

For customers

Aegon Platform key information document

Including the Aegon ISA and Aegon General Investment Account key features documents

The information that follows is accurate to the best of our knowledge and belief as at 1 December 2017.

If you'd like a large print, Braille or audio CD version of this leaflet, please call 0345 604 4001.

This document is intended for customers:

- Who receive financial advice and recommendations from an intermediary.
- Who use an intermediary that does not provide financial advice.
- Who no longer have an intermediary.

We use the term 'intermediary' to mean either a financial adviser or an intermediary, as relevant to you. Please note that this document doesn't cover Aegon Retirement Choices, One Retirement, or Retiready.

You should be aware that certain product options are only available through an intermediary. We highlight when this is the case. We also note tasks typically performed by intermediaries in this document and recommend use of an intermediary where we think it is relevant to do so.

If you're uncertain about your options, or if you have a question, your intermediary will be able to help if you have one. You can also contact us, please see the contact us section for details. Alternatively if you want to find an intermediary in your area, please visit www.unbiased.co.uk.

Other documents

It's important that you understand how the Aegon ISA and where applicable, the Aegon General Investment Account (GIA) works and what the risks are before you decide to buy. Please take some time to read this document alongside:

- Your illustration.
- The Key Investor Information Documents and fund factsheets.
- Our charges guide.
- The Aegon Platform terms and conditions.

Key Investor Information Documents and fund factsheets are available on our website. You can find copies of the other documents by logging into your online dashboard if you have access, and viewing it in the document library. Please [contact us](#), or your intermediary for copies if you don't have access.

Before you start reading

We've tried to use plain language to make these key features easy to understand. We highlight technical terms the first time they appear in the document and explain them in the definitions section on page 23.

We refer to 'you', 'we' and 'us' throughout the document. 'You' means the owner of the product and 'we' and 'us' means Aegon. In this document Aegon means Cofunds Limited.

Contents

Part 1 – Key information on the Aegon Platform	3
Part 2 – Key Features of the Aegon Individual Savings Account (ISA)	8
Part 3 – Key Features of Aegon General Investment Account (GIA)	16
Part 4 – Definitions	23

Part 1: Key information on the Aegon Platform

About the Aegon Platform

What is the Aegon Platform?

The Aegon Platform is a digital service that lets you and your intermediary, if you have one, arrange, manage and track your investments more easily. It offers:

- Access to a wide variety of investments in one convenient digital service.
- Online management of your Aegon Platform account.
- 24/7 access – to let you see how your portfolio is performing.

With the Aegon Platform, you'll hold an Aegon Platform account. This gives you access to an Aegon ISA and an Aegon GIA.

If you open an Aegon ISA, you'll receive a customer number for the Aegon Platform account and a separate product number for each Aegon product you open in your Aegon Platform account.

The Aegon ISA and Aegon GIA are essentially savings products that have different tax treatments, payment limits and allowable investments. The Aegon ISA is a stocks and shares ISA.

What's the role of the Aegon Platform in my investment?

Aegon is a leading provider of long-term savings, investment and pension solutions provided through intermediaries to individuals and employers, and complemented by a range of life insurance and protection products. Aegon's mission is to help people achieve a lifetime of financial security and make financial planning simple, easy and rewarding.

We're responsible for holding your investments safely on your behalf. Aegon has a separate subsidiary company, Cofunds Nominees Ltd, which is dedicated to securely holding ISA and GIA investments separately from Aegon's own corporate assets and prevents Aegon from mixing investors' money with its own.

Cofunds Limited acts as the ISA manager for the Aegon ISA.

We don't assess or advise on the appropriateness of your investments. Your intermediary, if you have one, will do this for you.

Others involved in your investment:

Intermediary: Arranges to buy and sell investments on your behalf, and may provide financial advice and other ongoing services. Aegon only operates with intermediaries authorised and regulated by the Financial Conduct Authority (FCA).

Your intermediary has responsibility for ensuring the investment is suitable for you. Your intermediary may charge you a fee for the services they provide.

HSBC: the bank where your cash facility money will be held. Cofunds Nominees Ltd use these separate accounts to keep investors' money separate from its own.

