

For customers

Alteration of fund choice

You should use this form to alter fund choices for your existing funds and/or future contributions.

Please read the notes in section 5 before you fill in this form. Once you've completed it, you must send it to our head office. Please fax it to 0131 549 4209. Please don't send it to another one of our offices as your switch may be delayed, which could affect the prices we use.

Online switching is available for most of our products. Please go to our website www.aegonse.co.uk.

Please make sure that you enter the exact fund name (as detailed in our fund range guide, especially if you choose a lifestyle, UK equity, European or balanced managed fund).

Please fill in this form using **BLOCK CAPITALS**.

What sections do you need to complete?

If you want to switch existing units and alter fund choice for future contributions – *complete sections 1, 2, 3 and 4.*

If you want to switch existing units only, leaving the fund choice for future contributions as it is – *complete sections 1, 2 and 4.*

If you want to alter fund choice for future contributions only, leaving existing units as they are – *complete sections 1, 3 and 4.*

1. Policyholder details (this section must always be completed)

Title <input type="text" value="(Mr/Mrs/Miss/Ms/Other)"/>	Surname <input type="text"/>
Full forename(s) <input type="text"/>	Plan number <input type="text"/>
	Phone number <input type="text"/>

2. Switch existing funds

Please insert the name(s) of the fund(s) you want to switch from and the percentage of units you want to switch from each in table 1.

In table 2, please insert the name(s) of the fund(s) you want to switch to and the percentage of the total amount being switched that you want to allocate to each fund. It's important that your switch into new funds equals 100%. There's an example in the notes section to help you complete this.

From (table 1)

Full fund name	Units in fund to be switched (%)

To (table 2)

Full fund name	New allocation (%)
Total	100%

3. Changing investment funds for future contributions

Please state which funds you want to allocate future payments to and confirm the amount, by means of a percentage, that you want to allocate to each fund.

Full fund name	Regular (%)	Single (%)	Protected rights (%)
Total	100	100	100

4. Request for alteration of fund choice

The member must make the request for the following contracts on an individual plan basis - Buyout, Group Personal Pension Plan, Group Self-invested Personal Pension Plan (insured element), Reflex Control (insured element), Flexible Pension Plan (insured element), Personal Pension, Retirement Control (insured element), Trustee Transfer Plan, Stakeholder and Group Stakeholder Plan.

The scheme trustees must make the request, on behalf of the Scheme, for the following contracts on a scheme basis – Group Money Purchase, Group Additional Voluntary Contribution, Final Salary, Pooled Fund, Trustee Investment, and for the following contracts on an individual policy basis – Exsel Fund, Exsel Plus.

In this section, 'I/we' means the member or the trustees making the request.

I/We request you, Scottish Equitable plc, to carry out a switch of funds in accordance with this switch instruction.

I/We understand that this switch instruction is subject to the notes in section 5.

Where this instruction includes a switch into a fund which became available after the start date of the above plan(s)/scheme(s), I/we agree to a change to the plans in accordance with the provisions in section 5.

Date (dd/mm/yyyy)

Print name of trustee (if appropriate)

Signature of member/trustee*

X X

Date (dd/mm/yyyy)

Print name of trustee (if appropriate)

Signature of trustee*

X X

*Please make sure the appropriate person(s) gives authorisation – see the note at the top of this section for additional guidance.

5. Notes

Completing this form

Here's an example of how to complete the tables in section 2.

In the below example, all of the existing Mixed units plus one-half of the existing Global units are to be cashed in and the proceeds re-invested as 50% Japan, 25% European and 25% UK Equity.

From.

Insert the percentage that you want to switch from each fund:

Full fund name	Units in fund to be switched (%)
Mixed	100
Global	50

To:

Insert the percentage that you want to switch into each fund:
(the total must be 100%):

Full fund name	New fund allocation of units switched (%)
Japan	50
European	25
UK Equity	25
Total	100

5. Notes – *continued*

Switch constraints and charges

You can find details of any switch constraints and charges that may apply to you in your policy conditions booklet.

Switches will normally be carried out at bid prices at the next day but one valuation after we receive written instructions at our head office. Under current practice, where we receive instructions before 12 noon, the prices we use will normally be those calculated on the following business day. Otherwise, we'll normally carry out instructions we receive at or after 12 noon at the bid (or fund) prices calculated at the valuation on the second business day after that.

Where we receive switch instructions by post, we'll treat them as having been received at 8am on the day we receive them at our head office. If this day is a non-business day then we'll treat them as having been received at 8am on the next business day.

Where a switch instruction is sent to another part of Scottish Equitable, rather than direct to our head office, we'll make arrangements to forward the instructions to our head office. However, we'll not be responsible for any delay in switch instructions reaching our head office, nor for any instruction which doesn't reach our head office.

We recommend that you fax the instruction to our head office using the number provided at the start of this form.

There can be no switch out of the Non-Profit Deferred Annuity fund.

Where the instruction includes a switch into a fund which became available after the plan/plans' start date, the plan will be changed to include our current standard provisions for new funds made available since the said start date, and we'll make the change available to the Member Trustees.

We reserve the right to defer switches by up to one month (up to 12 months where units are being switched into or out of the Property fund* or a fund that's invested in whole or in part in real/heritable property, for example land, buildings and leaseholds).

*Property fund means our Property fund or a fund that has a proportion invested in property such as the Select Distribution and Select Reserve funds.

Market value reduction

We may apply a market value reduction on withdrawals or switches out of the With-Profits fund (Option 1), the High Equity With-Profits fund or the Deposit Administration fund. No market value reduction will apply on switching to the Cash fund at selected retirement age.

It isn't possible to switch into the High Equity With-Profits fund or the Deposit Administration fund if your plan was taken out on or after 1 October 2002.

Smoothing adjustment

A smoothing reduction or increase may apply on switches or withdrawals out of the With-Profits Growth fund and the With-Profits Cautious fund.

Clear and complete instructions

For us to act on any switch information, it must be fully complete and clear. Where we reasonably decide that the switch instruction isn't fully complete or isn't clear, we won't act upon it and will inform you accordingly as soon as possible. If we then receive a clear and complete instruction from you we'll deem the instruction to be received at the date and time we receive the clear and complete instruction.

We will only use the phone number you have provided in section 1 to contact you in relation to your switch instruction. If we receive an incomplete instruction or the instruction isn't clear, we will phone you to advise.

Contact us

AEGON Scottish Equitable
Edinburgh Park
Edinburgh
EH12 9SE
Fax: 0131 549 4209

We recommend that you fax this instruction to us on the number given to ensure that we deal with it as quickly as possible.