



# Approved Retirement Fund Application Form



## to Aviva Life & Pensions Ireland DAC (“Aviva”)

### Important Please Note

This is a legal document and together with the policy conditions and policy schedule forms part of any subsequent contract with Aviva. All sections must be fully completed and any alterations initialled by the signatory/signatories. A copy of the completed application form, as submitted on your behalf to Aviva, is available on written request.

## 1. Checklist of documents to be submitted with this fully completed application form

A fully completed application form, to include:

- Completion of declarations on pages **9 and 10**.
- If applicable, completion of additional declarations on pages **10, 13 and 17**.
- Completed Certificate of Investment Source on **pages 20**.
- If investing in the Self Directed Investment Option, a fully completed **section 10**.

As a result of family law proceedings, you must enclose a copy of the Pension Adjustment Order or the Property Adjustment Order.

Valid proof of your date of birth.

If any transfer contribution is subject to or as a result of family law proceedings, you must enclose a copy of the Pension Adjustment Order or the Property Adjustment Order.

Any necessary written proof based on the answers provided in **section 6**.

If you wish to pay by Electronic Funds Transfer (EFT) please quote the application number or the name of the customer. Our details are as follows:

- Bank: AIB, Westmoreland Street, Dublin 2.
- IBAN: IE38AIBK93122515656130
- BIC: AIBKIE2D

**Please complete this form  
in BLOCK CAPITALS**

**If any of the required items  
are not submitted with the  
application form, we will  
be unable to proceed with  
the application.**

**Your ARF investment will  
not be invested in the  
chosen funds until we  
have received all of our  
requirements.**

## 2. Financial Broker Details

Agency Number

Name of Financial Broker

Financial Broker's Email Address

Financial Broker's Phone Number

Aviva Account Manager Name

### 3. Personal Details

Title         Mr             Ms             Mrs            Other  
 First Name   Surname  
 Date of Birth         /         /  
 Gender             Male                             Female  
 Relationship Status  
 Single         Married         Widow(er)         Separated         Divorced         Civil Partner

Address

Contact Phone Number

Email

PPS Number

Are you a Politically Exposed Person (PEP) or related to/associated with a PEP?    Yes         No

If Yes, please answer the following:

(for a detailed definition of a PEP, please refer to [www.aviva.ie/politically-exposed-person](http://www.aviva.ie/politically-exposed-person))

PEP Function (e.g. Government Minister):

Relationship to PEP (e.g. spouse, child e.t.c.):

**Please provide proof of date of birth.**

**Customer will receive their documentation online via the Aviva Online Service Centre.**

**Providing your PPS number is a mandatory requirement.**

**A politically exposed person is an individual who is or has at any time in the preceding 12 months been entrusted with a prominent public function, or a family member or a known associate of such a person.**

### 4. Product Details

**Which type of ARF are you applying for?**

Option A             Option B             Option C             Option C1             Option D

Is this transfer contribution being set up with the proceeds of a Pension Adjustment Order or a Property Adjustment Order?   Yes         No

If ‘Yes’ to above, please provide a copy of the Pension Adjustment Order or the Property Adjustment Order.

**Please refer the product summary sheet provided by your financial broker.**

**The minimum investment amounts are:**

- Options A and B: €20,000**
- Option C: €100,000**
- Option C1: €200,000**
- Option D: €200,000**

## 5. Fund Choice

Investment Amount: ARF €

**For full details on all the fund options available through the Aviva Approved Retirement Fund, please see the separate ‘Your Investment Guide’ which is available online and from your financial broker.**

Please complete details of the fund choice and the proportion to be invested in each fund.

Please note, we can only accept whole percentage numbers.

Fund Name	Fund Code	ARF Fund Choice
AIMS Target Return Series 1	C04	%
Aviva ESG Fixed 20 Series 1	E12	%
Aviva ESG Fixed 40 Series 1	E14	%
Aviva ESG Fixed 60 Series 1	E16	%
Aviva ESG Fixed 80 Series 1	E18	%
Aviva Fixed Deposit Fund (if available)*		%
Aviva Irish Commercial Property Fund Series 1	B55	%
Aviva Multi-Asset ESG Active 3 Series 1	C01	%
Aviva Multi-Asset ESG Active 4 Series 1	C03	%
Aviva Multi-Asset ESG Active 5 Series 1	C02	%
Aviva Multi-Asset ESG Passive Plus 3 Series 1	E04	%
Aviva Multi-Asset ESG Passive Plus 4 Series 1	E07	%
Aviva Multi-Asset ESG Passive Plus 5 Series 1	E10	%
Bond Series 1	C11	%
Cantor Fitzgerald Multi Asset 30 Series 1	B35	%
Cantor Fitzgerald Multi Asset 50 Series 1	B36	%
Cantor Fitzgerald Multi Asset 70 Series 1	B37	%
Cash Series 1	C12	%
Concept K Series 1	B66	%
Corporate Bond Fund Series 1	B92	%
Emerging Market Index Fund Series 1	E45	%
European Equity ESG Passive Series 1	E31	%
Global Emerging Market Equity Series 1	C09	%
Global Equity ESG Passive Series 1	E37	%
Global Leaders Equity Series 1	E42	%
Global Mid-Cap Equity Fund Series 1	D92	%
Global Smaller Companies Equity Fund Series 1	D91	%
High Yield Series 1	C07	%
L&G Multi-Index III Series 1	B32	%
L&G Multi-Index IV Series 1	B33	%
L&G Multi-Index V Series 1	B34	%
Long Bond Series 1	C10	%
Physical Gold Series 1	B69	%
Self Directed Investment Option	698	%
Stewardship Ethical Series 1	B56	%

**100%**

### What is the source of your ARF Investment?

Personal Pension Contract      Company Pension Scheme      Existing ARF  
 PRSA      Personal Retirement Bond

### Please provide the below details where relevant:

Insurance Company

Policy Number

Revenue Reference Number

There is a minimum investment of 10% of the contribution per fund.

