Step-by-Step Guide:

Transferring Shares to an Aviva ISA

- Save as You Earn (SAYE)
- Share Incentive Plan (SIP)

Aviva: Public

High Level Overview

Click the section titles 2 & 3 below to move through the guide

1

Request your transfer

Aviva

- **Complete the Aviva application.** You will need to complete this step every time you want to make a transfer to your Stocks and Shares (S&S) ISA. This ensures we can accept your transfer when it is sent to us by Computershare.
- **Take a note of our transfer details.** These will be provided at the end of your application and also by follow-up email. In particular, you will need the Bank Identification Code (BIC) and your S&S ISA account number.

2

Exercise your option (SAYE only)

Computershare

- **"Exercise your options and hold the resulting shares (EXERCISE)"** by selecting this option through Equate Plus. If you have already exercised, you will not need to complete this step again.
- **Shares will be purchased and then moved from SAYE into your "Share Plan Account".** This transaction will show as processing and typically take 2 working days to clear.

3

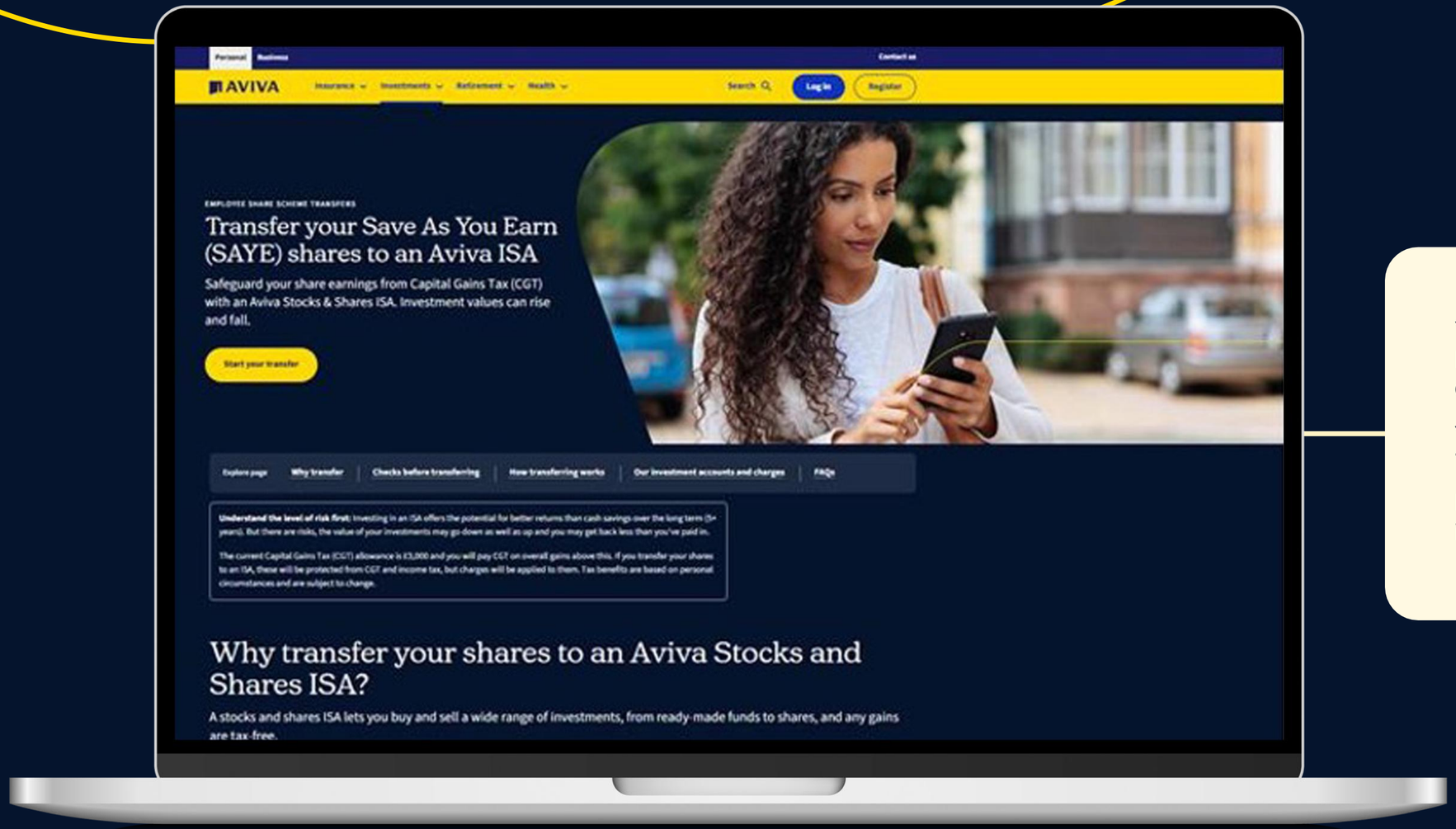
Set up brokerage account and send your transfer

Computershare

- **Set up our brokerage account with the transfer details through Equate Plus.** You will not need to set up again for future transfers as these details should save in your account.
- **Transact and transfer your shares to our brokerage account.** Shares usually settle in your Stocks and Shares ISA within 10 working days.

Aviva: Public

1 Request Your Transfer (Aviva)



You must complete the Aviva journey before requesting your transfer from Computershare.

You must complete this journey even if you already have an Aviva ISA.

Failure to complete this step will result in your transfer being rejected.

