

MyAviva

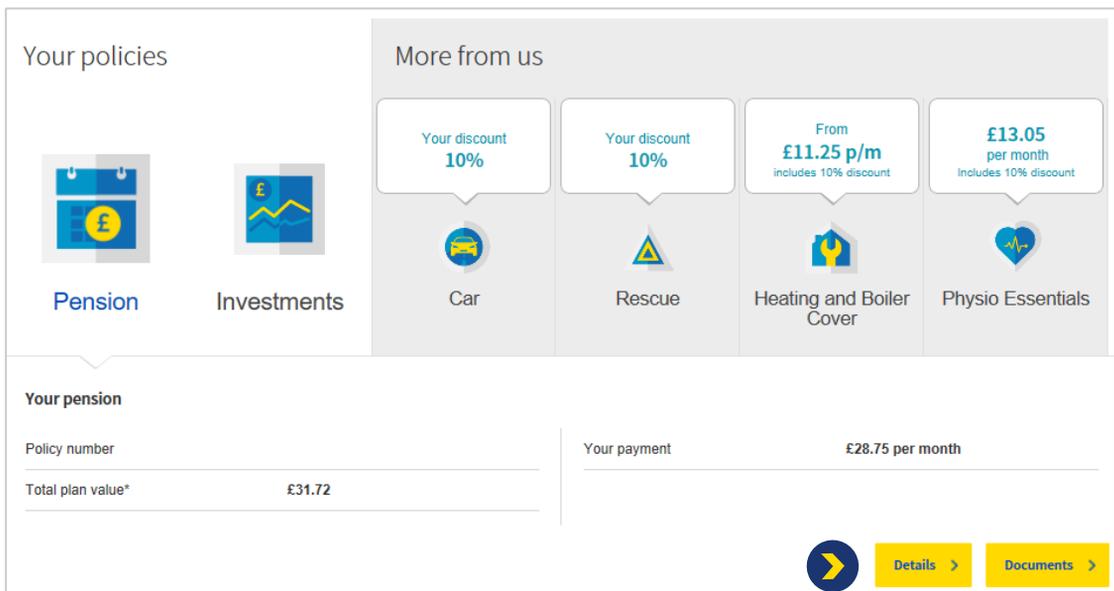
I want to add, remove and manage my beneficiaries

You can nominate beneficiaries (sometimes known as an Expression of Wish), to state who you want the policy proceeds payable to in the event of your death before retirement.

This method of naming a beneficiary is **not** legally binding like a Trust, and we may decide to pay the proceeds elsewhere in extreme circumstances.

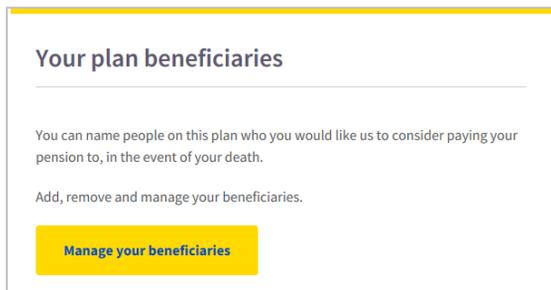
If you require more than 4 beneficiaries, want to list a charity as a beneficiary or set up a legally binding Trust, just give us a call on 0800 068 6800.

Once you are logged into your account, you will land on the main product screen; click the “Pension” icon.



The screenshot shows the MyAviva main product screen. On the left, under 'Your policies', there are icons for 'Pension' and 'Investments'. On the right, under 'More from us', there are four cards: 'Your discount 10%' (Car), 'Your discount 10%' (Rescue), 'From £11.25 p/m includes 10% discount' (Heating and Boiler Cover), and '£13.05 per month Includes 10% discount' (Physio Essentials). Below these is a 'Your pension' section with a table showing 'Policy number', 'Total plan value* £31.72', and 'Your payment £28.75 per month'. At the bottom right, there are buttons for 'Details' and 'Documents'.

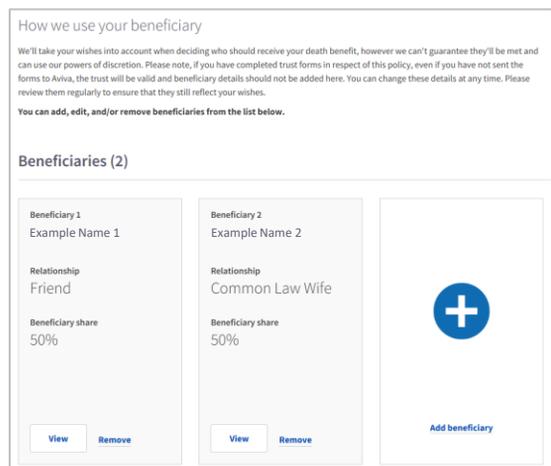
From here, please click on the yellow “Details” button. If you have more than one pension, please be sure to select the pension you would like to amend.



The screenshot shows the 'Your plan beneficiaries' section. It has a heading 'Your plan beneficiaries' and a sub-heading 'Your plan beneficiaries'. Below the heading, there is a paragraph: 'You can name people on this plan who you would like us to consider paying your pension to, in the event of your death.' Below this, there is another paragraph: 'Add, remove and manage your beneficiaries.' At the bottom, there is a yellow button labeled 'Manage your beneficiaries'.

From the main policy summary page scroll to the bottom until you see “Your plan beneficiaries”.

From here click “Manage your beneficiaries” to begin the process.



The screenshot shows the 'How we use your beneficiary' section. It has a heading 'How we use your beneficiary' and a sub-heading 'How we use your beneficiary'. Below the heading, there is a paragraph: 'We'll take your wishes into account when deciding who should receive your death benefit, however we can't guarantee they'll be met and can use our powers of discretion. Please note, if you have completed trust forms in respect of this policy, even if you have not sent the forms to Aviva, the trust will be valid and beneficiary details should not be added here. You can change these details at any time. Please review them regularly to ensure that they still reflect your wishes.' Below this, there is another paragraph: 'You can add, edit, and/or remove beneficiaries from the list below.' Below this, there is a heading 'Beneficiaries (2)'. Below the heading, there are two cards for 'Beneficiary 1' and 'Beneficiary 2'. Beneficiary 1 has 'Example Name 1', 'Relationship Friend', and 'Beneficiary share 50%'. Beneficiary 2 has 'Example Name 2', 'Relationship Common Law Wife', and 'Beneficiary share 50%'. Below each card, there are 'View' and 'Remove' buttons. To the right of the cards, there is a large blue plus sign and a button labeled 'Add beneficiary'.

Here you will be able to add, remove and manage current beneficiaries by selecting the navigation buttons.

Please have the personal details available of all beneficiaries you wish to add or amend.