

Deed of Appointment and/or Retirement of trustees

General notes

Advice

Before completing this deed we recommend you to seek advice from your own legal and financial advisers to ensure it's suitable for you.

Completing this Deed

Please complete this deed in ink or electronically in the fields provided. Please use block capitals (except for signatures) and always give full names. Please **do not** use correction fluid.

Witnesses

Each person's signature **must** be witnessed by an independent adult (not a party to the deed).

Deletions

If you want to alter this deed by making deletions to it, you **must** make the deletions before the deed is signed and you **must** make sure that each deletion is initialled by all the trustees (including the settlor).

Tax Residence Self Certification

If you're considering using this document in connection with a bond, endowment whole of life policy or immediate life annuity, please note that it's important also to complete a Tax Residence Self Certification form (IN06062 or IN06064) for each new party who is signing. You can obtain the form from your financial adviser.

Trusts

By placing this Bond into trust the legal ownership has changed and therefore any current financial adviser acting on the policy will be removed as well as any ongoing adviser charges. If the trustees wish to keep the current financial adviser we'll need a letter of authority signed by all existing and new trustees. If you want to pay ongoing charges we'll need all existing and new trustees to sign a new agreement. For our Onshore Bond please refer to Adviser Change of Adviser Charge form (**LF40054**). For all other bonds please refer to Adviser Charge Agreement on Bonds (**IN06055**). These forms are available online - search for the word Aviva followed by their code.

Trust Registration - as your policy is written into a trust, there may be an action to register the trust with HM Revenue & Customs ('HMRC'). Registration is the trustee's responsibility.

The trust register will need to be updated periodically (within 90 days) on the occurrence of certain events, such as a change to the beneficiaries or trustees of the trust.

Registration and ongoing maintenance of the trust record is the trustee's responsibility.

Failure to register to maintain the HMRC trust record on a timely basis (90 days) can lead to penalties of up to £5,000, being issued to the trustees by HMRC. As part of our checks, we may ask to see evidence that this has been done. If you can't show us proof, this may delay your policy being processed.

You can find out more information about the Trust Registration Service on the Government website [gov.uk/guidance/register-a-trust-as-a-trustee](https://www.gov.uk/guidance/register-a-trust-as-a-trustee). If you're unsure about what you need to do, you should speak to a legal, financial and/or tax adviser.

Trustees

The trustees, including the settlor/appointor, must be UK residents.

How to complete this Deed

- 1. Date** Insert the date on which the deed is completed. **Do not** backdate or forward-date this deed.
- 2. Policy** Insert the policy number.
- 3. Insurance company** Insert the name of the insurance company shown in the policy document.
- 4. Appointor** Insert the full name and address of each person who has the power to appoint new trustees, namely the creator of the trust or the trustees. The trust may describe the person or persons who have this power.
- 5. Existing Trustee** Insert the full name and address of each person who is an existing trustee of the trust.
- 6. New trustee** Insert the full name and address of any person who will become a new trustee of the trust. The total number of trustees normally allowed is four. The minimum is normally two.
- 7. Retiring trustee** Insert the full name and address of any person who is retiring as a trustee of the trust. The number of trustees should not fall below two.
- 8. Deceased trustee** Insert the full name and address of each trustee who has died. Please supply the death certificate, unless you have already done this.
- 9. Signatures** The signatures must be witnessed. Each living party should sign and insert their full name and address in the presence of a witness who should also sign and insert their full name and address.

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.

Every effort has been taken to ensure that the form of this deed and the related printed documentation are legally sound but Aviva and its representatives cannot accept any legal responsibility for any error or loss however caused.

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.

Deed of Appointment and/or Retirement of trustees

THIS DEED OF APPOINTMENT AND/OR RETIREMENT OF TRUSTEE(S) is made on

D	D	M	M	Y	Y	Y	Y
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(See note 1 on the previous page - all these "See note" signposts refer to the previous page)

by the Appointor and the trustees named below.

(See note 2)

(See note 3)

Whereas Policy numbered issued by

is held in trust by the existing trustees.

ACCORDINGLY WHERE RELEVANT

1. In exercise of the power of appointment and of every other relevant power (statutory or otherwise) the Appointor appoints the new trustees to be trustees of the trust together with the remaining existing trustees.
2. The new trustees consent to this appointment.
3. The retiring trustees retire and are discharged as trustees under the trust.
4. The remaining existing trustees and the Appointor consent to this retirement.
5. The existing trustees and the retiring trustees assign the policy to the new trustees and the remaining existing trustees.

In this deed the singular includes the plural (and vice versa) where the context so admits.

Appointor (See note 4)

Address

Existing trustees (See note 5)

Address

New trustees (See note 6)

Address

Date of Birth

National Insurance Number

Email address

Phone number

Retiring trustees (See note 7)

Address

Deceased trustees (See note 8)

Last recorded address

In Witness the parties have set their hands to this deed on the day and year mentioned above.

Signed and Delivered as a Deed

In the presence of (Witness):

Signature

Full name and address
(block capitals)

Signature

Full name and address
(block capitals)

Signature

Full name and address
(block capitals)

Signature

Full name and address
(block capitals)

If there are more than four trustees, please add their details on a separate piece of paper.