Aviva: Public

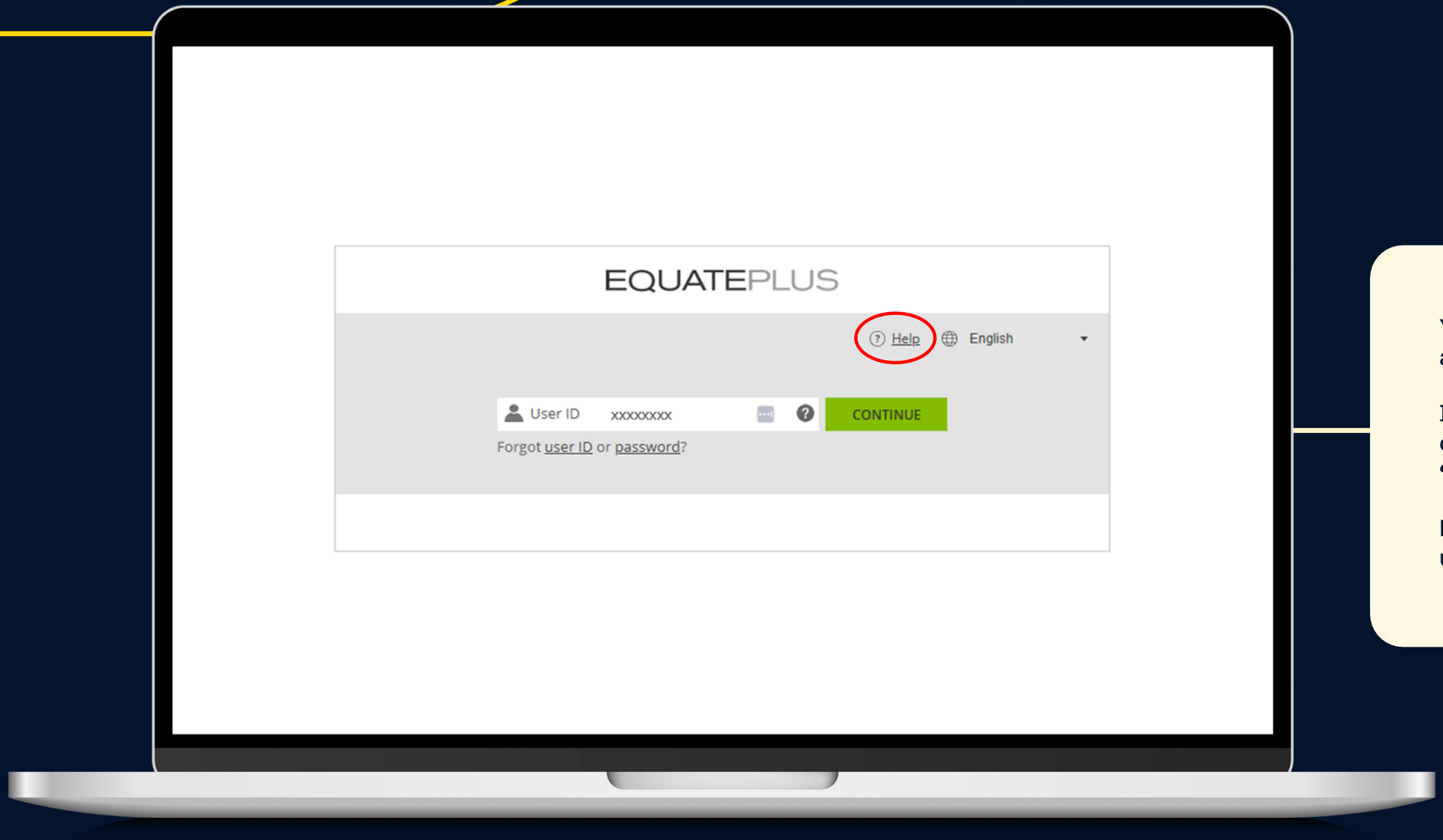
2

Exercising Your Option

SAYE only

Aviva: Public

2 Logging in



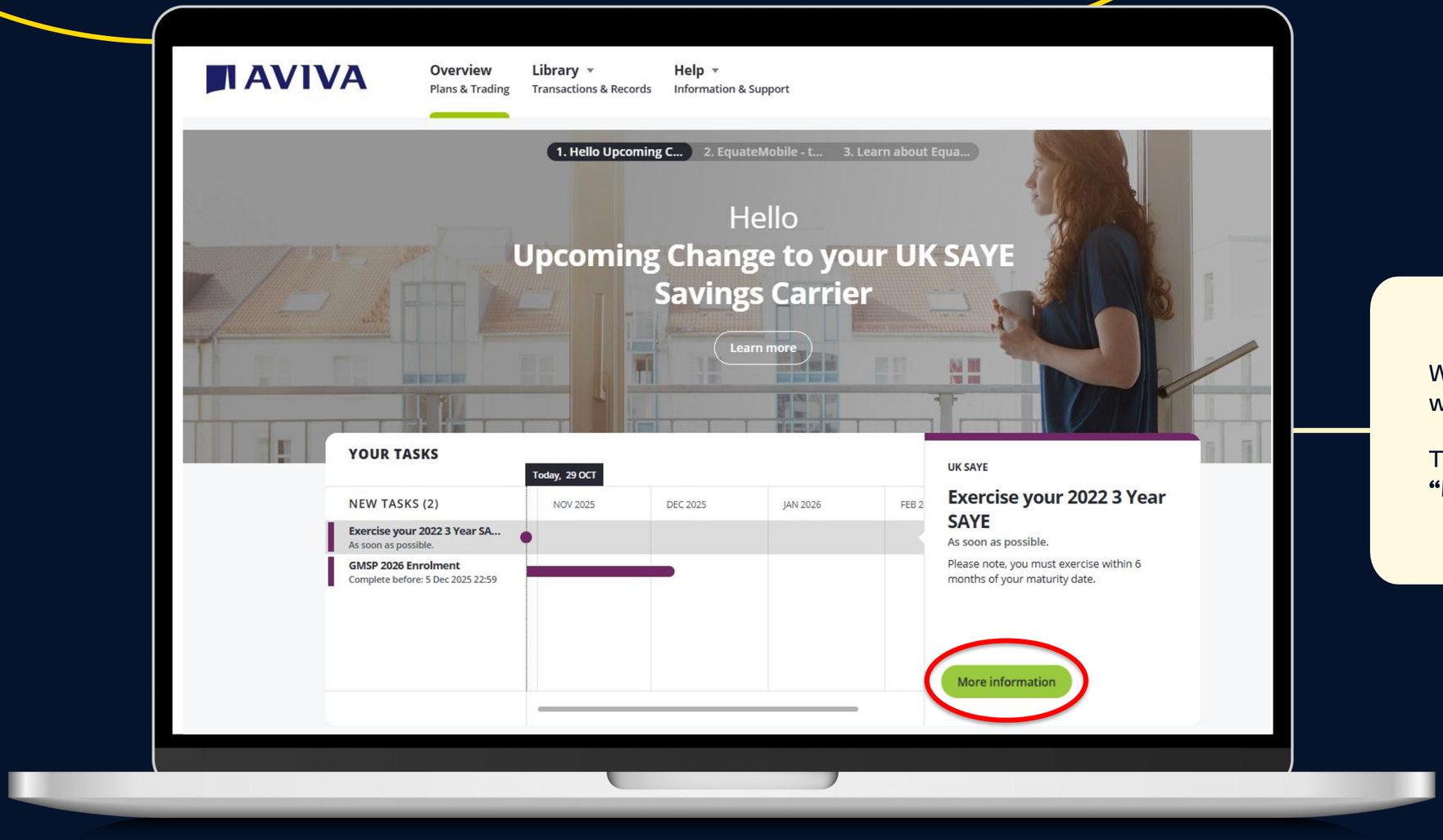
You will need to log into your EquatePlus account at www.equateplus.com.

If you have forgotten your User ID or password, you can use the **'forgot user ID or password'** links.