**\* If you invest in any Aviva Fixed Deposit Fund:**

- you cannot withdraw your money before the maturity date unless we have a statutory obligation to allow withdrawals.
- capital protection and return will only apply on the maturity date.
- You are exposed to counterparty risk.
- You must read the relevant Fixed Deposit Fund Brochure to ensure you understand the operation and risks of investing in a Fixed Deposit Fund.
- You must include a signed copy of Supplementary Declaration for policyholders selecting Aviva Fixed Deposit Funds and include this with your Application Form.
- Maximum investment limits apply when you invest in our Fixed Deposit Funds through an ARF. These maximum limits are in place to meet imputed distribution requirements under revenue rules. Please see the Fixed Deposit Fund Customer Brochure for information on the limits that apply to the series of the Fund you wish to invest in.

**The Self-Directed Investment Option (SDIO) is only available for single contributions.**

**Crypto Currencies related to stocks /EFTs and Aviva shares are not available under SDIO.**

**Please see section 10 for further information, including product minimums.**

## 6. Withdrawal Options

### (a) Mandatory Withdrawals and Regular Withdrawals

Under tax legislation, ARFs are subject to “Imputed Distribution” requirements each year. This is where Aviva must deduct a tax payment based on a certain percentage of your fund value as of the 30th November each year. To avoid a potential double taxation of your fund, Aviva operate a Mandatory Withdrawal process on ARFs.

On the set up of your ARF policy (unless you fall within a specific exception), we will set up an Automatic Mandatory Regular Withdrawal on your Policy. The amount of this will depend on your age and the total value of all of your ARF and vested PRSA Policies:

Age Attained	Valuation Threshold	Minimum Mandatory Percentage
61 or more	= < €2,000,000	4%
71 or more	= < €2,000,000	5%
61 or more	> €2,000,000	6%

Where, for whatever reason, the aggregate of all withdrawals (including partial encashments) taken from your Policy (and other Aviva ARFs and/or Aviva vested PRSAs) in a particular year is insufficient to meet the Minimum Mandatory Percentage relevant to you, we will automatically pay you a withdrawal for the balance amount needed to make up your Minimum Mandatory Percentage, in December each year.

If you require a Regular Withdrawal in excess of your Minimum Mandatory Percentage, please confirm your required amount as follows:

ARF Regular Withdrawal Required:  %

Frequency of payment:    Monthly                      Quarterly                      Half Yearly                      Yearly

### (b) Withdrawals Options & Fund Choice

In all cases, we will automatically divide the withdrawal amount proportionately between each Investment fund that you are invested in. However, we will allow you to exclude specific investment funds from this process. If you do not want a proportion of the withdrawal to be deducted from any given fund, then you must specifically nominate the funds to be excluded here.

**Please do not take any withdrawals from the following funds:**

	Fund Name 1	Fund Name 2	Fund Name 3	Fund Name 4
ARF Policy				

A withdrawal will normally be payable on the 15th of the relevant month provided that we have received all of the requirements necessary to establish the payment.

Quarterly withdrawals will be paid in March, June, September and December. Half-yearly withdrawals will be paid in June and December and annual withdrawals will be paid in December.

We will take the withdrawal amount due from your ARF policy as instructed above. Aviva will deduct the taxes due and we will pay the remaining withdrawal amount to you by electronic fund transfer. You will receive confirmation of the details of each payment in a pay slip. We will not make payments by cheque.

### Exceptions to Mandatory Withdrawals

- (1) You are below age thresholds for imputed distribution requirements;
- (2) You provide evidence to show that you are entitled to avoid the imputed distribution requirement under this ARF policy due to receipt of sufficient income from other qualifying policies; or
- (3) You have notified us of the appointment of a nominee in section 7 (d) below.

*If relying on (2) above it is your responsibility to provide us with all evidence/information/authorities required.*

**The 4%, 5% or 6% withdrawal figures quoted in the table opposite are dictated by Revenue Requirements and are correct as at January 2022. Any subsequent changes in the underlying tax legislation will be reflected in the Mandatory Withdrawals from your ARF Policy.**

**IF YOU HAVE SELECTED THE SDIO INVESTMENT FUND AND IF YOU HAVE INDICATED ABOVE AND /OR ON THE INVESTMENT INSTRUCTION FORM THAT YOU WANT TO EXCLUDE THE SDIO FUND FROM THE WITHDRAWAL PROCESS, THEN YOU MUST ALLOCATE A MINIMUM OF 30% OF THE TOTAL INVESTMENT AMOUNT GOING INTO THIS POLICY TO ANOTHER INVESTMENT FUND(S) FROM WHICH A WITHDRAWAL CAN BE TAKEN. On your ARF Policy, a withdrawal of any amount may be restricted by the terms governing the Investment fund which you have selected.**

**(c) Withdrawal Payment Processing Requirements**

Payments from Approved Retirement Funds are liable to Income Tax, PRSI and the Universal Social Charge (USC). Aviva effectively becomes your employer.

There is no need to contact Revenue to register tax credits with Aviva; we will do that for you when your payment starts. However, if you have any queries about how your tax credits are allocated, you will need to contact Revenue directly.

