



**SURRENDER / WITHDRAWAL FORM FOR GLOBAL INVESTMENT PLANS**

**POLICY NUMBER:**

**Part 1: What you should know about early full/partial withdrawal of your investment-linked policy.**

An insurance policy is intended to meet your long-term financial needs. Therefore, in fully or partially withdrawing a policy before its maturity date, you are losing valuable benefits. It may not be possible for you to obtain a similar level of protection on the same terms in the future.

**Additional Charges/Fees**

If you withdraw your investment-linked policy, fully or partially and then buy a new investment-linked policy or other investment product, or top up your existing investment-linked policy or other investment product, you will incur new charges. These may include:

- a) Distribution fees (commission paid to Agents/Financial Advisers on all new insurance policies / investment products);
- b) Administration charges (sales charge/withdrawal fee that is charged for each new policy / investment product); and
- c) Policy fees (usually incurred for each policy).

**Fund Switching Facility / Other Options**

When the fund you have bought is not meeting your initial or current investment objective, you may switch to other fund(s) offered by the Company at its bid price without incurring any charges (subject to changes at Aviva Ltd's discretion). You may also enquire or discuss with your adviser whether there are other options available under your policy to meet your short term financial needs.

**Changes in Terms and Conditions**

Withdrawing your insurance policy for another policy could result in loss of specific policy features due to changes in age or health.

**Policyowner/Trustee/Assignee/Beneficiary's Acknowledgement**

Were you advised by an Adviser to withdraw this policy (fully or partially)?      Yes       No

If "yes", please ask your Adviser to complete the "Adviser's Acknowledgement" below.

**Adviser's Acknowledgement**

I have explained to the above Policyowner/Trustee/Assignee/Beneficiary the alternative options available and the implications of early withdrawal of this investment-linked policy. I have recommended the surrender/partial withdrawal of this policy for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Adviser

\_\_\_\_\_  
Adviser's Code

\_\_\_\_\_  
Name of Adviser

\_\_\_\_\_  
Date



**Part 2: Partial / Full Withdrawal Request**

\* **Partial Withdrawal**

| <u>Fund Name</u> | <u>Units</u> | <u>Or</u> | <u>Amount</u> |
|------------------|--------------|-----------|---------------|
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |
| _____            | _____        |           | _____         |

Withdrawal amount should be written in contract currency.

Please refer to the policy contract provision for the minimum amount of each Partial Withdrawal and the Minimum Account Value after Partial Withdrawal is made.

\* **Full Surrender of the Policy**

**Notes:**

1. Please read through Part 5: IMPORTANT NOTES in Page 4.
2. Please enclose the following documents with this Surrender / Withdrawal Form.
  - a) Original Policy for Full Surrender of the Policy (Please complete the Declaration Form found in Aviva website, if you have lost your Original Policy.)
  - b) A photocopy of Assured's and Life Assured's (if differs from Assured) Birth Certificate, Identity Card or Passport.

**\* Please note that an Exit Fee will be deducted upon Partial Withdrawal of the Preliminary / Initial Account or Full Surrender of the Policy.**

**Part 3A: Payment Settlement**

Please make payment to me by (\*Please tick appropriate box):

\*Cheque

\*Direct Credit to my bank: Name of Bank: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Swift Code: \_\_\_\_\_

Account No.: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_



**Part 3B: Authorisation for Cheque to be issued to another Trustee  
(Only applicable to policy written Section 73 of the Conveyancing and Law of Property Act)**

We, the Trustees of the above Policy authorise Aviva Ltd to pay to the following payee:

Name of payee: \_\_\_\_\_

Identity Card / Passport No.: \_\_\_\_\_

**(Please ensure that the payee must be one of the trustees. Kindly enclose a copy of the payee's Identity Card / Passport for our verification).**

**Part 4: Declaration & Authorisation**

I hereby agree that receipt by me of the surrender proceeds less any amount(s) owing to Aviva Ltd, shall be a full and final discharge of the liability of Aviva Ltd under the Policy.

I have read and understood the above statements in Part 1. I am aware that should I wish to buy a similar policy in future I may incur additional charges and I may not be able to secure similar terms and conditions. I am also aware of the other options available to me and that the withdrawal/surrender value of the cancelled units will depend on the Bid price on the Valuation Date following receipt of this document duly completed and signed by all relevant persons, including my Adviser, as applicable.

I want to withdraw my policy (fully or partially)

\_\_\_\_\_  
Signature of Assured/Assignee/Beneficiary  
Name:  
Identity Card / Passport No.:  
Date:

\_\_\_\_\_  
Signature of Assured/Trustee/Beneficiary  
Name:  
Identity Card / Passport No.:  
Date:

\_\_\_\_\_  
Signature of Trustee/Beneficiary  
Name:  
Identity Card / Passport No.:  
Date:

\_\_\_\_\_  
Signature of Trustee/Beneficiary  
Name:  
Identity Card / Passport No.:  
Date:



### Part 5: Important Notes

1. Pursuant to Section 25(5) of the Insurance Act (Cap. 142), you are to disclose in this application form fully and faithfully, all the facts which you know or ought to know, otherwise, nothing may be payable under the Policy.
2. The Surrender/Partial withdrawal value of the units will depend on the Bid price of the respective fund(s) on the next appropriate Fund Valuation Date following receipt of this request (Original Copy) and all other required documents. Please note that the Fund Valuation Date may vary with different fund houses.
3. To qualify for the next available pricing, Surrender/Partial withdrawal request must be received by our Registered Office before 12 noon.
4. Please ensure the correct signatories<sup>^</sup> sign on the Surrender / Withdrawal form:
  - a) Assured and/or Joint Assured only (if it is **NOT** a Trust policy or Assigned policy); or
  - b) Assured and/or Joint Assured and all Trustees (if policy is written under Section 73 of the Conveyancing and Law of Property Act (CLPA)); or
  - c) Assured and/or Joint Assured and any Trustee (if policy is written under Section 49L of the Insurance Act); or
  - d) Assured and/or Joint Assured and all beneficiaries (if policy is written under Section 49L of the Insurance Act); or
  - e) Assignee (if policy is assigned)

Do note that all signature(s) must be consistent with our records.

5. The surrender amount will be made payable to:
  - a) Assured and/or Joint Assured only (if it is **NOT** a Trust policy or Assigned policy); or
  - b) Trustees/Beneficiaries<sup>^^</sup> (if policy is written under Section 73 of the CLPA); or
  - c) Any Trustee other than the Assured and/or Joint Assured (if policy is written under Section 49L of the Insurance Act); or
  - d) All beneficiaries (if policy is written under Section 49L of the Insurance Act); or
  - e) Assignee (if policy is assigned); or
6. Please note that any proceeds made to the Trustees are for the sole benefit of the Beneficiaries.
7. All payments payable to you will be made in the contract currency.
8. No request is valid until this form is duly completed and received with other required documents by the Company.
9. Withdrawal payments will only be made when the duly completed original Surrender / Withdrawal Form and the Original Policy (where applicable) is/are received and verified by Aviva Ltd.
10. This form can only be used for **one** policy only. Kindly submit separate form(s) for different policies.

<sup>^</sup> Signatories must have attained the age of 18. Otherwise, the consent from a parent or legal guardian (other than the Assured) is required.

<sup>^^</sup> If the policy is written under Section 73 of the CLPA, the cheque will be payable in the names of all the trustees/beneficiaries. As such, a joint account is required for cheque clearance if there is more than one trustee/beneficiary.