Investment managers: also known as investment providers, they manage and provide the different investments options available through the Aegon Platform.

I applied for an ISA, why do you also open a GIA if I don't have a suitable one already?

When you apply for an Aegon ISA, we'll also automatically open an Aegon General Investment Account (GIA), if you don't already hold a suitable GIA with us, which you can use to pay your Aegon ISA fees and charges from if you want to. This means you can stop charges eating into your tax efficient ISA savings. There is no additional cost for opening the Aegon GIA.

There are also no GIA specific charges if you don't have any holdings in it. If you choose to invest through the Aegon GIA in future, or hold money in the cash facility, charges will apply.

You may also want to use a GIA for additional savings over and above your annual ISA allowance.

The Aegon Platform annual charge

About your cash facility

When we set up your Aegon Platform account, each product you open will have its own cash facility. When you pay money into a product, we pay it into the product's cash facility before it's invested. We'll also pay out withdrawals, and most of your charges and fees from here unless you instruct us to pay them from your Aegon GIA. We tell you in the charges section how to do this.

- It's your and your intermediary's (if you have one) responsibility to make sure there's always enough money in the cash facility to meet any charges due.
- Money in your cash facility earns interest. We'll calculate interest on any cash held in your cash facility each day, and credit that amount to your cash facility once a month. You can find the current [interest rate](#) on our website.

Charges

The Aegon Platform has a clear and flexible charging structure so you'll know exactly what you're paying for. There are three main charges associated with your Aegon Platform account:

- Annual charge – this pays for the administration of your Aegon Platform account.
- Investment charge – this covers the investment manager's administration costs for your chosen investments.
- Intermediary charges – if you have an intermediary, you'll agree a fee for the advice or service they provide. If you want to, you can pay your intermediary from your Aegon Platform account.

To find details of the charges that apply to you, see your illustration. You'll find a copy in your document library if you have access. Alternatively, your intermediary if you have one will be able to provide you with details. Charges might vary in the future. You can also find full details of the charges that may apply in our [Charges guide](#). Please note that while some charges apply to all accounts, other charges are based on the options you select.

If you change your intermediary, your annual and intermediary charges might change. It's important you understand how future changes such as changing your intermediary could affect your charges. Your new intermediary can give you an illustration to show the effect of this. Please read the [terms and conditions](#) for full information.

What happens if there's insufficient cash in my product's cash facility to pay the charges due?

If there isn't enough money in your cash facility, we'll take the available cash, then sell from the highest value investment available to the smallest until we have enough to cover the remaining charges due. If we have to sell investments from your Aegon GIA this could create a **Capital Gains Tax** liability depending on your personal circumstances.

What if I don't want to pay charges with the highest value investment available?

You can tell us what fund you want us to sell from to raise cash to pay your charges.

If the value of your chosen investment is too low to cover a particular charge, we'll use the remaining value available of that investment, then sell from the highest value investment available to the smallest to cover the charges.

How do I tell you to pay Aegon ISA charges from my Aegon GIA?

If you want to do this, please contact your intermediary if you have one, or complete a '[Change to product details form](#)'.

Please remember that you'll need to either set up a monthly direct debit for an amount that's large enough to cover the charges due, or ensure you keep the cash facility of your Aegon GIA regularly topped up to cover the charges due. You can also use the [Change to product details form](#) to do this.

How will you take my Aegon ISA charges from my Aegon GIA?

The process we follow will depend on the investments and cash balance available:

If you have a large enough cash balance to cover a charge

We use the cash from the Aegon GIA's cash facility to pay the full charge.

If you have some cash and enough investments to cover a charge

- we take charges from the cash in the cash facility. If there isn't enough cash available;
- we sell from your chosen fund. If you haven't selected a fund, or there's an insufficient amount available in your chosen fund,
- we sell any remaining balance required from the highest value investment available to the smallest to cover the charges.

If we have to sell investments this could create a Capital Gains Tax liability in your Aegon GIA depending on your personal circumstances.