To arrange this please contact the tax office at:

Telephone: 01 738 3636

Post: Write to the Inspector of Taxes currently dealing with your tax affairs.

**(d) Qualifying Fund Manager**

**If you would like to nominate a Qualifying Fund Manager, other than Aviva, to account for the Automatic Mandatory Regular Withdrawal in respect of your Aviva ARF then please complete the following:**

I would like to nominate as my Qualifying Fund Manager (QFM).

Effective Date of Nomination:        /        /

**(e) Your Bank Details**

Name of account holder

Address of account holder

City/postcode

Country

Account number – IBAN\*

Bank identifier code – BIC\*

**I hereby confirm that I have read the contents of this Section 6, WITHDRAWAL OPTIONS. I fully understand the implications of my decision indicated above and confirm this by my signature in Section 8. Declarations, Part B Declaration of Customer.**

**The Revenue need to allocate your tax credits across all of your policies from which you will receive an income. Therefore, if you will be receiving an income from more than one Aviva policy, you must advise the Revenue Commissioners of ALL these Aviva policies. Aviva is not allowed to allocate tax credits across multiple policies without Revenue authorisation.**

**Aviva does not act as Qualifying Fund Manager for any ARF other than an Aviva ARF.**

**Please note that we will require a letter from the QFM confirming their appointment as the nominated QFM. There is no obligation on a QFM to accept such a nomination.**

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## 7. Data Protection Notice

### **Please read this Data Protection Notice carefully before you complete the Declarations**

This notice explains the most important aspects of how we use your personal information, but you can get more information by viewing our full privacy policy at [aviva.ie/privacy](http://aviva.ie/privacy) or requesting a copy by writing to us at The Data Protection Team, Aviva, Building 12, Cherrywood Business Park, Loughlinstown, Dublin 18.

Aviva Life & Pensions Ireland DAC is the main company responsible for your personal information known as the data controller. Additional data controllers involved in the process for obtaining and maintaining insurance cover include the intermediary/financial broker (who is responsible for the sale and suitability of the product) and applicable reinsurers. Where this product is being purchased by the trustees of an existing pension arrangement, in the name of the Applicant/Policy Owner, the trustees will be an additional data controller in the process for obtaining the product.

We collect and use Personal Information about you in relation to our products and services. Personal Information means any information relating to you or another living individual who is identifiable by us. The type of personal information we collect and use, will depend on our relationship with you and may include more general information (e.g., your name, DOB, contact details) or more sensitive information (e.g., details of your health). We collect personal information from you and any relevant third parties (including that authorised by the Declarations) under and in relation to this Application and the administration of the policy, to include processing benefits and complaints. You don't have to provide us with any personal information, but if you don't provide the information, we need we may not be able to proceed with your application or any claim you make. We will let you know what information is required to proceed with your application or any claim you make. We may also use personal information about people other than you e.g., limited personal information on administrators/managers of a relevant pension arrangement, your nominated representatives, personal representatives, and your attorneys (under powers of attorney). If you are providing personal information about another person, you should show them these notices.

Some of the personal information we use may be provided to us by a third party. This may include information already held about you within the Aviva group, information we obtain from publicly available records, and from industry databases, from your intermediary, financial broker, or other nominated representatives or from other insurance companies, trustees, administrators, or qualifying fund managers of other relevant pension arrangements. We use your Personal information to provide and administer financial products and services requested by you and to manage our operations effectively.

We may also use profiling and other data analytics to understand our customers better (e.g., what kind of content or products would be of most interest) and to predict the likelihood of certain events arising (e.g. to assess insurance risk or the likelihood of fraud). We may carry out automated decision making to decide on what terms we can provide products and services, deal with claims and carry out fraud checks. More information about this, including your right to request that certain automated decisions we make have human involvement, can be found in the automated decision-making section of our full privacy policy.

Your Personal Information may be shared with other Aviva group companies and third parties (including our suppliers e.g. claim service providers, and regulatory and law enforcement bodies). We may transfer your Personal information to countries outside the EEA but will always ensure appropriate safeguards are in place when doing so.

We maintain a retention policy to ensure we keep personal information only for as long as we reasonably need it - please see our Privacy Policy for further details.

You have certain rights in relation to your Personal information including a right to access personal information, a right to correct personal information and a right to erase or suspend our use of your personal information. You also have the right to request for your personal information to be transferred to another organisation, a right to object to our use of your personal information, a right to withdraw consent (where we rely on consent) and a right to complain to the Data Protection Regulator. These rights may only apply in certain circumstances and are subject to certain exemptions. You can find out more about these rights in the Data Rights sections of our full privacy policy or by contacting us at [DPO@aviva.com](mailto:DPO@aviva.com).

## 8. Declarations

### Declaration under Regulation 6(3) of the Life Assurance (Provision of Information) Regulations 2001

#### WARNING

If you propose to take out this policy in complete or partial replacement of an existing policy, please take special care to satisfy yourself that this policy meets your needs. In particular, please make sure that you are aware of the financial consequences of replacing your existing policy. If you are in doubt about this, please contact your insurer or insurance intermediary.

Ref. Policy Number

#### (a) Declaration of Insurer or Intermediary

I hereby declare that in accordance with Regulation 6(1) of the Life Assurance (Provision of Information) Regulations, 2001, the applicant has been provided with the information specified in Schedule 1 to those Regulations and that I have advised the client as to the financial consequences of replacing an existing policy with this policy by cancellation or reduction and of possible financial loss as a result of such replacement.

