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AVIVA

Important information about your investment programme

Your policy number: **[POLICY NUMBER]**
Policyholder: **[Policyholder First Name & Surname]**
Scheme name: **[Scheme Name]**

Hello **[Customer First Name]**,

We're making some changes to the investment programme named [Insert Name of Programme], where your pension is currently invested.

What's changing for you

We've reviewed your investments, and have decided to move you into the **My Future Focus SP Lifestage** investment programme. If you don't want us to do this, you need to tell us within the next **45 days**.

We're doing this because you've either left your workplace scheme, or there is no longer an adviser in place for the investment programme and we believe the new investment programme is more appropriate. We will continue to review the investments in the future. The move to **My Future Focus SP Lifestage** will include any self-select funds that you may have previously chosen to invest in.

To make this change we're updating your Terms and Conditions (T&Cs)

We're changing the Terms and Conditions of your pension scheme. This allows us to change the investment solution(s) and investment funds under your scheme.

Please note these changes to your Terms and Conditions will come into effect 30 days from the date of this email.

Click here to read the endorsement to your Terms and Conditions

This endorsement is an important document, and you should keep it with your policy documents.

How the My Future Focus SP Lifestage investment programme approach works

If you're more than 15 years from your selected retirement date, your pension fund will be invested in the **Aviva My Future Focus Long Term Growth SP Fund**, which aims to grow your pension pot over time.

Between 15 years and 10 years from your selected retirement date, your pension fund is gradually moved into the **Aviva My Future Focus Growth SP Fund**, which aims to grow your pension pot while reducing the risk you're exposed to.

From 10 years to your selected retirement date, your pension fund is gradually moved into the **Aviva My Future Focus Consolidation SP Fund**, which aims to reduce the likelihood of significant changes to the value of your pension pot as you approach retirement.

It's designed to prepare your pension pot to provide a wide range of options at your chosen retirement age, including:

- taking your money as and when you need it, either as one-off payments or as flexible income (known as drawdown)
- withdrawing all the money in your pension pot
- buying an income for your lifetime (known as an annuity)
- leaving your money where it is and making your choice later.

You can find more details about how you can take your pension benefits here.

Please note that switching from your current investments into the **My Future Focus SP Lifestage** investment programme may mean there is a change to the risk profile. As with all investments the value of your pension pot can go down as well as up.

For more information regarding the **My Future Focus** investment programme and its risk profile, please refer to our **Frequently Asked Questions** (FAQs) here.

How does this affect you

- To implement these changes, we'll be automatically moving you to the **My Future Focus SP Lifestage** solution from [Month YYYY].
- It's important to read the FAQs for more details on the funds that make up the **My Future Focus SP Lifestage** solution.
- You can view your current investments by accessing your policy online via **MyAviva**, this will allow you to compare your current investments to the **My Future Focus SP Lifestage** investment programme.
- As a result of these changes, we'll buy and sell assets in the market, and dealing costs could be incurred as a result. These costs are a one-off and will be reflected in the unit price of the funds you're invested in. It is expected these charges could be up to 0.20%, so, for every £10,000 invested, the cost would be up to £20. Further details can be found in the accompanying FAQ.
- Following the switch into the **My Future Focus SP Lifestage** solution, your ongoing annual management charges may change. The charges for the funds that make up the new investment programme are detailed in the table below; these exclude any plan-based **Annual Management Charges** (AMC) that may be applicable to you. However, any changes to charges will depend on your own specific pension scheme. For further information on charges (including **Fund Manager Expense Charge** (FMEC) and **Additional Yearly Charges**), please refer to the investment programme guide referenced in the FAQs.

My Future Focus SP Lifestage investment programme

Fund Name	FMEC	Additional Yearly Charges
[Fund Name]	**[0.00]%**	**[0.00]%**
[Fund Name]	**[0.00]%**	**[0.00]%**
[Fund Name]	**[0.00]%**	**[0.00]%**

To move your money into the new investment programme we will buy and sell investments. Your money will stay invested while this takes place. However, your investments in the above funds may not exactly match what they will be once the move to the new funds has completed. As a result, while the move is happening, you may see small differences in performance between your investments and what you see in the factsheets for the above funds. You don't need to do anything, we'll take care of everything for you.

What do you need to do next?

You should regularly review your pension investments. If you're unsure whether the **My Future Focus SP Lifestage** investment programme is right for you, now could be the time to consider an alternative investment programme and different funds that are available to you.

You should discuss your options with a financial adviser before making a decision. If you don't have one, you can find one at **moneyhelper.org.uk/retirement-advice**. Financial advisers may charge for their advice.

If you're happy with this change

You don't need to do anything. We'll still send you a statement once a year, so you can keep track of your pension, or you can view your pension online at **MyAviva**.

If you're not happy with this change

You can choose not to join this programme and still choose to invest in funds offered by the scheme (without your investments being automatically adjusted as you approach retirement), or you can select an alternative investment programme.

You can do this online or by contacting us on the details shown at the bottom of this email. Please make sure to do so within 45 days from the date of this email, to prevent the automatic switch to the new **My Future Focus SP Lifestage**. If you fail to tell us within 45 days of this email, you will be moved into the new investment programme. If you decide to leave the new investment programme at any time after the move, the one-off transition costs set out above will still apply.

We're here to help

If you have any questions, please contact us on the details shown at the bottom of this email.

Yours sincerely,
The Aviva Customer Team

Get in touch

Call us on: **[0000 000 000]**
or **[+440000 000 000]** if you're calling from overseas

Email us: **[xxxxxx@aviva.com]**

Find our opening hours **here**

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For information about how we collect and use your personal information, please visit https://www.aviva.co.uk/privacy-policy or request a copy by writing to us at: The Data Protection Team, Aviva, PO Box 7936, Pitheavlis, Perth, PH2 1JR

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