For further guidance, please use the help link circled.

Aviva: Public

2 Exercising Your Option (SAYE)



When your SAYE scheme matures, you will see a new **“task”** when you log in.

To exercise your option, click **“More Information”**.

Aviva: Public

2 Exercising Your Option (SAYE)

Maturity Overview:

Plan	Option Price	Options Maturing	Monthly Contributions	Total Contributions	Maturity Date	Lapse Date
SHARESAVE_2022_3Y	3.36 GBP	428	40 GBP	1400 GBP		

IMPORTANT INFORMATION

Your decision about when, or whether, to exercise your Option should always take into consideration both the Option Price and the Aviva plc share price at the time of exercise.

Use this form to make your choice:

- To exercise your options and hold the resulting shares;
- To exercise your options and sell all your shares; or
- To refund your savings as cash.

Please check the Aviva plc share price before you make your decision and remember you have six months to exercise your option. By submitting your choice, you confirm you have read and understood the information provided. If you are in any doubt about your choice, you should seek independent financial advice.

Please select one of the following choices:

Choice 1 – Exercise your options and hold the resulting shares (EXERCISE): Click here to make this choice

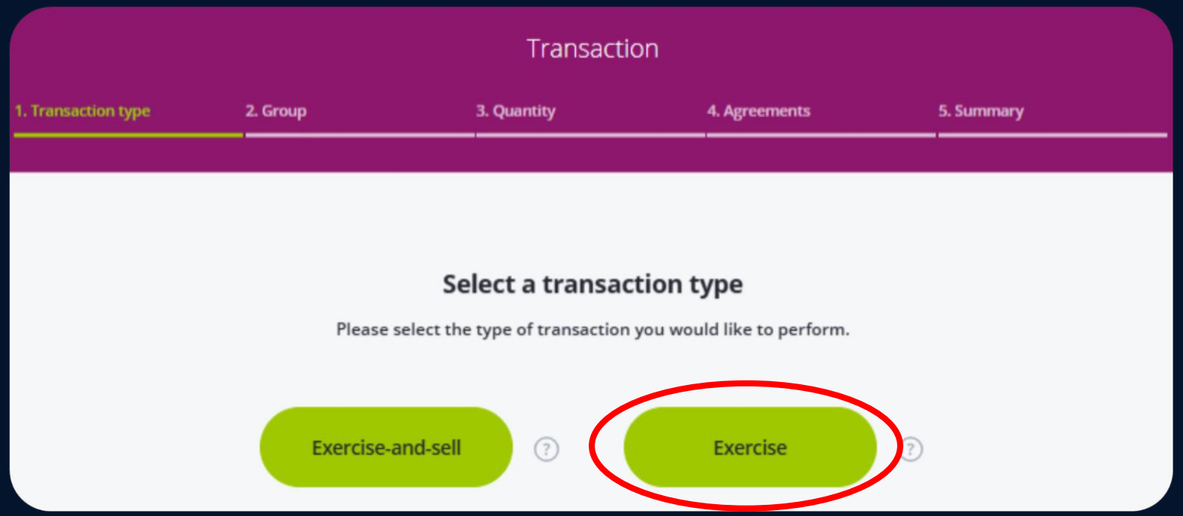
Use your savings to buy shares at the Option Price and hold your shares electronically in a Share Plan Account (SPA) via EquatePlus. If you decide to sell your shares at a later date, you can do this at any time by logging back into EquatePlus.Your shares will be transferred into a Share Plan Account (SPA) and you can choose to sell a portion of your shares from that account. If you have not added a bank account, we kindly ask you to add one in the Financial details section, as any residual savings after your shares have been purchased will be paid to the bank account held on record.

Next, you'll be taken to a maturity form which explains your options and the process.

If you wish to transfer to an ISA to shield your gains from Capital Gains Tax, first you'll have to select the choice to **"Exercise your options and hold the resulting shares (EXERCISE)"**.

Aviva: Public

2 Exercising Your Option



To transfer into an ISA, and shield your gains from Capital Gains Tax, first select **“Exercise”**, then continue through the screens to place order.

Your shares will be purchased at the option price and placed into a **Computershare Share Plan Account** within 2 working days.

To move the shares from this **Share Plan Account** into an **Aviva ISA**, continue to follow the steps in this guide.

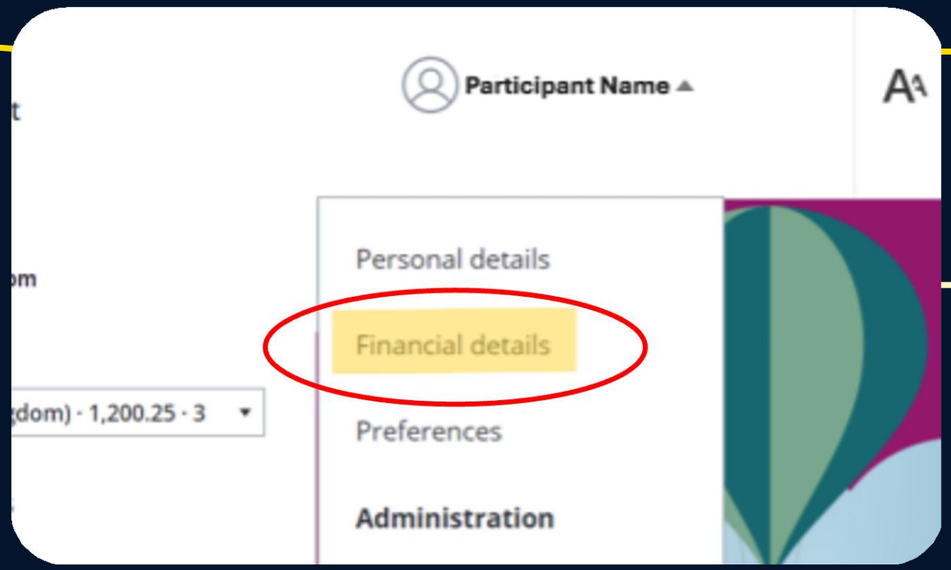
Aviva: Public

3

Setting Up Your Brokerage Account

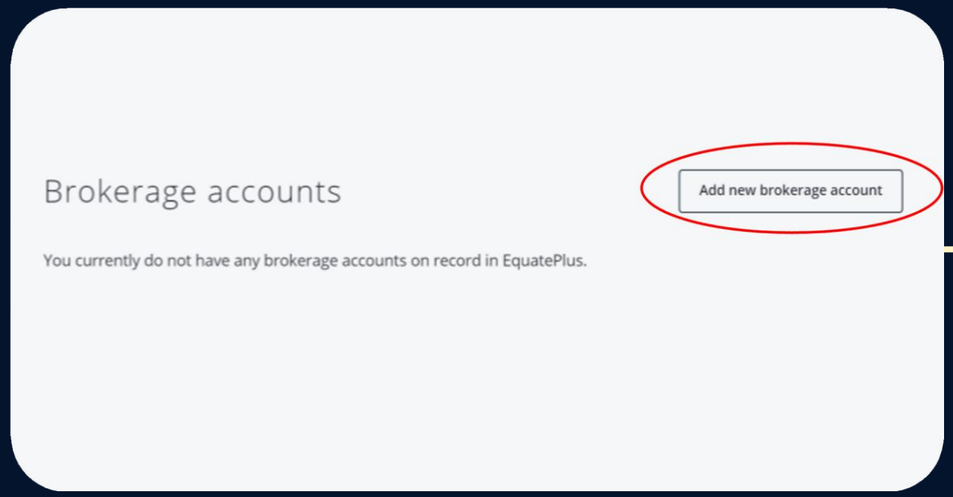
Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)



