

Select Investment Growth & Income Option

Suitability Letter Paragraphs

We've put together some examples of information you might want to use in your suitability report recommending Select Investment Growth & Income Option for your client(s). The following paragraphs cover some of the benefits and risks, but make sure the text you use fits your client's individual circumstances, including extra information where relevant. Don't rely solely on the paragraphs provided here to create your clients' suitability letters.

It's your responsibility to ensure that any letters for your clients fully comply with all regulatory requirements.

The sections give examples of information relating to Aviva and the Aviva Adviser site, along with information that's generic to the Select Investment Growth & Income Option.

Recommendation

At our recent meeting, you told me:

- you have spare capital to invest for the medium to long term
- you have already invested the maximum in alternatives such as ISAs
- you may want to take regular withdrawals
- you have at least £10,000 to invest.

I have researched the market and have recommended Select Investment Growth & Income Option from Aviva for these reasons.

At our recent meeting I gave you the product literature for Select Investment Growth & Income Option, which contains useful information on the investment bond I have recommended.

Following our review of your current financial situation, the recommendations I'm making meet your stated affordability and risk criteria. As discussed at my recent visit, you are looking to invest money for (insert reason).

Aviva/Financial Strength

Aviva is a global company that's been around for over 325 years, and is one of the largest insurance services providers.

Aviva is committed to running their business responsibly every day and offer a range of both internal and externally managed funds with different risk ratings.

Select Investment Growth & Income Option

Select Investment Growth & Income Option from Aviva is a lump sum investment bond with no fixed term, designed for medium to long term investment. You have a lump sum of £x to invest with the intention of leaving your money invested for at least five to ten years. You can invest for income, growth or a combination of both. You can make additional investments of at least £5,000 at any time.

I have recommended the Aviva Select Investment Growth & Income Option to you. As I explained, it's a way to invest personal savings in a range of life insurance funds for the medium to long term, with the ability to take withdrawals if wanted.

I have chosen the Aviva Select Investment Growth & Income Option for you because:

- You have spare capital to invest for the medium to long term
- You've already invested the maximum in alternatives, such as ISAs
- You may want to take withdrawals
- You may choose to make additional investments of at least £5,000
- You wish to invest in life funds
- You may want access to funds with a degree of guaranteed return
- You have at least £10,000 to invest.

As I explained, Select Investment Growth & Income Option has an annual management charge and fund charges which vary

depending on the funds you invest in. There are no Early Exit Charges.

Select Investment Growth & Income Option annual management charges are shown below. For some funds, there may also be an extra management charge and/or a fund management expense charge. Please check your personalised illustration to see the actual charges you will pay.

Investment Amount	Annual Management Charge
£10,000-£24,999	1.40%
£25,000-£49,999	0.75%
£50,000-£99,999	0.55%
£100,000-£249,999	0.40%
£250,000-£499,999	0.35%
£500,000 plus	0.30%

We have discussed your options and assessed your investment goals and attitude to risk. As a result, we have agreed on Aviva's Select Investment Growth & Income Option and their range of life funds.

Adviser Charging

Aviva can facilitate an initial charge for advice. They can also set up, on your behalf, ongoing charges to be paid to me for continuing advice and maintenance of your policy.

No Regular Withdrawals

You indicated that you would like to invest for potential growth; however, it will be possible to take withdrawals in the future if your circumstances change. Withdrawals will reduce the value of your investment.

Regular Withdrawals Requested

You want to take regular withdrawals from your investment. Each year you can withdraw up to 5% of your original investment amount (or original investment plus the amount of any additional investments), without paying any immediate income tax. This 5% tax allowance accumulates every policy year. So, if you don't take all your 5% in the first year it rolls over to the second policy year, and so on up to a maximum of 20 years.

Natural Income on Distribution Requested

You want to take an income from your investment and are looking to minimise the risk of any reduction in the value of your original investment in this fund.

When investing in the Distribution Fund, and selecting the natural income option, you receive the income produced by the fund, minus any fund charges.

Investment Choice

As discussed, Select Investment Growth & Income Option from Aviva provides a wide investment choice. You can invest in up to ten funds from a choice of Smooth Managed Funds, Guaranteed funds, Distribution funds and a large number of externally managed funds.

You've chosen to invest in the (enter name) fund(s). I advised you of the investment risk/return ratings and charges associated with these funds and we agreed these matched your current investment profile. You can switch between funds if your attitude to investment risk/return changes. As your adviser, I can manage your investment and switch funds online on your behalf

You've chosen to invest in the Smooth Managed Fund(s). This fund range is designed to deliver growth over the medium to long term, employing a smoothing process to shelter you from some of the impact of adverse market movements. The Smooth Managed Fund invests in a wide range of assets such as equities, bonds and property from around the world including the US, Europe and Asia.