**Financial Broker Signature**

*Name of Insurer or intermediary*

**Date**

/ /

#### (b) Declaration of Customer

I apply to Aviva for the Aviva ARF and declare that:

1. I have received in writing the information specified in the above declaration of insurer or intermediary.
2. I am eligible to apply for the proposed Aviva ARF. I am beneficially entitled to the money and/or assets representing the proposed investment amount and the full amount being transferred consists only of assets from an approved source under the Taxes Consolidation Act 1997.
3. I consent to Aviva, verbally or otherwise, seeking and receiving additional information that isn't provided on the application or where further information is required in order to process the application and such information will be deemed to be incorporated into this application and I hereby authorise the trustees, administrators, any Qualifying Fund Manager with whom I hold an ARF and life assurance providers of relevant pension arrangements with information relevant to this application and my agents to provide such information to Aviva.
4. I hereby authorise Aviva, on a continuing basis, to request all information necessary to determine if an Automatic Withdrawal is required under my Policy, including but not limited to the current value of other ARFs, vested PRSAs or other relevant qualifying contracts and withdrawals taken from such other contracts and I hereby authorize, on a continuing basis, the trustees, administrators, any Qualifying Fund Manager with whom I hold a relevant qualifying contract and my agents to provide such information to Aviva.
5. The information in this application for this Aviva ARF is true and complete.
6. I agree without further communication to me Aviva may, if they accept this application, issue a policy comprising policy conditions on Aviva's standard terms for the Aviva ARF (copies of which have been made available) and a policy schedule as regards the particulars of the policy such as the contribution amounts, fund choices and charges.
7. I agree that the policy conditions and policy schedule together with the information in this application will form the contract between Aviva and me.
8. I agree and understand that even if a contribution is tendered no binding contract is created until Aviva has issued the policy documents.
9. I understand that contributions will not be invested in my chosen funds until Aviva has received a fully completed application form, the contribution has arrived as cleared funds in Aviva's bank account and Aviva has issued the policy documents.

Please sign and date

10. I am resident for tax purposes in the Republic of Ireland and have an address in the Republic of Ireland. I undertake to inform Aviva of any change in my country of residence during the life of the policy.
11. I understand that Aviva has no responsibility for my investment choices and, in particular but without limitation, shall not be liable for any loss or damage that may be attributable to my decisions regarding fund choices or the exercise by me of the fund choices, including where a switch occurs from my original fund choice to an alternative fund choice.
12. I agree and understand that Aviva's processes may involve electronic means including, but not limited to, data entered online, the capturing of my signature on an electronic device, the use of electronic signature or the use of a signature-free process; Aviva's processes may also (even where commenced on-line) involve manual processes and/or require wet ink signing of documents at certain points. I agree that for the purposes of relevant Aviva processes any electronic signature is the legal equivalent of a manual signature.
13. I have read and understand the Data Protection Notice. Where I am providing information about another person (e.g. trustees, administrators and qualifying fund managers of other relevant pension arrangements), I confirm that I have:
  - let them know what information I have shared with Aviva;
  - shared the Data Protection Notice with them; and
  - obtained their confirmation that they have read and understand the Data Protection Notice.

I understand that Aviva require this for the purpose of this Application and that I have done so.
14. When I the Policy Owner provide an email, I will automatically be registered to the Aviva Online Service Centre where I will be able to view my customer documentation, including this policy and any previous pension, Approved Retirement Fund, savings protection policies I may have with Aviva, excluding any corporate owned policies. If I would prefer to receive my documentation by post, I will let my Financial Broker know, so that all my documentation can be issued to me by post.

**Signature**

**Date**                    /                    /

**← Please sign and date**

**9. Additional Trustee Declaration**

I request that in accordance with the information set out above, this policy should be issued in the name of the ARF policyholder.

**Scheme Details**

Scheme Name

Pensions Authority Number

Revenue Approval Number

Name of Trustee

Signature of Trustee

Date                    /                    /

**This section must be completed where the ARF is being purchased by Pension Scheme Trustees.**

**← If applicable, Please sign and date**



## 10. Self-Directed Investment Option

**This section is only for customers wishing to invest in the Self-Directed Investment Option.**

The Self-Directed Investment Option (SDIO) for ARFs is only available for single contributions in excess of €20,000.

### Terms governing the self-directed investment option (SDIO) and limited power of discretionary management

As this product may allow you to invest in the Aviva Self-Directed Investment Option (SDIO), please carefully read the additional information set out below and please also be sure that you are happy that you fully understand the nature of the SDIO fund and the account option within the SDIO fund you have selected. Within the SDIO fund, you may select an execution only or advisory account to engage in market trading, or an execution only account to buy structured products or a discretionary management account where the trading decision making process is delegated to the Investment Manager. The Account Type you select will determine the Account Documentation you need to complete and provide.