If you'd like to transfer your shares to an ISA, you'll have to input brokerage details first.

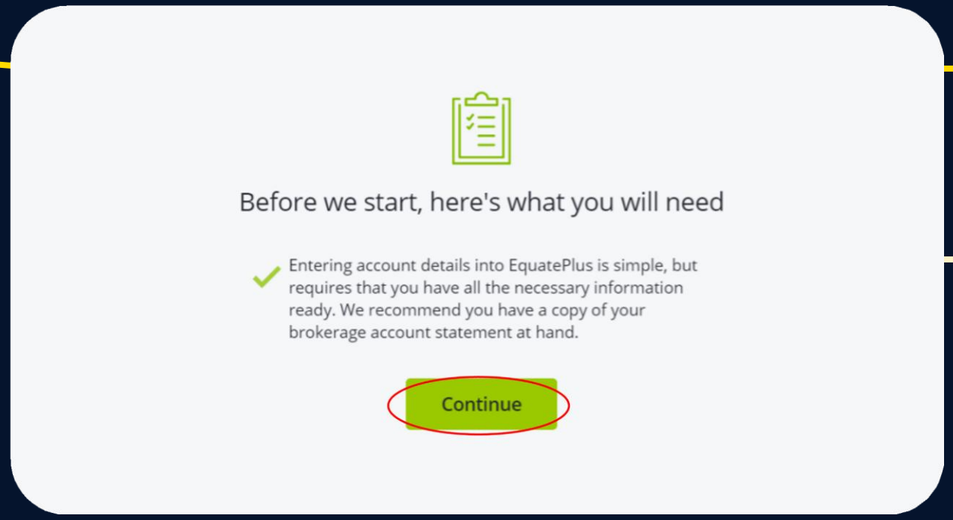
Log in to **EquatePlus.** Navigate to the drop-down menu available under your own name and select **Financial Details.**



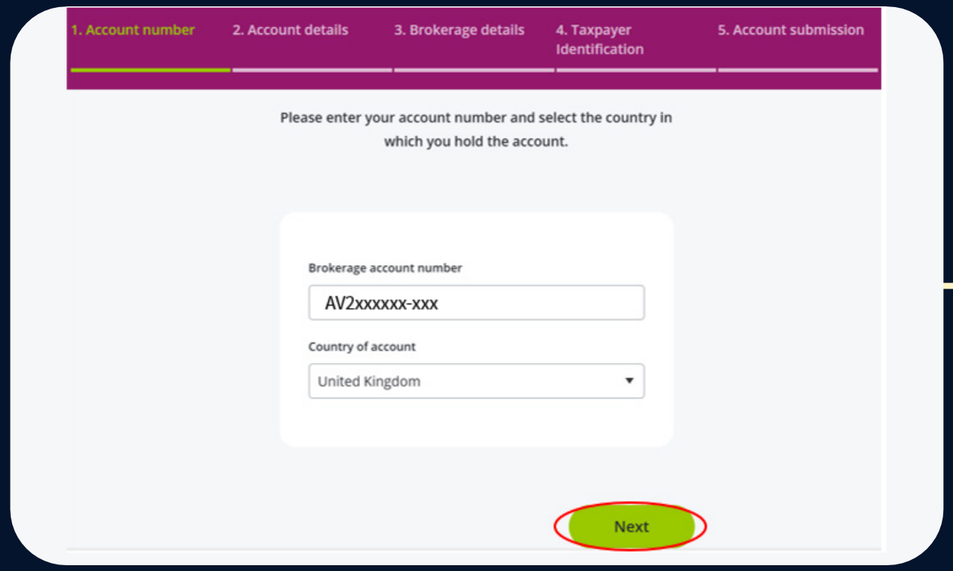
On the **Financial Details** page, scroll down until you see the Brokerage accounts area. Select **"Add new brokerage account".**

Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)