We agreed all/part (delete as appropriate) of your investment will be placed in the Guaranteed 100 Fund/Guaranteed 90 Fund.

The Guaranteed 100 Fund guarantees to return 100% of the amount invested on your guarantee date/The Guaranteed 90 Fund guarantees to return 90% of the amount invested on your guarantee date (delete as appropriate).

Withdrawals and switches will reduce the guaranteed amount in proportion to the number of units cancelled, not the cash amount withdrawn or switched.

When investing in guaranteed funds, Aviva will contact you about decisions you need to make regarding your investment. When that happens, please respond within the timescales specified as otherwise Aviva may not be able to act upon your instructions.

As you are looking for an investment which will provide you with a regular income, we agreed all/part (delete as appropriate) of your investment will be placed in the Distribution Fund.

If you want to withdraw money and the underlying investments include property, please bear in mind property can often take time to sell. Remember, too, that the value of property investments will be based on the valuer's opinion at the time.

You may not be able to sell or switch between funds if the fund manager concerned has deferred or suspended dealing in the fund at that time. This is more likely to occur during adverse market conditions or when the assets can't be easily converted to cash (such as where the fund invests directly or indirectly in land or buildings).

Benefits Payable on Death

The amount Aviva will pay depends on the funds you've chosen but they'll pay at least 100.1% of the value of the units held in Select Investment Growth & Income Option.

I've recommended that this plan also covers (enter lives assured details) (insert reason). The death benefit will be paid when you have both died/if one of you should die (delete as appropriate).

Trusts

You told me you wanted to reduce your potential inheritance tax bill, give up access to the cash given away, but keep an income stream. I've recommended the Discretionary Discounted Gift Trust, which allows you to make an inheritance tax effective gift of an Aviva Select Investment Growth & Income Option bond to trustees, whilst retaining an income for yourself. The income is a regular stream of capital payments. You can also control who will benefit from the trust fund after your death. [\(Add specific details where required\)](#).

You told me you wanted to reduce your potential inheritance tax bill and give up access to the cash given away. I've recommended the Discretionary Gift Trust, which allows you to make an inheritance tax effective gift of cash, with the intention of investing into an Aviva Select Investment Growth and Income Option bond. You can also control who will benefit from the trust fund. [\(Add specific details where required\)](#).

You told me you wanted to reduce your potential inheritance tax bill but need to keep access to the capital. I've recommended the Discretionary Loan Trust, which allows you to make a loan to the trustees who then invest into Select Investment Growth & Income Option bond. You instruct the trustees to repay the loan on demand to you, and as such you can supplement your income through regular or specified withdrawals from the investment. [\(Add specific details where required\)](#).

Tax

You could help minimise any inheritance tax liability by putting Select Investment Growth & Income Option in a trust. I can help advise the right trust for you and the benefits of this as this might mean you don't have access to the money in the future.

When you invest in Select Investment Growth & Income Option your money will be put in up to 250 identical policies. Setting your bond up this way can help with your tax planning. It lets you choose the most tax-efficient way to take money out of your bond. You can either take a little out of each policy or cash in whole policies. I can help you work out which is the most tax-efficient way before you withdraw any money.

As I explained, you won't normally have to pay any capital gains tax. You may have to pay income tax when you withdraw money from Select Investment Growth & Income Option if you are a higher/additional rate income taxpayer, or become a higher/additional rate income taxpayer because of a gain made under this bond. Aviva pay Corporation Tax in the funds your money is invested in.

Please get in touch with your usual Aviva contact if you would prefer this document, (IN13333), in large print, braille or as audio.

Risk Factors

The value of investments in all funds can go down as well as up and is not guaranteed. If you are investing in the Guaranteed 100 Fund or Guaranteed 90 Fund, a percentage of the investment is guaranteed at the 5th anniversary.

What you get back from your bond will depend on how the investments have performed, the charges and the money you've already taken. Your personalised illustration gives an idea of what you might get back.

You may get back less than you had expected and less than the amount shown in your illustration.

Taking regular withdrawals or income payments will reduce the value of the Select Investment Growth & Income Option.

Aviva's charges may change in the future.

You can change your mind within 30 days from when you receive your cancellation notice. If you decide you don't want the Select Investment Growth & Income Option, Aviva will give you back your money less any fall in the investment value. Aviva will not return any adviser charges that have been paid.

Key Features and Documentation

Please read again the Key Features document, Terms and Conditions, Key Information Document and Underlying Investment Option Documents, relating to your chosen funds. Please ensure you fully understand any charges that apply to Select Investment Growth & Income Option. If you are uncertain about these, please contact me.

MyAviva

You'll be able to see your Select Investment Growth & Income Option (some restrictions apply, such as corporate and trustee investments) via MyAviva. MyAviva allows you to view your policies whenever you choose. You'll be able to see current valuations, research funds and view correspondence like yearly statements.