

# Aviva Investors Liquidity Funds Plc (the Fund)



## Subscription/redemption form

Completed forms are to be faxed to BNY Mellon Fund Services (Ireland) Designated Activity Company on +353 (0)1 9004650, email trades will not be accepted.

To: BNY Mellon Fund Services (Ireland) Designated Activity Company

Transfer Agency Department  
Wexford Business Park  
Rochestown  
Drinagh  
Wexford  
Ireland  
Y35 VY03  
Tel: +353 (0)1 9004640  
Fax: +353 (0)1 9004650  
Email: AvivaLiquidityTA@bny.com  
(the "Administrator")

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 (PRIIPS KID and KIID) of the Fund.

Subscription or redemption of Shares will not be processed until a copy of the initial application form and any supporting documentation required with regard to anti-money laundering matters or otherwise have been received by the Administrator. Where requested, the original hard copy of your instruction and any supporting documentation must also be provided to the Administrator, failing which any requests for redemptions or subscriptions may not be processed. The Applicant confirms that it will comply with the application and/or redemption procedures set out in the Prospectus and PRIIPS KID and KIID. Telephone dealing is only permitted on subsequent subscriptions and redemptions, and provided always that 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 documentation. Where requested, the original hard copy of your instruction must also be provided. 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 PRIIPS KID and KIID.

### 1. Details

Account name	<input type="text"/>		
Account number	<input type="text"/>		
Subscription/Redemption (please tick as appropriate)	Subscription <input type="checkbox"/>	Redemption <input type="checkbox"/>	Full Redemption <input type="checkbox"/>
Please specify relevant name of the Fund and share class	<input type="text"/>		
Aviva Investors Liquidity Funds plc offers a telephone dealing facility for subsequent subscriptions and redemptions for shares of these funds. Should you wish to use this facility please tick the box below.			
I hereby authorise that the Fund be allowed to accept and execute instructions by telephone <input type="checkbox"/>			
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 before the currency cut-off on settlement date (net of handling charges and fees):

	GBP	EUR	USD
Correspondent Bank	–	The Bank of New York Mellon SA NV	–
Correspondent Bank Swift	–	IRVTBEBB	–
Bank	The Bank of New York Mellon	The Bank of New York Mellon, Dublin	The Bank of New York Mellon, New York
Swift Code	IRVTGB2X	BNYMIE2D	IRVTUS3N
Sort Code	70-02-25	–	ABA routing number: 021-000-018
Account Name	Aviva Liquidity Funds Plc Subs Acc	Aviva Liquidity Funds Plc Subs Acc	Aviva Liquidity Funds Plc Subs Acc
IBAN	GB22IRVT70022595014246	IE54BNYM00000000002927	–
Account Number	9450540000 *For UK residents that require an 8 digit number please use; 95014246	9449460000	9450830000

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. Payments will be processed in adherence to BNYM currency cut-off times.

### 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.

### 3. Data protection (continued)

#### 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), 80 Fenchurch Street, London EC3M 4AE.

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.

#### Key Risks

The value of an investment and any income from it can go down as well as up. Investors may not get back the original amount invested.

The Fund invests in money market instruments such as short term bank debt the market prices/value of which can rise as well as fall on a daily basis. Their values are affected by changes in interest rates, inflation and any decline in creditworthiness of the issuer.

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.

#### Sustainability Risk

The level of sustainability risk may fluctuate depending on which investment opportunities the Investment Manager identifies. This means that the fund is exposed to Sustainability Risk which may impact the value of investments over the long term.

Full information on risks applicable to the Fund are in the Prospectus and the Key Investor Information Document (PRIIPS KID and KIID).

### Important Information

#### THIS IS A MARKETING COMMUNICATION

Except where stated as otherwise, the source of all information is Aviva Investors Global Services Limited ("Aviva Investors"). Unless stated otherwise any opinions expressed are those of Aviva Investors. They should not be viewed as indicating any guarantee of return from an investment managed by Aviva Investors nor as advice of any nature. The value of an investment and any income from it may go down as well as up and the investor may not get back the original amount invested. Past performance is not a guide to the future. The content of this presentation does not purport to be representational or provide warranties above and beyond those contained in the Prospectus and subscription documentation of the Fund. The Prospectus and the subscription document contain the full terms, conditions, representations and warranties in respect of the Fund. The underlying holdings of the fund should be considered in order to establish an appropriate minimum holding period. The content of this presentation does not purport to be representational or provide warranties above and beyond those contained in the legal documentation and subscription documentation of the Fund. The legal documentation and the subscription documents contain the full terms, conditions, representations and warranties in respect of the Fund. Nothing in this presentation is intended to or should be construed as advice or recommendations of any nature. This document is not a recommendation to sell or purchase any investment. It does not form part of any contract for the sale or purchase of any investment. Changes in exchange rates between currencies or the conversion from one currency to another may also cause the value of the investments to diminish or increase. The value of Shares expressed in a currency other than the Base Currency will be subject to exchange rate risk in relation to the Base Currency. You may switch between funds in the Aviva Investors Liquidity Funds p.l.c. Details on switching are provided in the Share Dealings section of the Fund's prospectus. The sub-fund is subject to the tax laws and regulations of Ireland. Depending on your own country of residence, this might have an impact on your investment. This document should not be taken as a recommendation or offer by anyone in any jurisdiction in which such an offer is not authorised or to any person to whom it is unlawful to make such an offer or solicitation. The Prospectus and Key Investor information Document (PRIIPS KID and KIID) are available at [www.avivainvestors.com](http://www.avivainvestors.com)

Where relevant, information on our approach to the sustainability aspects of the fund and the Sustainable Finance disclosure regulation (SFDR) including policies and procedures can be found on the following link: <https://www.avivainvestors.com/en-gb/capabilities/sustainable-finance-disclosure-regulation/>

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Issued by Aviva Investors Liquidity Funds plc, with registered office at 3 Dublin Landings, North Wall Quay, Dublin 1, Ireland and incorporated in Ireland as an umbrella type open - ended investment company with variable capital and with segregated liability between its sub-funds, and authorised by the Central Bank of Ireland pursuant to the UCITS Regulations.

496855 - 25/07/2025