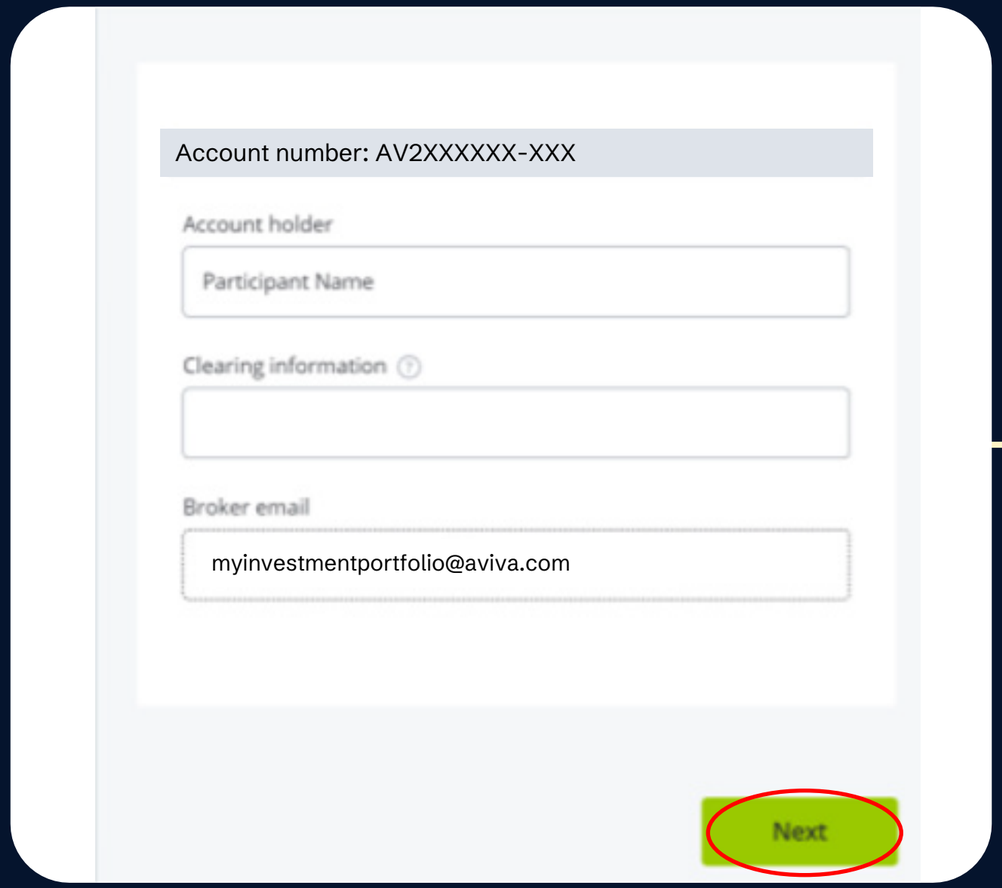
Select **Continue.**



Enter the account number for your transfer and click next. If you're transferring to your Aviva ISA, this will be your ISA account number starting with AV.

Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)



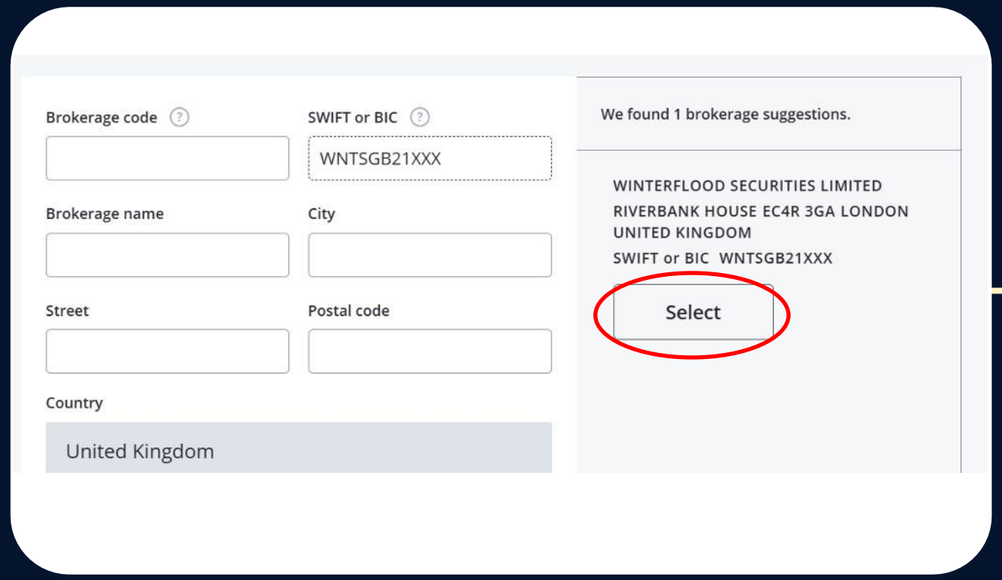
Enter your name and the broker email.

For transfers to Aviva, the email to enter is myinvestmentportfolio@aviva.com.

Clearing information can be left blank.

Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)



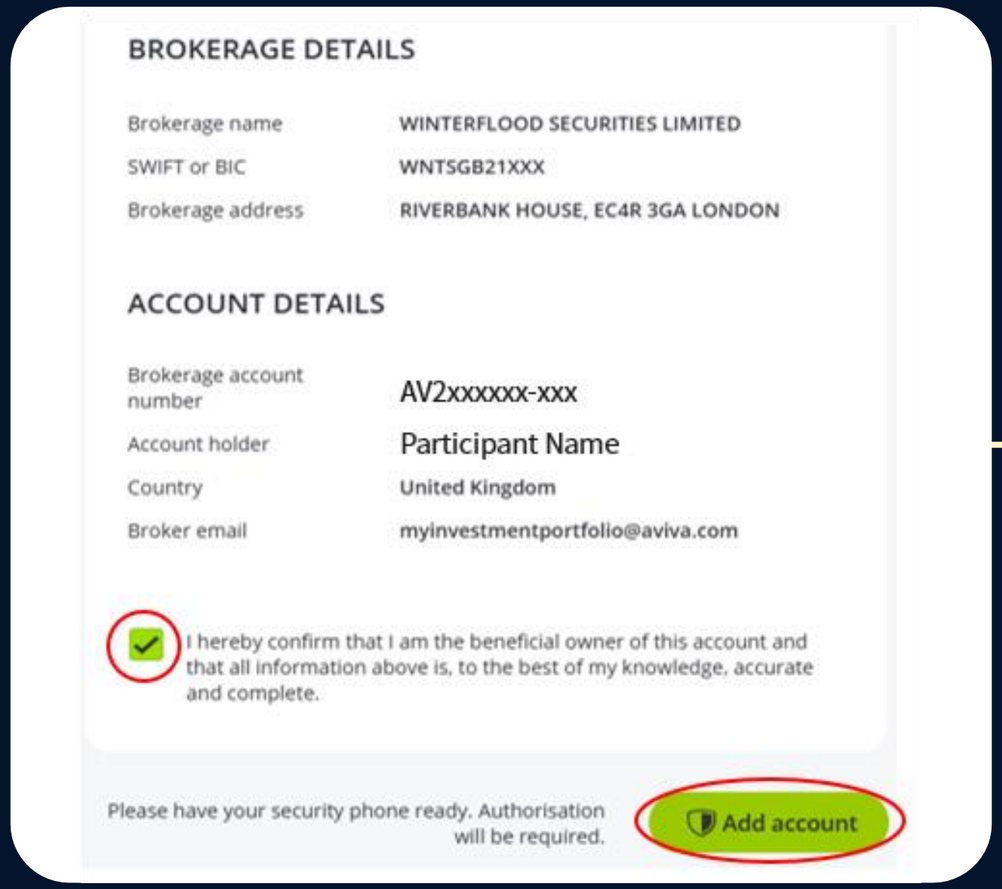
Enter the SWIFT or BIC for your brokerage account – for Winterflood (Aviva's broker) their BIC is **WNTSGB21XXX**

Computershare will suggest the broker on the right-hand side – click select, which will pre-fill the other fields. Then click **"Next"**.

Brokerage code can be left blank.

Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)

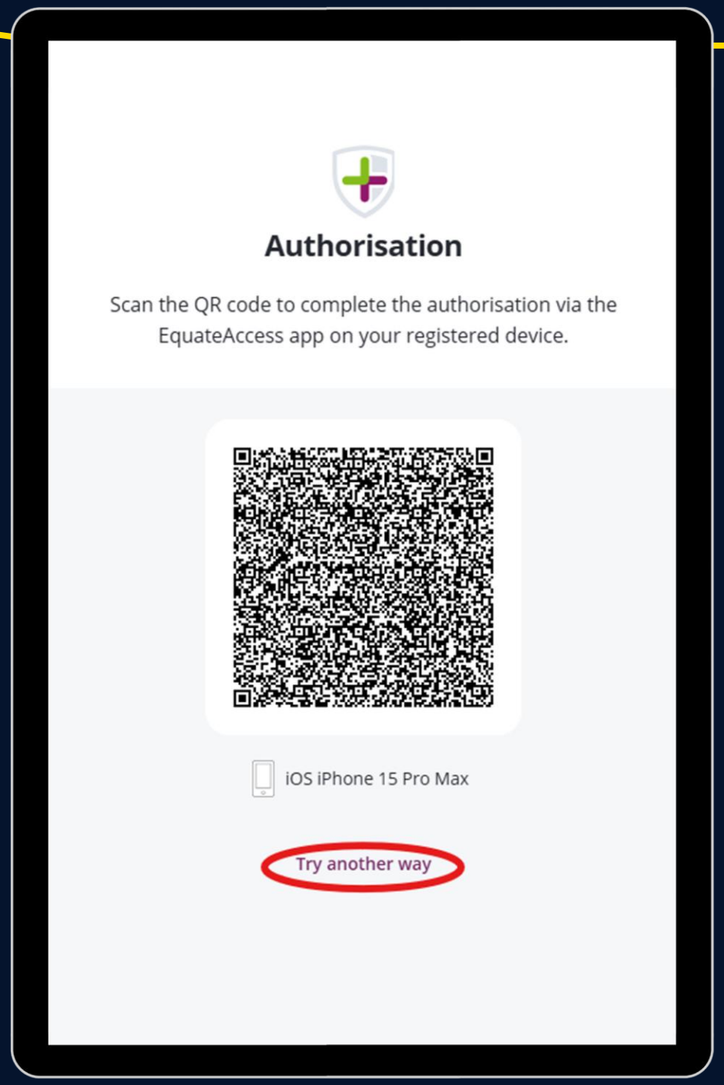


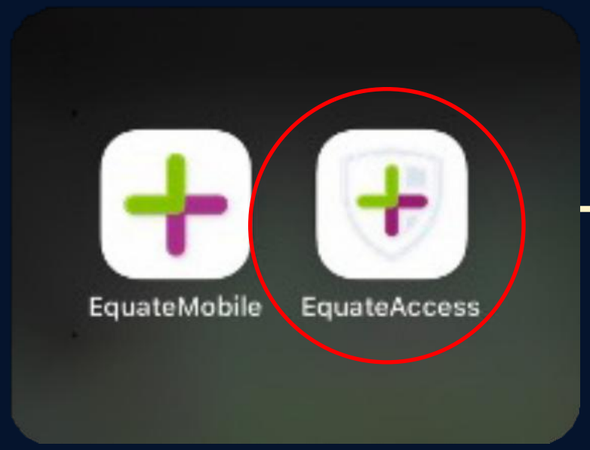
Check your details are correct, tick the box and click **“Add account”.**

Your brokerage account will now be added, and you can start your transfer – return to the overview.

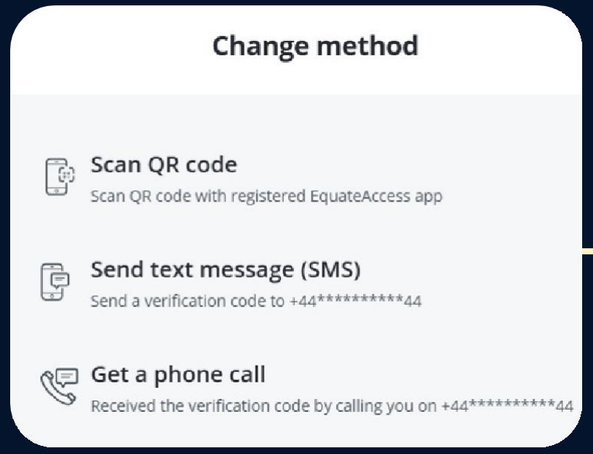
Aviva: Public

3 Setting up your brokerage account (for transfer to an ISA)





You may be asked to validate your account set up or transaction using your **Equate Access App.** Please note this is a separate app to Equate Mobile.



You can also **“Try another way”** to validate using a text message or phone call.

Aviva: Public

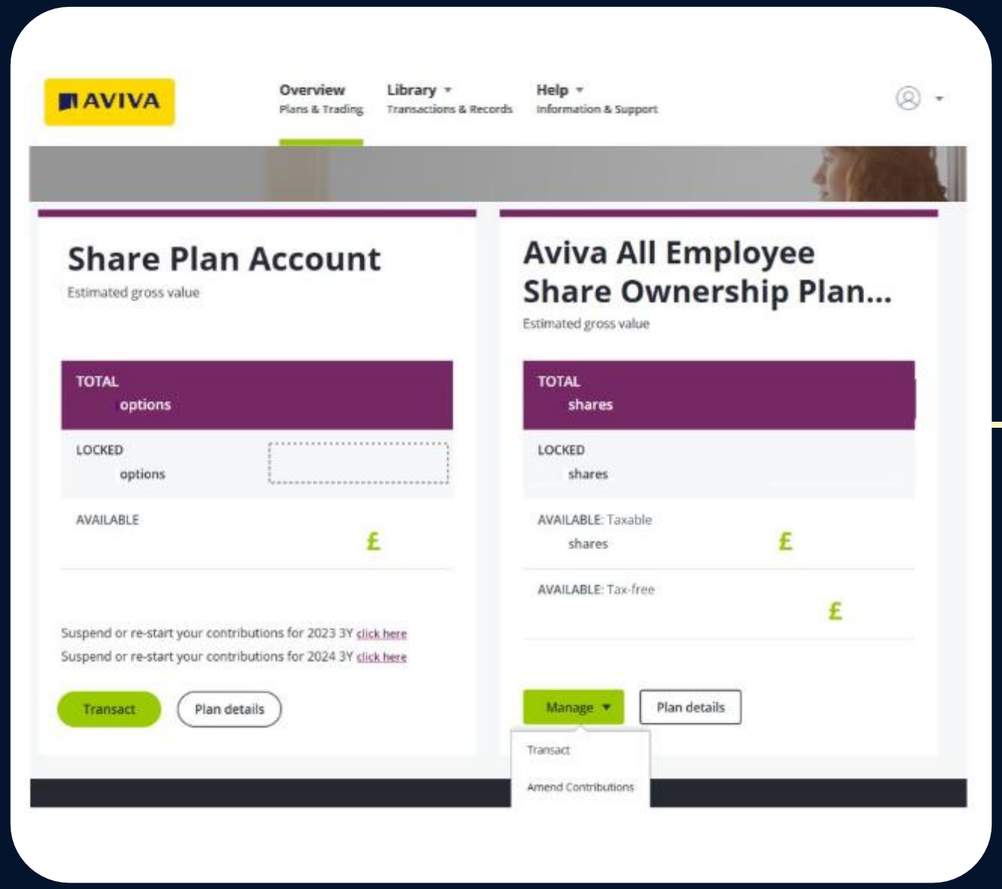
3

Transferring Your Shares

Remember to complete the Aviva application first to ensure we can accept your transfer