If you don't have enough cash or investments in the Aegon GIA to cover the Aegon ISA charge

If your Aegon GIA doesn't have enough in the cash facility or in investments we'll re-directed the charge back to your Aegon ISA and deduct from that product.

Paying investment charges

Investment charges are normally calculated daily and either taken directly from the investment or taken into account in the fund's unit price calculation, so you won't see it as a separate charge. Some investment managers may have other charging frequencies.

Other important information

How to contact us

If you've any questions about your product at any time you should contact your intermediary in the first instance. You can also phone, write or email us.

Aegon Cofunds Administration. PO Box 17491, Edinburgh EH12 1PB

Call us on: 0345 604 4001, Monday to Friday, 8.30am to 5.30pm. Email: AegonCofundsAdministration@aegon.co.uk

We might record and monitor calls for security reasons, to help improve our service and to resolve any complaints.

If you're contacting us by email please don't send any personal, financial or banking information as it isn't a secure method of communication. Call charges will vary.

If you'd like a large print, Braille or audio CD version of this leaflet, please call 0345 604 4001.

How do I make a complaint?

We hope you never have cause to complain, but if you do, you can contact us by:

Phone: call our helpdesk on 0345 604 4001.

Post: you can write to us at Complaints Department, Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

Email: CustomerExperienceComplaints@aegon.co.uk

Calls may be recorded and monitored. Call charges will vary. You can contact us by email but it isn't a secure method of communication. You may want to use other contact methods to send any personal, financial or banking information.

You can also read our [complaints procedure](#) for full details.

If you're not satisfied with our response, you can then raise the issue with: The Financial Ombudsman Service, Exchange Tower, Harbour Exchange Square London E14 9SR.

Phone: 0800 023 4567. Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Making a complaint to Aegon or referring it to the Financial Ombudsman Service won't affect your legal rights.

If your complaint relates to an investment, you should speak to your intermediary or the investment manager in question.

Is my product covered by the Financial Services Compensation Scheme?

You may be able to seek compensation from the Financial Services Compensation Scheme for up to £50,000 if we can't meet our obligations (for example, if we were to become insolvent or unable to meet the claims against us). See our factsheet for more information: [Aegon Platform Investor Protection guide](#).

You can get more information about compensation arrangements from the Financial Services Compensation Scheme by calling them on 0800 678 1100 or 020 7741 4100. Full details are also available from your intermediary if you have one.

Are there any risks?

Platform risk: As you're investing through a platform there's a risk that an investment manager's systems and ours may show that you hold differing amounts while transactions are being processed. If the systems weren't aligned and Aegon went out of business at the same time, you may not get back the full value of your investment.

Investment risk:

- The value of investments, and any income taken from them, can fall as well as rise and you may get back less than you invest. In addition, there's the potential for reduction of your investment as a result of selling investments for withdrawals.
- There are specific risks relating to the funds you can invest in. Investment risks can be found in the relevant Key Investor Information Document or factsheet.

Terms and conditions

This key information document gives you the key features of the Aegon ISA and Aegon GIA products. It doesn't include all the definitions, exclusions and terms and conditions. You can find full details in the terms and conditions. We supplied a copy of the terms and conditions when you opened your account with us. This was saved to your online document library, which you can view, if you have access, by signing in to your account. Or for the most up to date copy please visit our [website](#) or [contact us](#).

We have the right to make changes to the terms and conditions in certain circumstances. If this happens, we'll write to you and explain the changes.

How do you support intermediaries?

To help intermediaries give the best possible service, we may provide them with marketing and promotional support, technical services and training. We may also provide them with hospitality where this is of reasonable minimum value and designed to enhance the quality of service to the customer. Typically the value of this support is less than £100 each year, but can be more. If you want to find out more you can ask your intermediary, or Aegon, to provide specific details of any benefits provided.

Client categorisation

There are various categories of client set out in the financial regulations. If you buy one of the Aegon products referred to in this document, we will treat you as a 'retail client'. Being a retail client gives you the greatest level of protection under the regulations and ensures you get full information about any products you buy.

If, under the regulations, you are a professional client or eligible counterparty, we will still treat you as a retail client although this would not necessarily mean that you would be eligible to refer any complaints to the Financial Ombudsman Service or to make a claim under the Financial Services Compensation Scheme.

