundering matters or otherwise has been received by the Administrator. We confirm that we will comply with the application and/or redemption procedures set out in the Prospectus and KIID ensuring that the original application form and any supporting documentation required with regard to anti-money laundering matters or otherwise are remitted to the Administrator immediately thereafter. Telephone dealing is only permitted on subsequent subscriptions and redemptions, upon receipt of the original application form, original supporting documentation in relation to anti money laundering requirements and whereby the shareholder has elected to avail themselves of this service.

The Applicant acknowledges that any amendments to its registration details and payment instructions will only be effected upon receipt of original documentation. The Applicant hereby agrees to indemnify each of the Administrator, the Distributor, the Fund and the Directors and agrees to keep each of them jointly and severally indemnified against any loss of any nature whatsoever arising to any of them as a result of any of them acting upon facsimile or telephone instructions. The Applicant acknowledges that the Administrator, the Distributor, the Fund and the Directors may rely conclusively upon and shall incur no liability in respect of any action taken upon such notice, consent, request, instruction or other instrument believed to be genuine or to be signed or otherwise given by properly authorised persons. The applicant confirms that they are in receipt of the applicable KIID.

### 1. DETAILS

Account name	<input type="text"/>		
Account number	<input type="text"/>		
Subscription/Redemption <i>(please tick as appropriate)</i>	Subscription <input type="checkbox"/>	Redemption <input type="checkbox"/>	
Aviva Investors Sterling Government Liquidity Fund <sup>1</sup> <i>(please tick)</i>	Class 1 <input type="checkbox"/> IE00B3KK3X41	Class 2 <input type="checkbox"/> IE00B3KK3Y57	Class 3 <input type="checkbox"/> IE00B3KK3Z64
Aviva Investors Sterling Liquidity Fund <sup>2</sup> <i>(please tick)</i>	Class 1 <input type="checkbox"/> IE0031619269	Class 2 <input type="checkbox"/> IE0031663291	Class 3 <input type="checkbox"/> IE0031663309
Aviva Investors Euro Liquidity Fund <sup>3</sup> <i>(please tick)</i>	Class 1 <input type="checkbox"/> IE00B3CKRD03	Class 2 <input type="checkbox"/> IE00B3CKRF27	Class 3 <input type="checkbox"/> IE00B3CKRG34
Aviva Investors Sterling Liquidity Plus Fund <i>(please tick)</i>	Class 1 <input type="checkbox"/> IE00B24F3S37	Class 2 <input type="checkbox"/> IE00B24F3T44	Class 3 <input type="checkbox"/> IE00B24F3V65
Trade date	<input type="text"/>		
Amount of transaction £/€	<input type="text"/>		
Transaction amount in words	<input type="text"/>		
Full account redemption	<input type="checkbox"/>		
Name of authorising officer	Title	Signature	Date
<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. SETTLEMENT DETAILS

Please ensure subscription proceeds are paid with value to the following bank details (net of handling charges and fees):

	GBP	Euro
Correspondent Bank:	<input type="text"/>	HSBC France
Correspondent Bank SWIFT:	<input type="text"/>	CCFRFRPP
Bank:	HSBC, London	HSBC Bank plc, London
Swift code:	MIDLGB22	MIDLGB22
Or sort code:	40-05-15	40-05-15
Account name:	BNYMTCIL CLLCTN AC AVIVA GBP LQ	BNY MELLON TRUST C(IE)L CLLCTN AC F AVIVA EUR LQ F
IBAN	<input type="text"/>	GB11MIDL40051576173690
Account number:	57316744	76173690
Ref:	[Investor name]	[Investor name]

All redemption proceeds will be made to the account of the Shareholder in the name of the Shareholder. No third party payments will be undertaken.

<sup>1</sup> Sterling Government Liquidity Fund - The Aviva Investors Sterling Government Liquidity Fund is a Short-Term Low-Volatility Net Asset Value (LVNAV) Money Market Fund.

<sup>2</sup> Sterling Liquidity Fund - The Aviva Investors Sterling Liquidity Fund is a Short-Term Low-Volatility Net Asset Value (LVNAV) Money Market Fund.

<sup>3</sup> Euro Liquidity Fund - The Aviva Investors Euro Liquidity Fund is a Short-Term Variable Net Asset Value (VNAV) Money Market Fund.

### 3. DATA PROTECTION

#### Personal Information

We collect and use personal information about you to enable you to make an investment in the Fund and to administer and manage the Fund. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at [www.avivainvestors.com](http://www.avivainvestors.com) or request a copy by writing to us at the address stated in the "Contacting Us" section below.

The data controller(s) responsible for this personal information is Aviva Investors Liquidity Funds plc.

#### Personal information we collect and how we use it

We will use your personal information:

- To administer and operate the Fund and your investment in it: we need this to carry out our contract with you as a Shareholder;
- To support legitimate interests that we have as a business: we need this to detect and prevent fraud and to help us better understand our investors and improve our investor engagement and for the external analysis, financial or regulatory reporting and market research purposes,
- To meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Central Bank of Ireland), to comply with law enforcement and revenue authorities and to manage legal claims; and
- To carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

We may also use personal information about other people. This may include individuals who are authorised to act on your behalf, for example, an attorney or (in the case of a corporate investor) individuals who work for or otherwise represent you. **If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.**

The personal information we collect and use will include name, address, date of birth, contact details, tax ID numbers, proof of address and financial information.

Of course, you don't have to provide us with any personal information, but if you don't provide the information we may not be able to proceed with your investment into the Fund.

Some of the information we collect as part of this application will be provided to us by third parties and this can include information already held about you within the Aviva Group, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

We do not currently make any decisions based on automatic decision making using your personal information to decide whether we can provide an investment in the Fund. If in the future we need to make decisions based on automatic decision making, we will inform you about this.

#### How we share your personal information with others

We may share your personal information:

- With the Aviva group, our agents and third parties who provide services to us to help us administer or manage the Fund. We will have appropriate contractual arrangements in place with any data processors that we appoint;
- With regulatory bodies, revenue authorities and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation; and
- With other organisations including public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes.

Some of the organisations we share information with directly or indirectly may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on the jurisdictions in question and the legal steps taken to protect your personal data please see our privacy policy at [www.avivainvestors.com](http://www.avivainvestors.com) or contact us.

#### How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your investment in the Fund and deal with any queries on your investment. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

#### Your rights

You have various rights in relation to your personal information, including the right to request access your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information where this use is based on our legitimate business interests. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us.

#### Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact The Data Privacy Office, Aviva Investors (Floor 10), St Helen's, 1 Undershaft, London EC3P 3DQ.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Irish Data Protection Authority at any time.

#### Marketing - How we keep you informed

With your consent, the Aviva group and its agents may use personal information we hold about you across the Aviva Group to help Aviva Group identify and tailor products and services that may be of interest to you and would like to contact you from time to time to provide you with updates and offers for Aviva's products and services tailored to you by direct marketing by post, phone, email or text. We may continue to do this after your investment has ended.

I consent to the use of my personal data for such purposes.

You may withdraw your consent at any time by contacting us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.



This is not a guaranteed investment, an investment in a Money Market Fund is different from an investment in deposits and can fluctuate in price meaning you may not get back the original amount you invested. This investment does not rely on external support for guaranteeing liquidity or stabilising the NAV per unit or share. The risk of loss of the principal is to be borne by the investor.

Issued by Aviva Investors Liquidity Funds plc, a company incorporated under the laws of Ireland having its registered office at 25/28 North Wall Quay, Dublin 1.

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