Aviva: Public

3 Transferring your Shares



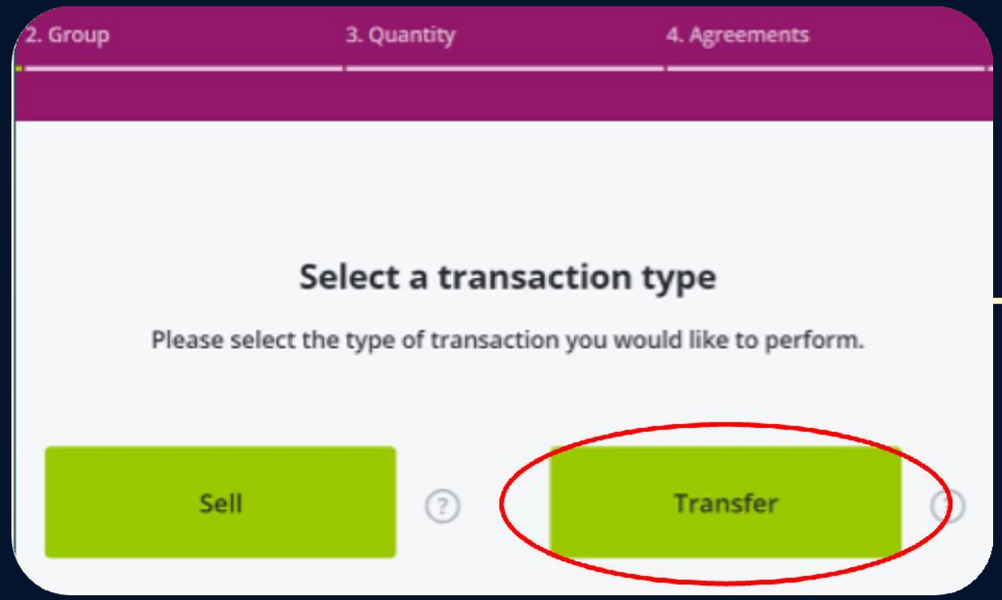
On the EquatePlus **Overview**, scroll down to the tile showing the shares you wish to transfer.

(Remember for SAYE these shares will now be showing under Share Plan Account, SIP should show under Aviva All Employee Share Ownership Plan)

Select **“Transact”.**

Aviva: Public

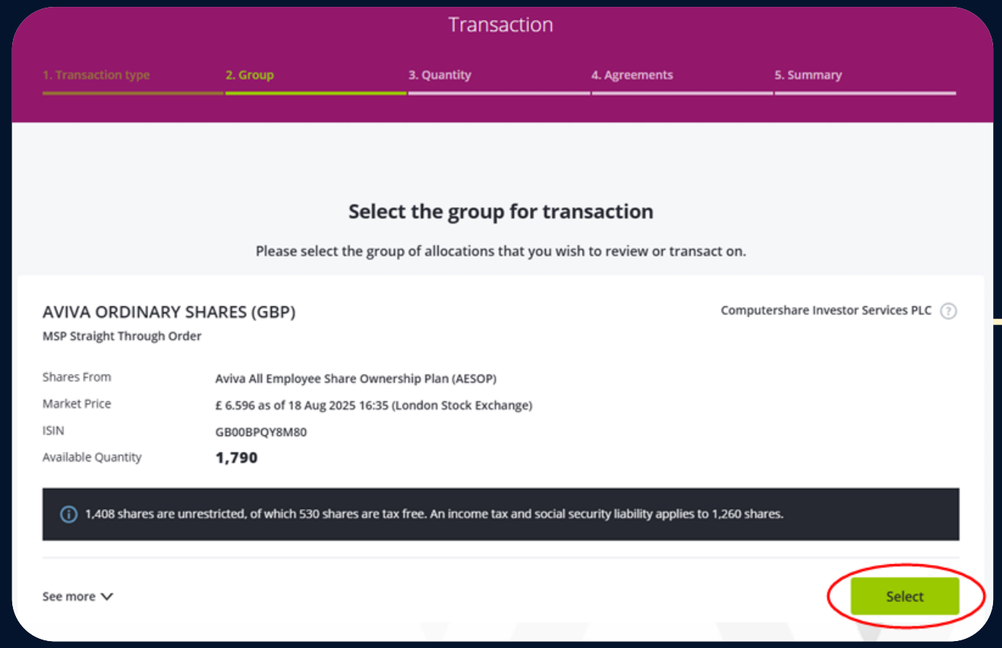
3 Transferring your Shares



This will bring you to this screen where you can select to Sell or Transfer – select **“Transfer”.**