Conflicts of interest

Aegon maintains a [Conflicts of interest policy](#) in accordance with all FCA Conduct of Business rules.

Order execution policy

Aegon maintains an order execution policy in accordance with all FCA Conduct of Business rules. The policy is available on request by [contacting us](#).

Law and language

All correspondence will be made in English. All communications from us will normally be by letter or telephone. The law of England and Wales will apply to any legal dispute and the courts of England and Wales shall have exclusive jurisdiction to settle any such dispute. Full details of the legally binding contract between you and Aegon is contained or referred to in the terms and conditions.

Part 2: Key features of the Aegon Individual Savings Account (ISA)

keyfacts[®]

Provided by Cofunds Limited

The Financial Conduct Authority is a financial services regulator. It requires us, Aegon, to give you this important information to help you decide whether the Aegon ISA is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

This document is important as it governs your rights as an investor.

If you are unsure about any of the information provided, or have any questions, please speak to your intermediary if you have one, or contact us.

Its aim

The Aegon ISA is a Stocks and Shares ISA, enabling you to hold funds in a tax-efficient way to provide the potential for capital growth and income over the medium to long term.

Within the Aegon ISA, you can invest in the wide range of investments available on the Aegon platform.

Your commitment

You are committing to:

- Making contributions within the annual ISA allowance set by the government, or transferring an ISA from another provider, or both.
- Regularly reviewing your Aegon ISA with your intermediary if you have one. This will let you check that you're on track to achieve your expected goals.
- Making sure there's enough cash in your cash facility to cover any income withdrawals and all your charges if you're paying them from your Aegon ISA.

You can keep your investment for as long as you want but you should consider it as a medium to long-term investment. You should be prepared to invest for at least five years, ideally longer.

Risks

When you use the Aegon ISA your main risk is that the value of your investment and the income from it can go down as well as up. You may get back less than you invest.

The tax treatment of ISAs may change so that investing in funds through the Aegon ISA is no longer a tax efficient option.

For risks specific to each fund, please see the relevant fund specific information, including fund Key Investor Information Documents, factsheets or fund prospectuses.

Questions and answers

What type of ISA is an Aegon ISA?

The Aegon ISA is a Stocks and Shares ISA.

Stocks and Shares ISAs invest in a wide range of stock market-based investments.

For risks relating to stock market-based investments, please see the relevant Key Investor Information Documents or fund factsheets. If you don't have online access, please ask your intermediary for a copy, or contact us.

What are the charges?

For information on your specific charges please refer to your illustration and the [charges guide](#).

Who can invest into an Aegon ISA?

To invest in an Aegon ISA you:

- must be aged 18 or over;
- must be resident in the UK for tax purposes, unless you're currently a Crown employee working overseas, their spouse, or registered civil partner.

In addition you:

- can't apply if you're a US citizen or US tax payer;
- must not invest more than the current annual ISA allowance, see below for details;
- may not subscribe to more than one Stocks and Shares ISA in the same tax year.

Is the Aegon ISA a flexible ISA?

The flexible ISA subscription rules introduced on 6 April 2016 don't apply to the Aegon ISA. This means if you make a withdrawal from this ISA you won't be able to replace it without it counting against your annual ISA allowance. But if you have any unused allowance for the current tax year, you can still make more payments to your ISA.

How much can I pay into ISAs each tax year?

You can invest in your ISA by making lump sum and regular payments, up to the annual ISA allowance of £20,000 (2017/18 and 2018/19). For example, you could choose to pay in:

- the full £20,000 to a stocks and shares ISA and nothing to any other type of ISA;
- £5,000 to a cash ISA, £15,000 to a stocks and shares ISA and nothing to any other type of ISA, and
- a combination of amounts amongst the different ISA types up to the annual ISA allowance of £20,000.

For the 2017/18 and 2018/19 tax years you can pay in:

Lump sums	Regular payments
From £1 to £20,000	From £1 per month.