If after reading this information you have any unanswered questions please contact your financial broker, with respect to financial advice, before proceeding. For further information please refer to the SDIO fund customer guide at [aviva.ie](http://aviva.ie)

#### Please select an account type below:

Execution Only (non-Trading)                      Execution Only Account (Trading)  
Advisory Account (Trading)                      Discretionary Management

Account Type	Description	Account Documentation	Minimum Investments
<b>Execution Only - Non-Trading</b>	These accounts are designed for individuals who wish to access products such as structured investments and property funds.	Investment Instruction Form <b>(Send to Aviva)</b>	<b>€15,000</b> (except Greenman where the minimum is €50,000)
<b>Execution Only - Trading</b>	These accounts are designed for individuals who wish to trade through the Investment Manager (Cantor Fitzgerald) without the need for advice.	Self-Directed Execution Only Account Opening Form <b>(Send to Cantor)</b>	<b>€20,000</b>
<b>Advisory Trading</b>	These accounts are designed for individuals who wish to trade and will require advice or input from the Investment Manager (Cantor Fitzgerald) in their decision-making process.	Self-Directed Advisory Account Opening Form <b>(Send to Cantor)</b>	<b>€100,000</b>
<b>Discretionary Management</b>	These accounts are designed for individuals who wish to pass the trading decision making process to the Investment Manager (Cantor Fitzgerald) who will then manage their account within a set of parameters as agreed at the outset.	Discretionary Account Opening Form <b>(Send to Cantor)</b>	<b>€100,000</b>

#### Additional Information for the Aviva SDIO Fund

The Investment Manager for the Aviva SDIO Fund is currently Cantor Fitzgerald ("Investment Manager"). Depending on the Account Type selected other parties associated with the SDIO fund may include structured investment product providers. If you have selected the SDIO fund and if Aviva have received a Contribution (meeting our minimum contribution requirements for the SDIO fund and/or Account Type as may be in place from time to time) from you, Aviva will open an Account within the SDIO fund with the Investment Manager to cater specifically for your policy only.

#### In selecting the Aviva SDIO fund as an investment option under my Aviva Approved Retirement Fund I ACKNOWLEDGE, UNDERSTAND AND AGREE THAT;

- At all times Aviva is the legal and beneficial owner of all the assets within the SDIO fund held in the Account set up for my Policy;
- Aviva may change the Investment Manager at any time and that Cantor Fitzgerald may cease to provide this service to Aviva at any time. In such an event, I must inform Aviva of my selection of the alternative investment options (notified to me as being available at that time) and that if I do not make such a selection within the time period set out by Aviva that Aviva will have the right to make the selection on my behalf;
- All of the Contributions received by Aviva from me and forwarded to the Investment Manager, as instructed by me on my Application Form or on any subsequent written instructions, will be held in the Account set up for my policy in cash deposits (non-interest bearing) until such time as I have executed and returned to Aviva and/or the Investment Manager all required Account Documentation (as appropriate to the type of Account Type), and until valid instructions have been given directly and exclusively to Aviva and/or the Investment Manager (as appropriate to the Account Type), to buy assets for my Account in place of the cash deposits;

- Aviva is granting me, a limited power of discretionary management to receive information and advice from the Investment Manager in respect of an Advisory Account or Discretionary Management Account only and to give instructions to Aviva and/or the Investment Manager, as appropriate to the Account Type, in relation to the assets in the Account set up for my policy. I may also authorise another person, from time to time, to fulfil this role under this power granted to me, provided that person is authorised and appointed by me in the form and format required by Aviva and/or the Investment Manager. Aviva will not be responsible for any investment decisions taken by me or to any party to whom I have delegated authority;
- The type of investments the Investment Manager can enter in to for the Account set up for my policy are limited to those permitted by Aviva at the time of the investment and Aviva may vary the type of investments permitted from time to time (a list of current permissible assets is available on our website or on request). If restricted investments/assets are entered into in error Aviva reserves the right to sell these assets immediately and accepts no liability for any loss incurred. Where a once permissible asset becomes no longer permitted under Aviva Group standards and policies, Aviva reserves the right to sell the impacted assets. The timing of any required sale will be at our discretion and we will not be liable for any loss incurred;
- I have sole responsibility for asset/investment selection at all times. The inclusion of any type of investment on our list of permissible assets is in not an assessment of the appropriateness, suitability or the quality of the assets/investments or third parties selected by you. Aviva shall have no responsibility, liability or duty with respect to the appropriateness, suitability or quality of an investment selection or for an investment no longer being available or being closed to new investors;
- Aviva and/or the Investment Manager are not liable for any loss caused to my policy as a consequence of;
  - any information, advice or instruction given to me (or any other validly appointed person), by the Investment Manager;
  - the investment performance of any selection made or assets bought by the Investment Manager or by Aviva for the Account set up for my policy, acting on instructions received from me (or from any other validly appointed person), or acting in execution of their role under a Discretionary Account;
- Before buying any assets for an Execution Only – Non Trading Account for structured products set up for my policy in place of the cash deposits (non-interest bearing), Aviva will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation an Investment Instruction Form;
- Before buying any assets for an Execution Only – Trading Account or Advisory Trading Account set up for my policy in place of the cash deposits (non- interest bearing), the Investment Manager will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation an Account Opening Form;
- Before buying any assets for a Discretionary Management Account set up for my policy in place of the cash deposits (non-interest bearing), the Investment Manager will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation a Discretionary Account Opening Form;
- A certain amount of liquidity is required in my Account at all times to cover charges, fees, levies, withdrawal requests etc. I understand it is my responsibility to manage my Account Liquidity and agree at all times to maintain the minimum Account Liquidity as determined by Aviva from time to time. I understand the Investment Manager may reduce any investment amounts I have requested to ensure that there is sufficient Account Liquidity to meet future anticipated charges, levies and withdrawals;
- Before Aviva can forward Contributions to or request the return of the full value of the Account (or a partial return of the value of the Account) from the Investment Manager, a reasonable time delay will be necessary to process any instructions received by Aviva to ensure that those instructions are completed in accordance with Aviva’s business practices and with regulatory requirements imposed upon Aviva and that Aviva is not responsible for any market opportunities foregone or any investment performance during this time delay;
- Before the Investment Manager can return (either in full or in part) the value of the Account to Aviva, a reasonable time delay will be necessary to process any instructions received by the Investment Manager to ensure that those instructions are completed in accordance with the Investment Manager’s business practices and with regulatory requirements imposed upon the Investment Manager and that the Investment Manager is not responsible for any market opportunities foregone or for any investment performance during this time delay; and
- The SDIO fund specific policy conditions will form part of the contract between Aviva and me. I further confirm that I have read and understand the Policy Conditions as they relate to the SDIO fund and the additional disclosure material, suitability and risk warnings in respect of the SDIO fund as set out below.