Aviva: Public

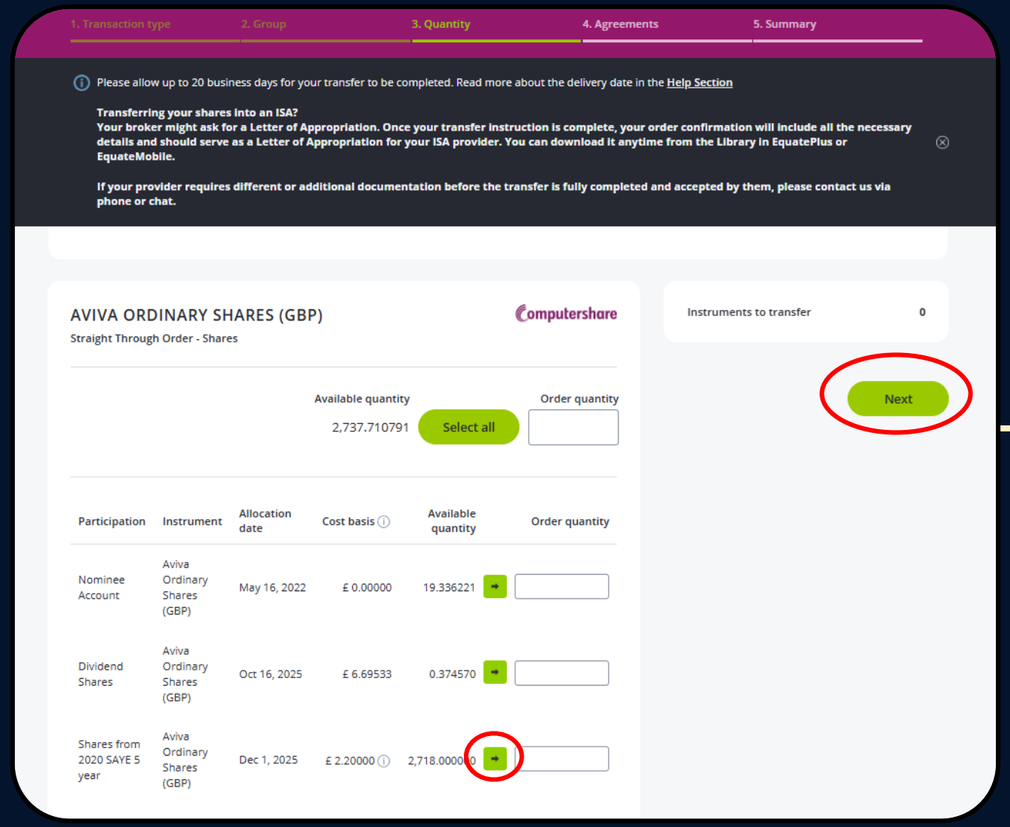
3 Transferring your Shares



Check the information is correct and click **“Select”**.

Aviva: Public

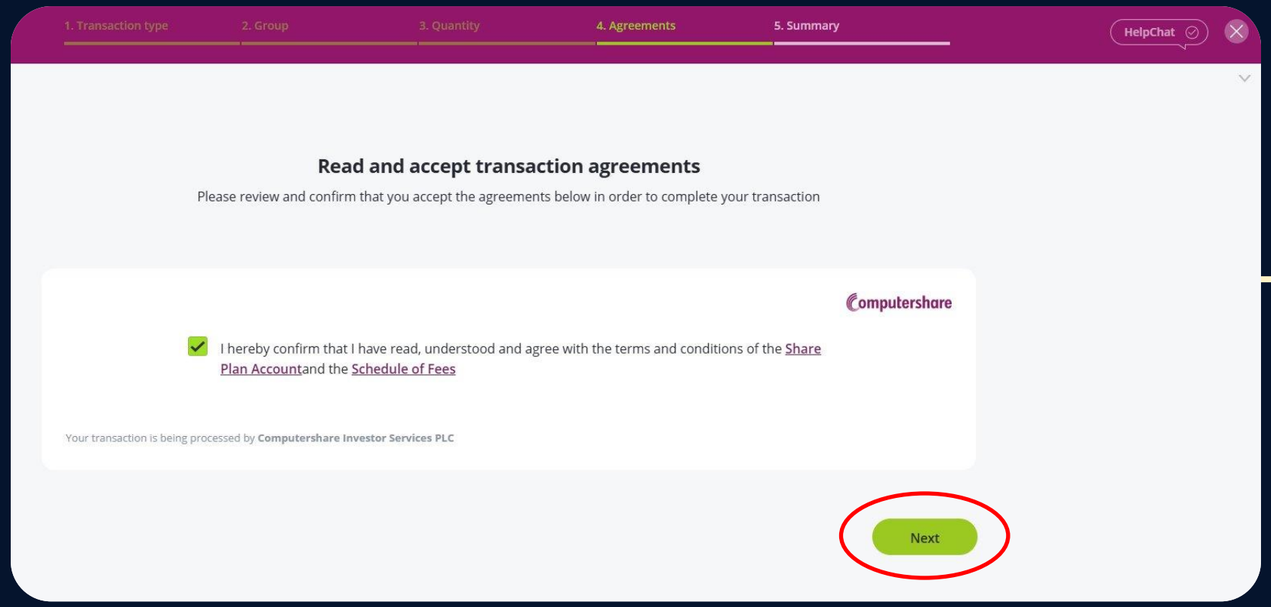
3 Transferring your Shares



Enter or select the number of shares you'd like to transfer and click Next.
You can use the arrow to select all shares from the scheme, or enter your desired quantity in the box.
Please note, if your Share Plan Account contains shares from previous years, the oldest will appear first. Ensure you only select shares which were exercised within the last 90 days.

Aviva: Public

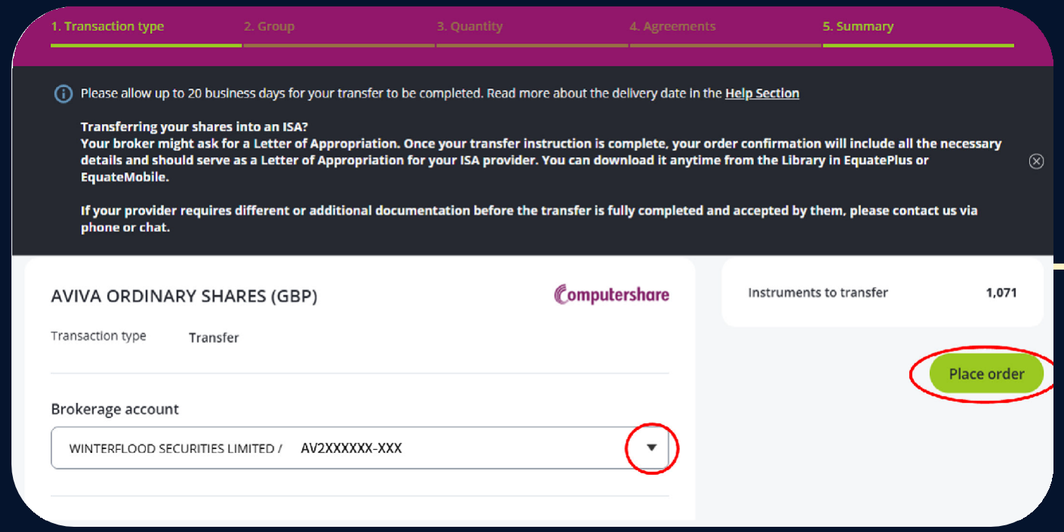
3 Transferring your Shares



Read and accept the terms and conditions and select **Next.**

Aviva: Public

3 Summary (Transferring your shares)



You'll see a dropdown menu, asking which of your brokerage accounts you'd like to transfer to. If you haven't yet set up your Aviva ISA details, go back to page 9 of this guide to set up a brokerage account.

Select the relevant account and click Place order. You'll then be taken to a confirmation screen with your transaction ID.

If you are transferring both SAYE and SIP shares, you will need to request a transfer for each type.

Computershare will then send your request to Aviva. Once accepted, your shares will reach your Aviva ISA within 10 working days.

Remember, you must also request your transfer on the Aviva website.

Aviva: Public