Please note: Our ISA doesn't currently support 'Flexible ISA' withdrawals. This doesn't mean you have any less ability to withdraw money when you want, however, any money withdrawn can't be added back on top of your annual allowance.

Transferring money from an ISA from a previous tax year doesn't count towards your annual ISA allowance for the current tax year.

For full information on your annual ISA allowance visit www.hmrc.gov.uk/individual-savings-accounts

Questions and answers – continued

What choices do I have for paying money into my Aegon ISA?

Method	Regular payments	Single payments	Transfer payments
Cheque	✗	✓ No post-dated cheques accepted	✓
BACS, CHAPS, Faster Payments	✗	✓	✓
Direct Debit	✓ including regular payments to GIA to cover charges	✗	✗
Debit Card	✗	✓	N/A
Re-registration	N/A	N/A	✓

Where are my payments invested?

We'll put your payments in your cash facility, then invest them according to your instructions after taking charges. If we don't receive an investment instruction, the cash will stay in the cash facility and any interest earned will be tax free.

Can I change the investments I'm invested in?

Yes. This is known as switching and can only be given online.

If you sell and buy an investment as part of the same switch request, (known as a linked trade) we'll place the instruction to buy your new fund(s) when we know the sell price(s) of the fund(s) you're switching out of.

Investment managers sometimes pay the sale proceeds after they're needed to buy your new fund(s). If this happens, to minimise the delay in buying your new fund(s), and also the time you're out of market, we'll use any available cash in your cash facility, then make up the difference for you to buy your new fund(s).

If we have to do this, your cash facility will show a negative balance until we receive the sale proceeds. Typically we'll receive sale proceeds after one to three business days, but it can be up to six days depending on the investments being sold.

In these circumstances any negative balance in your cash facility won't affect your product value. This is because we account for the proceeds from the pending sale instruction when we calculate your product value. We'll send you a contract note confirming the details when the transaction is complete.

Switching when receiving income distributions

If you're taking consolidated natural income¹, we'll still pay out any **income distributions** you're due to receive after you fully switch out of an investment.

¹We combine all income distributions received to your cash facility since your last payment and pay out a single combined income payment to your nominated bank account.

Can I change my payments or take a break from paying into my ISA?

Yes. You can change your regular payment amount at any time. You can stop or take a break from paying payments whenever you like, leaving your savings invested.

You should speak to your intermediary, if you have one, if you're thinking of taking a break from paying into your Aegon ISA.

Questions and answers – continued

Do I have to complete a new application for every tax year I pay into my ISA?

No it's a continuous application, but if you have a gap of at least one full tax year between payments you'll need to complete a new declaration. You'll do this when you go through the standard pay-in process.

Can I transfer an existing ISA to Aegon?

Yes, you can transfer existing Stocks and Shares ISAs and Cash ISAs held with other ISA providers into the Aegon ISA. Aegon doesn't charge you for ISA transfers.

Please note, should you transfer from a Lifetime ISA to an Aegon ISA, the Lifetime ISA status will be lost along with any other benefits specific to that ISA. A transfer from a Lifetime ISA is treated as a withdrawal and may be subject to a withdrawal charge of 25% of the value of the amount withdrawn.

Transferring ISAs to the Aegon ISA can give you the convenience of having all your ISA investments in one account. This can make it easier to follow your investment performance and to make changes to your portfolio as required. Also, all your ISA investments will be detailed on one consolidated statement.

You can transfer ISAs set up both in previous tax years and the current tax year:

1. Transferring previous tax-year ISA savings

You can transfer some or all of your existing ISA savings from previous tax years to the Aegon ISA without affecting your current ISA allowance. You can transfer as many ISAs as you want to Aegon.

2. Transferring current tax-year ISA savings

Where you are transferring current year's subscriptions you must transfer 100% of those subscriptions for any type of ISA.

Can I withdraw money from my Aegon ISA?