Signature of Customer

Date                    /        /

**Having signed the declaration and by continuing with your investment in our SDIO fund, you are confirming that you have read and understand the additional information set out below and that you accept all of our SDIO fund specific terms and conditions as set out above and in your Policy Conditions as part of your contract terms in relation to any investment into the SDIO fund that you make.**

#### **Additional disclosure material**

In order to be eligible to select the Aviva SDIO fund, you must have at least €15,000 available or €50,000 if investing in Greenman, after any set up charges, for investment in this fund only. Except by virtue of a reduction in the value of the assets caused by investment performance/charges etc, you cannot reduce the amount to be held in the Account set up for your policy in the SDIO fund below €15,000.

When you invest in the SDIO fund additional charges and expenses will apply depending on what you ask us to invest in. Aviva sets the policy charges and the fund management charges of the SDIO fund. The Investment Manager sets the trading charges (dealing commission, custody fees and other management fees, etc.) for the service they provide. These charges are available on request and may only be changed if Aviva agrees to a change. Where relevant any selected Structured Investment Product Provider sets all the charges within their structured product and these charges are available on request from them.

Aviva is not responsible for third party charges that may apply to investments you select in the SDIO fund. You should read Aviva's policy and fund charges, the Investment Manager's trading charges and the Structured Product Provider's brochure and key features document carefully and discuss any issues you have on this subject with your Financial Broker.

#### **Suitability and risk warnings**

The primary objective of your pension is to provide you, the policyholder, with a retirement income or with a fund at retirement to purchase your retirement benefits. You need to consider if investing in the Aviva SDIO Fund, along with any other pension arrangements you may have, will meet your pension objectives. In addition, you should also consider, amongst other issues, your risk appetite, if applicable the number of years you have to retirement, the extent of diversification you have across all your pension arrangements, and your own personal and financial circumstances.

You should also consider professional advice from a Financial Broker in order to ensure that you can make an informed choice. Aviva is not liable for any loss caused to your policy as a result of the performance of the investment funds in which you choose to invest.

Once invested in a pre or post retirement pension product, you will be restricted to taking your retirement benefits in a form allowed under that product including, in a pre-retirement product, waiting until retirement before you can reap the benefits of your investments. In addition, there are limits to the amount you can invest and accumulate within a pension product, and these limits need to be borne in mind so that you do not over provide for your retirement and suffer additional tax charges.

The risk of loss when trading in equities can be substantial. You should therefore carefully consider whether such trading is suitable for you in the light of your financial circumstances. In particular, you should consider whether such an investment is appropriate to provide you with a retirement income or to fund for your retirement pension. In considering whether to trade or to authorise someone else to trade for you, you should be aware of the following;

- If you purchase a security, you may sustain a substantial loss if the share price falls significantly;
- Under certain market conditions, you may find it difficult or impossible to sell your investments quickly;
- If you instruct the Investment Manager to buy shares that are not denominated in Euros, you face a foreign exchange exposure risk; and
- Unless you take steps to ensure that you have a well-diversified portfolio of securities, your portfolio is likely to have a higher level of risk than the average balanced fund offered by life assurance companies.

If you decide to select a fixed term investment, you may not be able to redeem this investment prior to or at your chosen retirement age, which may significantly delay the availability of your retirement benefits. Therefore, you should seriously consider the proposed timeframe for any investment relative to when you think you might want to start your retirement benefits.

If your investment in our SDIO fund is part of a portfolio of occupational pension scheme investments linked to the same employment, then you must take all of these retirement benefits at the same time. A fixed term investment, that cannot be redeemed, is likely to prevent you from taking pension benefits from any of the pension investments that are connected with the same employment.

**Important considerations for Investors in the Aviva SDIO fund:**

Aviva does not assess either the appropriateness or the quality of the investments selected by you for inclusion in the SDIO fund, Aviva will accept investments within the SDIO fund where it can satisfy itself that the investment can be administered appropriately within the SDIO Fund.

Aviva takes no responsibility for the additional charges for specific investments, the performance of investments in the SDIO fund or the extent to which the investments you select meet your needs. We would therefore strongly recommend that you consider all appropriate factors before committing to using the SDIO Fund and in making any investment within it.

