



Aviva Platform – Cash Request or Regular Withdrawal Form (Trusts/Corporate only)

Please complete this form if you wish to take cash from your Investment Portfolio.

This Declaration must be completed to confirm new (or changes to existing) withdrawals from the Investment Portfolio.

Once completed your adviser should keep the original form and email a copy to **platform.direct@aviva.com**

Taking cash from your Investment Portfolio could give rise to a tax liability. We strongly recommend that you seek advice from your financial adviser before proceeding.

Please complete this form in **black ink** using BLOCK CAPITALS. This form requires a wet signature. You should ensure that all questions are answered as fully as possible. We can't process incomplete forms.

We recommend you keep a copy of this form for your own purposes.

Section 1. Customer details

Account number

Name of Trust

Section 2. Bank details for withdrawals

If you are providing details of a new bank account which we have not previously sent money to, we will need to perform additional checks.

For bank accounts held in an individual or joint name, Aviva will perform an additional check on the account. If this fails, we may contact you for additional evidence.

For bank accounts in the name of a trust or corporation, you should supply a letter or statement from the bank clearly showing the account. This must be certified by your adviser.

Bank name

Branch

Address

Postcode

Bank account name

Bank account number

Sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 3. Withdrawal details

Please state the amount of the portfolio value to be withdrawn. Withdrawals will be taken in cash. Your adviser will need to sell enough assets to fund the withdrawal.

Withdrawals may be subject to minimum limits. For sole trustees limits are detailed in the client brochure. For corporate and corporate trustee investors they are detailed in the key features document.

Withdrawal amount

OR

Tick if full withdrawal

Close account

Keep account open

You may select which day of the month you would like withdrawals from your Investment Portfolio to be made. The first payment will be made as soon as possible, taking into account the payment frequency you choose.

Frequency of withdrawals (tick one) Monthly Twice yearly Quarterly Annually
 Single, one-off payment

For regular withdrawals, please state the first withdrawal date required (tick one) 1st 7th 14th 21st 28th

Disinvestment method

For partial or regular withdrawals, please confirm how you want the disinvestment to be made for the withdrawal.

Pro-Rata Equally Fund Specific Cash (You will need to make sure there is enough available)

If you ticked fund specific, please state the funds and the amounts or percentage for the sell.

Fund name	Sell or percentage amount

If you want to use all the available cash towards the withdrawal and a sell for the remaining amount, please tick Cash and either Pro-rata, Equally or fund specific.

Payment method

If you choose BACS, the payment can take up to 6 working days to reach your bank account. You'll see the AV account number as the payment reference.

If you choose CHAPS, the payment can take up to 2 working days to reach your bank account, however you won't see the AV account number as we're unable to add a payment reference.

Please confirm how you'd like us to pay the withdrawal:

CHAPS BACS

Section 4. Declaration

- I understand that to prevent financial crime, the information provided may be used by any company within the Aviva group and may be shared with third parties who provide services to us, as well as other organisations where required to by law and regulatory requirements. A record may be kept of any searches carried out and any suspicions of financial crime and related details may be retained and used to assist other companies for verification and identification purposes.
- I agree that it is my responsibility to ensure that there are sufficient funds within my cash account to fund the regular withdrawals specified and any platform charges as they become due.
- If there are insufficient funds to pay either my requested withdrawal or any charges which become due, I authorise Aviva to sell sufficient assets in my portfolio to fund the withdrawal and/or charges in accordance with the Investment Portfolio Terms and Conditions.
- Any cash raised above the amount required to fund the withdrawal/charges will be retained in cash to fund future withdrawals/charges unless I specifically inform Aviva to reinvest the proceeds.
- I undertake to give 14 business days' written notice if I wish to vary the frequency or amount of any withdrawals.
- I understand that the withdrawal of income will have the effect of constraining capital growth within my portfolio(s) and those regular or large income withdrawals, whether or not combined with low investment returns, may result in one or more of my holdings being significantly reduced in value.
- I also understand that withdrawals from my portfolio(s) may give rise to a liability for either income or capital gains tax and that I have sought appropriate professional advice in respect of this.
- I agree that sales may be made from my portfolio(s) as detailed above to cover the withdrawal amount if there is not enough cash held in the portfolio.
- **For Sole Trustees only:** As Trustee, I declare and confirm that my powers under the trust are sufficiently wide to allow trust monies to be used in this way and the taking of any withdrawals is in accordance with the terms of the trust and furthermore does not breach any of the trust powers. Where there is any doubt if this is the case I confirm I have taken independent legal advice.
- **Corporate and corporate trustee investors only:** You should ensure Aviva holds up to date details of all Trustees and authorised signatories. Failure to do so could delay payment. Where there is an authorised signatory list, you should ensure one has been provided in the last 6 months to Aviva, or is supplied with this form.

Signature	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
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