Yes, you can withdraw some or all of your money whenever you want. If you make a withdrawal from this ISA you won't be able to replace it without it counting against your annual ISA allowance and if you withdraw all of your money your ISA will close. You can also transfer your ISA to another provider. Withdrawals are available as a single payment or regular payments. Your options are show below:

Withdrawal type	Withdrawal type	Withdrawals	Frequency options
Regular	A fixed monthly amount	From £25 per payment. You can set this payment to increase by Retail Prices Index or by 1% to 5% per year.	Monthly, quarterly, half yearly or yearly
Single	A single lump sum amount	From £100 to your full product value.	N/A

You can choose regular withdrawal payment dates of either 9th, 18th, or 27th. This is the date we'll pay your regular withdrawal to your nominated bank account from your cash facility. It will take approximately three additional business days to clear into your chosen bank account.

Following your withdrawal instruction, we'll sell investments where necessary and put the proceeds into your cash facility. Income from an ISA is free from any income tax.

Questions and answers – continued

How will you pay my withdrawals?

This will depend on the type of withdrawal requested:

- **Single withdrawal** – if you request a single withdrawal from your Aegon ISA, you and your intermediary if you have one will need to make sure there's enough cash in the cash facility of your Aegon ISA for us to make payment.
- **Regular withdrawal** – if you request regular withdrawals from your Aegon ISA, we'll pay the withdrawal from the cash facility of your Aegon ISA. If there isn't enough cash in the Aegon ISA's cash facility to make payment, we'll sell down some of your investments. The process for this is the same process as outlined in the 'What happens if there's insufficient cash in my product's cash facility to pay my charges?' and 'What if I don't want the highest value investment available to be used to pay charges?' questions.

What are the options for income distributions?

You have three options for the money generated as income in an investment:

- Leave income as cash within the cash facility of your Aegon ISA. Any income left as cash in the cash facility may be used towards payment of charges or requested withdrawals.
- Reinvest income back into the same fund at the next trading point, so that it helps to grow your savings over time.
- Take consolidated natural income (CNI) into your nominated bank account. We combine all income distributions received to your cash facility since your last payment and pay out a single income payment to your nominated bank account. This would count as a withdrawal from your Aegon ISA. We pay CNI on or around the 12th of each month. Your payment amount may vary each month as it depends on the amount and frequency different investment managers pay distributions from your investment(s). Please note that this options is not available if you're taking regular withdrawals.

What are the tax benefits of the Aegon ISA?

The tax benefits of the Aegon ISA are that:

- You have no personal liability to Income or Capital Gains Tax on any income and growth generated by your Aegon ISA.
- Any interest earned from the cash held within the Aegon ISA's cash facility is also tax free. There's also no requirement to declare ISA income or gains on your tax return.
- Rebates (which is a payment back to you of some of the cost of investing into a fund) are not subject to tax if they are held in an ISA.

You should be aware that:

- If the tax treatment of ISAs changes in future, investing through the Aegon ISA may no longer be a tax-efficient option.
- The tax benefits depend on your individual circumstances.
- Any losses made in an ISA can't be set against gains elsewhere in your Aegon Platform account for tax purposes.
- ISAs don't offer protection from inheritance tax. Until 6 April 2018, on death, ISAs cease but the value of the investment may still be included in an estate for tax purposes. Please see the question below for more information.

Please speak to your intermediary, if you have one, for further information on tax.

Questions and answers – continued

What happens to my ISA when I die?

Currently when you die, your ISA will lose its tax exempt status, but it will stay invested until we receive an original full death certificate and a **certified copy** of the grant of probate. We'll then accept instructions from your personal representatives on what's to happen to this holding.

From the date you die, any interest on the cash held in this cash facility will be paid net of basic rate tax. Between the date of your death and notification to us, we'll continue to reclaim any tax deducted on interest arising before your death.

From 6 April 2018 your ISA won't lose its tax exempt status when you die. Unless your ISA is closed beforehand, this will last until the administration of your estate is complete or the date three years since your death is reached, whichever is sooner.

Additional Permitted Subscriptions

It's possible for your surviving spouse or registered civil partner to get an additional ISA allowance equal to the value of your ISA(s) on the date of your death. Known as an Additional Permitted Subscription or APS, this can be used on top of your usual annual ISA allowance. The additional allowance lasts until the later of the date three years after your date of death and the day 180 days after the administration of your estate is complete.

