

Relevant Life Insurance Continuation form (Revert to employee)

The Relevant Life Insurance Continuation form (Revert to employee) is provided for the consideration of an employer and the employer's professional advisers. The implications of the trust will depend on particular circumstances. We recommend that an employer seeks their own legal advice before making use of the Continuation form (Revert to employee).

This form will need to be correctly completed and received by us within 90 days of the life covered leaving employment.

The words shown in **bold** may be defined terms. Defined terms can be found within the definitions section in Part B.

Who should use this form?

This form is designed for use by an employer solely in the circumstances described below.

Who should complete the form?

The form should be completed by the employee's outgoing employer.

When is this form appropriate?

This form should only be used where an employer has set up a Relevant Life Insurance policy on the life of an employee (the life covered), where that employee or any individual nominated by that employee are to benefit, and the employee will no longer be employed by the business and has requested that the policy is transferred to them. After such a transfer, the policy will lose its status as a relevant life insurance policy.

Important information

Please refer to your policy conditions for details of your continuation options. This form should only be used where the option confirms that the policy can be transferred to the employee (life covered). You should not use this form if the option confirms that the policy will be cancelled and a new policy offered.

What if the original settlors of a trust are retired as trustees?

We will assume that there is no financial adviser acting in relation to the policy, unless we receive confirmation from all trustees that either the original financial adviser is retained, or a new financial adviser has been appointed.

Please tick the box to confirm that details of the financial adviser associated with this policy have been provided with this form.

If the box is not ticked and the settlors of the trust have retired as trustees then we will regard this as confirmation that the financial adviser currently associated with this policy is no longer acting.

Please see Relevant Life Insurance A guide to our Relevant Life Trust and Introducing Relevant Life Insurance for details of the tax implications of a Relevant Life Insurance policy and Relevant Life Trust.

How to complete the Relevant Life Insurance Continuation form (Revert to employee)

Please note that there may be legal and taxation consequences and an employer should consult its own professional advisers before continuing.

Please complete the Deed of appointment and assignment below in ink. Please use block capitals (except for signatures) and always give full names (ie include middle names). Please do not use correction fluid.

This Deed should only be used in respect of an Aviva Relevant Life Insurance policy.

Part A

1. Insert the date on which this Deed is completed. Do not backdate or forward-date this Deed.
2. Insert the policy number of the Relevant Life Insurance policy.
3. Insert the full name and address of each **existing trustee**. Use business addresses where applicable.
4. Insert the full name and address of the **assignee** - this is the employee.

After completing this Deed

This Deed, or a certified copy, must be sent immediately to Aviva so that the changes made by it can be recorded. The original deed should be held in a safe place with the policy document.

Part C Signatures

1. The signatures must be witnessed. Where the signature is on behalf of a business, an authorised person should sign. Signatures must be witnessed by someone who is not a party to the trust eg someone other than an officer or employee of the business. All trustees and the **assignee** must sign the form.

Important notes

1. Anyone using this form, or doing anything under the provisions of the trust, must rely on the advice of their legal or financial advisers. We would urge you to seek appropriate professional advice before proceeding. This is important for a number of reasons:
 - a. There may be taxation as well as legal consequences.
 - b. Once a trust has been created it cannot be revoked.
 - c. The trustees have a special duty to the beneficiaries and the misuse of a trust power by a trustee can make him/her personally liable for any resulting loss to the beneficiary.
2. Any references to tax treatment for the Relevant Life Trust are based on Aviva's understanding of legislation and HM Revenue & Customs practice at the time of publication. Both of these are likely to change in the future, and a liability to tax may arise under an existing arrangement. Every care has been taken as to accuracy, but it must be appreciated that neither Aviva nor its representatives can accept responsibility for loss, however caused, suffered by any person who has acted or refrained from acting as a result of material published.

Your Personal Information

We collect and use your Personal Information as part of this trust process. If you would like more information about how we use and process Personal Information and your rights in relation to it, you can find further detail in our full privacy policy at [aviva.co.uk/privacypolicy](https://www.aviva.co.uk/privacypolicy) or request a copy by writing to us at: The Data Protection Team, Aviva, PO Box 7684, Pitheavlis, Perth PH2 1JR.

Part C Signature(s) (See note C1)

Existing trustee (employer)

Signed and delivered as a Deed
Name of person signing
Role of person signing (eg director or partner)
Signature
In the presence of
Full name and address of witness
Signature of witness

Existing trustee

Signed and delivered as a Deed
Name of person signing
Role of person signing (eg director or partner)
Signature
In the presence of
Full name and address of witness
Signature of witness

Part C Signature(s) (continued) (See note C1)

Existing trustee

Signed and delivered as a Deed
Name of person signing
Role of person signing (eg director or partner)
Signature
In the presence of
Full name and address of witness
Signature of witness

Existing trustee

Signed and delivered as a Deed
Name of person signing
Role of person signing (eg director or partner)
Signature
In the presence of
Full name and address of witness
Signature of witness

Assignee

Signed and delivered as a Deed
Full name and address of Assignee
Signature
In the presence of
Full name and address of witness
Signature of witness



Aviva Life & Pensions UK Limited,
Aviva, Wellington Row, York, YO90 1WR

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the whole form using a ball point pen and send it to: Aviva Life & Pensions UK Limited, PO Box 520, Norwich, NR1 3WG.

Name and full postal address of your Bank or Building society

To The Manager	Bank/Building Society
Address	
Postcode	

Service user number

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Please pay Aviva Life & Pensions UK Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Aviva Life & Pensions UK Limited and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Signature(s)

--

Bank/Building Society Account number

--	--	--	--	--	--	--	--

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Branch Sort code

--	--	--	--	--	--

Date

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Reference

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This is not part of the Instruction to your Bank or Building Society and must be detached by Aviva Life & Pensions UK Limited before submission to the Paying Bank.

Account holders address	Address
	Postcode
Preferred payment day (Between 1st and 28th)	

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Aviva Life & Pensions UK Limited will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Aviva Life & Pensions UK Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Aviva Life & Pensions UK Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Aviva Life & Pensions UK Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

| Retirement | Investments | **Insurance** | Health |

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[aviva.co.uk](https://www.aviva.co.uk)