In particular we suggest that you consider, with your Financial Broker, all aspects pertinent to the decision to invest including but not limited to;

- you understand what returns are likely and what effect various factors (economic, regulatory etc) will have on returns in the future;
- you ensure that you understand all of the aspects of the investments you are selecting including charges and penalties;
- you consider all risks pertaining to the investments you select. If you do not make any investment selections your contributions remain in cash deposits (non-interest bearing) and you should consider any risks to cash deposits including security of the holding Bank and depreciation of the value in real terms over time;
- you understand the risks of all investments you select including but not limited to liquidity, security of 3rd parties, concentration, tax risk, currency risk, volatility risk any gearing risk and properly understand the chances that your investments may not meet your investment goals;
- you should ensure that you get and understand full and appropriate disclosures of risks, costs and commissions from your Financial Broker(s);
- you understand how you will achieve an optimum risk return balance and how the investments you have selected compare from a value point of view with alternatives;
- you understand why the benefits of the SDIO fund are worth the additional costs to you compared with other ways of accessing the underlying investments (for example, through a pooled asset fund);
- you are clear on why you are investing in a self directed fund. This type of fund is most suitable for people who do not want to use pre-packaged investments or who have funds large enough to diversify their investments sufficiently or have specific expertise and views on specific investments. It is of most value for policyholders who want to vary their investments;
- particularly where you are investing in structured products, it is the obligation of your Financial Broker to provide specific information on risks for certain investments you make
  - you should ensure that you get and understand this from your Financial Broker;
- you understand the charges you are paying on the underlying investments (e.g. fees, fund management and investment charges and commissions for advice, broking and sourcing) and that your Financial Brokers explain any implicit charges (e.g. guarantee cost and other deductions within structured products);
- you are aware of the involvement of any parties advising on or supplying investments or investment services within the SDIO fund;
- you abide by any regulations requiring or limiting your investments by amount or type; and
- you should obtain independent financial advice if you do not understand any aspects of the SDIO.

# Investment Instruction Form: For SDIO Execution Only – Non-Trading Accounts

to Aviva Life & Pensions Ireland DAC (“Aviva”)

## Please note carefully

This form is required where you have selected the Aviva Self-Directed Investment Option (SDIO) Fund and you wish to give an instruction to invest in either a deposit account or an investment product. This form is only for customers opening an Execution Only – Non-Trading Account Type. For customers opening a different account type please refer to the table above for the correct documentation, if investing in a combination of account types both the IIF and the specific Account Opening Form will be required. Please see, ‘Your Investment Guide’, for a list of products which the SDIO fund is available under.

If you wish to trade in stocks and shares, the Investment Manager (currently Cantor Fitzgerald) will require a Trading Account Opening form before trading can commence. The Trading Account Opening form is available from either Aviva or the Investment Manager directly. This Investment Instruction form should not be used to give instructions to execute trades in stocks and shares, such instructions should only be given directly to the Investment Manager.

The investment instructions requested from you in the following sections must be correct, complete and clear. We cannot interpret meaning; therefore an incorrect or unclear instruction will not be accepted as a valid instruction and the form may be returned. The investment cannot proceed until valid instructions are received, if instructions are not correct, complete and clear it may result in you missing the closing date for your selected investment.

**Please return this form with your Aviva ARF Application Form to Aviva Life & Pensions Ireland DAC, Cherrywood Business Park, Loughlinstown, Dublin 18, D18 W2P5.**

**For office use:**

**Policy Number**

### 1. Customer Details

Title      Mr              Ms              Mrs              Other

First Name                      Surname

Date of Birth      /      /

Address

Occupation

### 2. Financial Broker Details

Agency Number

Name of Financial Broker/Company

Financial Broker's Email Address

Financial Broker's Phone Number

Aviva Account Manager Name

### 3. Source of Investment

Total amount to be invested under this investment instruction: €

**Please tick one of the following:**

**This is the gross amount and includes any liquidity requirement**

**This is the net amount and does not include any liquidity requirement**

#### 4. Note on Investment Amounts and Retention of Funds in the SDIO Liquidity Account

The SDIO liquidity account is a non-interest-bearing cash account where monies are placed prior to an investment being made. A certain portion of your SDIO fund will be held in the liquidity account at all times to pay for charges, levies, distributions etc. Further information on the current minimum liquidity levels for the SDIO fund are available from your Financial Broker.

Where you have given an instruction to purchase an asset that has a fixed term and cannot be redeemed during that term then the liquidity required to be maintained can be significantly in excess of normal liquidity requirements.

The Investment Manager will endeavor to invest the requested amounts into the deposit accounts and investment products indicated. However, before placing any investment they will first check that there are sufficient funds held in the liquidity account to meet current and anticipated charges, levies and withdrawals. Where there is insufficient liquidity held, the Investment Manager will reduce the requested amount to be invested to ensure that sufficient liquidity is maintained at all times.

#### 5. Deposit Accounts – All boxes below MUST be completed

**Please note that Aviva is the owner of all assets held in SDIO Accounts. Deposit accounts are deemed institutional investments on behalf of Aviva (as owner of the assets) and as such are not covered under the Deposit Guarantee Scheme.**

Deposit Provider	Term	*Interest Accrued?	Investment (€ or % of total assets)

\* Some Deposit institutions will give you a choice to receive interest annually or to have it accrued until the end of the fixed term. Others will only allow interest to be accrued until the end of the term. Where a choice is offered our default is to set up accounts with interest paid annually.

#### 6. Investment Products – All boxes below MUST be completed

**Please note that Aviva is the owner of all assets held in SDIO Accounts. Deposit accounts (opened for investment in certain structured products) are deemed institutional investments on behalf of Aviva (as owner of the assets) and as such are not covered under the Deposit Guarantee Scheme.**

Product Provider	Full Product Name (to include specific share class/ product letter)*	Investment (€ or % of total assets)*

**\*Please complete full product name including specific series or share class where applicable. If the product offers multiple options, please specify option you wish to be invested in. Forms with incomplete or unclear instructions will be returned and may result in you missing a closing date for your selected investment.**

Most Investment products have specific closing dates. Please ensure you have left plenty of time before these closing dates to allow for you to set up your Aviva policy, receive Contributions (including transfers from other pension arrangements, if applicable) and for the Investment Manager to transfer monies to the product provider.