From April 2018 (when the new rules about continued tax-exemption status on death start), the amount of the APS will depend on whether your surviving spouse/registered civil partner starts to use the allowance during the period your ISA is tax exempt. If they do, their APS will be the value of your ISA on the date of your death. If they only start to use it after the end of the tax-exempt period, their APS will be the higher of the value of your ISA at the date of your death and the value of your ISA at the end of the tax-exempt period.

Please see the [terms and conditions](#) or speak to an intermediary for more information on Additional Permitted Subscriptions.

How can I monitor my investment?

You can check online to see how your Aegon ISA investments are performing if you have access. We'll also send you statements every three months showing the value of your investments. You can also contact us or your intermediary.

Can ISAs be held jointly?

No, ISAs can only be held in a single name. However, each eligible investor has their own ISA allowance – see 'How much can I pay into my ISA each tax year?' for details.

Other important information

If I change my mind, can I cancel?

Yes, you have 30 days from the date you receive your product documents to cancel. This will be the later of:

- two days (excluding Sundays) after we post out the contract note, or
- the date you receive your confirmation of application into your document library.

We'll tell you if a different cancellation period applies to you.

How do I cancel?

If you want to cancel, we need to receive a signed letter instructing us that you'd like to cancel at the following address:

Aegon Cofunds Administration, PO Box 17491, Edinburgh Park, Edinburgh, EH12 1PB

Provided you cancel within the 30-day period¹, your cash, any ongoing adviser charge that we have not paid to your intermediary, and any Aegon Platform annual charge will be returned to you. We'll let you know if we've paid out an ongoing adviser charge and you can contact your intermediary regarding this.

¹subject to the conditions below.

Please note:

- If the value of your investment falls between the date your money was invested and the date Aegon receives your instruction to cancel, you may receive back less than you invested.
- If the value of your chosen investment rises between these two dates, you'll only receive back the amount invested.
- We pay interest on cash held in the cash facility but you'll only get back the value remaining after we account for any applicable payments detailed above are made.
- One-off intermediary fees requested at or around the time of the original investment won't be returned to you when they have already been paid to your intermediary - please contact your intermediary to arrange refund of one-off fees.

Before sending your money to you, Aegon may need to carry out additional security checks and ensure all payments have been cleared, which may delay payment to you.

Withdrawing after 30 days

You won't be able to cancel outside the 30-day period, and the investment will be subject to the risks detailed in this document and the KIID(s) for the fund(s) you have chosen to invest in. If you want to withdraw after this period then all fund management charges will apply and there may be a potential tax liability applied to your investment.

Cancelling a fund transfer

The 30-day period also applies to re-registration requests. Provided you cancel within the 30-day period, you'll be given the options below. Please indicate which option you want in your cancellation letter.

- Re-register your investment back to the previous fund manager – Aegon requires confirmation of your client account number with the fund manager in question. If you don't supply your account number Aegon may not be able to re-register your investment.
- Cancel the contract and return your money to you – if you choose this option you may be subject to Capital Gains Tax.

Cancelling an ISA transfer

The 30-day period also applies to ISA transfer requests. Provided you cancel within the 30-day period, you may choose to transfer the ISA back to your previous ISA manager (if they are willing to accept it), or transfer to another ISA manager.

Complaints

If you wish to complain about any aspects of the service you've received, please refer to the 'How do I make a complaint' section on page 6.

Making a complaint to Aegon or the Financial Ombudsman Service won't affect your legal rights.

Can I get compensation from the Financial Services Compensation Scheme?

If you meet the eligibility criteria of the Financial Services Compensation Scheme you will be able to seek compensation from the Financial Services Compensation Scheme for up to £50,000 if we can't meet our obligations (for example, if we were to become insolvent or unable to meet the claims against us).

Full details are defined in our [Aegon Platform Investor Protection guide](#). If you don't have online access, please ask your intermediary for a copy if you have one or [contact us](#). You can also find more information about compensation arrangements from the Financial Services Compensation Scheme by calling them on 0207 741 4100 or visiting www.fscs.org.uk

Part 3: Key features of the Aegon General Investment Account (GIA)

Provided by Cofunds Limited

The Financial Conduct Authority is a financial services regulator. It requires us, Aegon, to give you this important information to help you decide whether the Aegon General Investment Account (GIA) is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

This document is important as it governs your rights as an investor.