Aviva will process instructions on a best endeavors basis but will not accept any liability for missed investments as a result of late instructions or where all requirements have not been submitted. As a minimum you should ensure that your Policy and Account is set up, and monies are with Aviva, no later than one week prior to the closing date of the particular investment product.

Crypto Currencies related to stocks/ETF's and Aviva shares are not available under SDIO.

**You should ensure that your Policy and Account is set up, and monies are with Aviva, no later than one week prior to the closing date of the particular investment product.**

**Please complete full Deposit Name.**

**Please complete full Bond Name, specific series/ share class in this section.**

**Where applicable, the Investment amount cannot exceed the amount that has been directly booked in with a product provider on their portal.**

## 7. Shares, Government & Corporate Bonds and EFTs

This form cannot be used to give instructions in respect of listed investments such as shares, Government & corporate Bonds and ETFs. Please contact the Investment Manager (Cantor Fitzgerald) directly to give such instructions.

## 8. Customer Declaration

**In giving the investment instructions as set out in this Investment Instruction Form I understand, accept and declare that:**

1. Aviva are the legal owners of all assets held within the SDIO Fund and they have granted me a limited power of discretionary management which, amongst other things, allows me to give instructions directly to the Investment Manager (Cantor Fitzgerald). In completing this Investment Instruction Form I am directing Aviva to instruct the Investment Manager to purchase the assets in the form and manner set out in this investment instruction.
2. The Investment Manager may reduce the investment amounts I have requested to ensure that there is sufficient funds in my liquidity account to meet future anticipated charges, levies and withdrawals. Even where my requested investment(s) are accepted by Aviva, as an admissible asset for SDIO investment, they have not been assessed as a suitable investment product for me, by either Aviva or the Investment Manager.
3. I have not received any advice from either Aviva or the Investment Manager as to the suitability of the investment for my needs.
4. I have taken appropriate advice from either an independent broker or, product provider.
5. Where I have requested to be invested in an investment product, I have received, read and understood the Investment Product Brochure & Key Features Document for that investment.
6. Charges and remuneration illustrations shown on the Investment Product literature are in addition to the charges and remuneration under my Aviva Policy and that I am satisfied that such investment product specific charges, which may include additional remuneration which may be payable to my Financial Broker, will apply.
7. Any monies held in the SDIO liquidity account are non-interest bearing and will attract the normal charges for an SDIO investment.
8. Any investment instructions provided will be executed in accordance with the terms of my contract with Aviva.
9. I have read and understood the Data Protection Notice.

**Signature of Customer**

**Date**

/ /

**Name in print**

## 9. Financial Broker Declaration in Respect of Investment Products

I confirm the following:

1. I have provided the client with the Product Brochure & Key Features Document in respect of the relevant Investment Product.
2. I have received detailed information from the client, including details of financial situation and investment objectives. I have also considered the client's knowledge and experience and the risks related to the investment product. Based on these details I am comfortable that this is a suitable investment for the client.
3. As part of the suitability assessment, I have considered and am of the view that the investment amount into the relevant product is not disproportionate when considered in the context of the client's overall worth and means.
4. I have provided the client with an explanation of the impact of product charges, both in respect of the proposed investment and the Aviva policy, and
5. I have specifically disclosed any commission or other remuneration being received by me, either directly or indirectly in respect of the proposed investment product and the Aviva policy.

**Signature of Financial Broker**

**Date**

/ /

**Name in print**

**If investing in SDIO,  
Please sign and date**

**If investing in SDIO,  
Please sign and date**

## 12. Product Details (To be completed by the Financial Broker)

Please refer to the 'Aviva Financial Broker Guide' for more information about the product options available, such as the minimum and maximum contribution amounts.

Product Option	Tick to Select	Commission (0-5%)	Fund Based Commission (Up to 1.00%)	AMC From*	Office Use Only
Option A				1.00%	
Option B				0.75%	
Option C				0.50%	
Option C1				0.50%	
Option D				0.40%	

The minimum investment amounts are:

Option A and B: €20,000

Option C: €100,000

Option C1: €200,000

Option D: €200,000









# Approved Retirement Fund (ARF)

## Certificate of Investment Source



Proposed ARF Investment

### 1. Applicant Details

Name in full

Address

Date of Birth / / P.P.S. Number

### 2. Source of Investment Details

Name & Address of insurance company/  
Qualifying Fund Manager (QFM)/ Pension Trustee

Policy Number with existing insurance  
company, QFM or other source

Investment amount €

Is this transfer contribution being set up with the proceeds of a  
Pension Adjustment Order or a Property Adjustment Order? Yes No

If 'Yes' to above, please provide a copy of the Pension Adjustment Order or the Property  
Adjustment Order.

Please provide details of any withdrawals taken from any ARFs in the current tax year  
relating to these transferring assets (if applicable).

### 3. Certification of Source of Investment

Is the proposed investment amount being provided from an existing ARF?

Yes No

If the answer is 'No' please describe the source of the proposed investment amount (e.g.  
Personal Pension)

#### We certify that:

- the proposed investment amount to which this certificate relates comprises assets to which the individual named in this application is beneficially entitled;
- the assets to which this certificate relates derive from an approved source within the meaning of Section 784B of the Taxes Consolidation Act 1997.

Signature  Date / /

Position

Insurance Company/QFM/Trustees

This certificate is required  
in accordance with  
Section 784B of the Taxes  
Consolidation Act 1997.

To be completed by the  
Insurance Company/  
Qualifying Fund Manager/  
Scheme Trustee  
providing the assets  
for this proposed ARF  
Investment

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