If you are unsure about any of the information provided, or have any questions, please speak to your intermediary if you have one, or contact us.

Its aim

To provide you with an account where you can:

- use it to pay your Aegon ISA fees and charges to avoid charges eating into your tax efficient ISA savings, and
- invest directly into a wide range of investments, providing you with the potential for capital growth and income over the medium to long term.

Your commitment

This will depend on how you choose to use your Aegon Platform account. There are two options:

1. If at any point you choose to use your GIA product for paying your ISA fees, you commit to:
 - Making sure there's enough cash paid into your cash facility to cover the charges due to be taken from your GIA. Please see the questions and answers section below for full details of how this works.
2. If at any point you choose to use your GIA product for investing, you commit to:
 - Making sure there's enough cash in your cash facility to cover all your charges and any income withdrawals.
 - Regularly reviewing your GIA with your intermediary if you have one, to check that you're on track to achieve your expected goals. You can keep your investment for as long as you want, but you should consider it as a medium to long-term investment. You should be prepared to invest for at least five years, ideally longer.
 - Making payments within the minimum amounts shown below (there is no maximum amount):

Type of investment	Minimum amount*
Initial investment amount	£1
Regular investment amount	£1 a month
Additional lump sum investment	£1
Transfer	£1

*Some assets might have their own minimum investment amount. For details of the minimum investment amounts, speak to an intermediary or refer to the fund Key Investor Information Document.

Risks

If you use your Aegon GIA for investment purposes, your main risk is that the value of your investment and the income from it can go down as well as up. You may get back less than you invest.

For risks specific to each fund, please see the relevant fund specific information, including Fund Key Investor Information Documents, factsheets or fund prospectuses.

We may have to sell some of your GIA holdings, if you have any, to cover any charges due from your GIA if you don't have enough cash in your cash facility. If we have to sell investments this could create a Capital Gains Tax liability depending on your personal circumstances. Please see the questions and answers section below for full details.

Questions and answers

What are the main features of investing in a GIA?

Our GIA is a general purpose investment account that lets you hold a wide variety of investments. Unlike an ISA, you can pay in as much as you like but it doesn't offer any tax advantages. It can also be used to pay charges related to your Aegon ISA.

- You can invest single and/or regular payments and transfer in from another GIA provider.
- You're not usually subject to restrictions on when you can access your money.
- It also incorporates a cash facility.

Please note that if you don't use your GIA product for investing or paying your ISA fees no commitments will apply. You can find out more about the Aegon GIA on [our website](#).

Can an Aegon GIA be held in joint names?

Yes, up to four individuals can hold an Aegon GIA.

How much can be paid into my GIA?

There is no maximum amount that you can pay into an Aegon GIA.

What are the charges?

For information on your specific charges please refer to your illustration and the [charges guide](#).

Can I open another GIA?

Yes, you can open as many GIAs as you like for different savings purposes.

You can open a GIA yourself through your secure online service if your intermediary, if you have one, has granted you permission to do so. Alternatively, an intermediary can open a GIA on your behalf.

Please see [investing](#) via the Aegon Platform for more information.

What choices do I have for paying money into my Aegon GIA?

Method	Regular payments	Single payments	Transfer payments
Cheque	✗	✓ No post-dated cheques accepted	✓
BACS, CHAPS, Faster Payments	✗	✓	✓
Direct Debit	✓	✗	✗
Debit Card	✗	✓	N/A
Re-registration	N/A	N/A	✓

Where are my payments invested?

We'll put your payments directly into your cash facility. We'll then invest them according to your instructions. The Aegon Platform offers a wide range of different investment options, so there is lots of choice and flexibility. If you have an intermediary they'll be able to help you find the right investments to meet your needs if you're unsure.

You can set up a regular investment instruction for certain types of investment. Some transactions might need your signed approval.

You can find more information about your investment options on our website in our factsheets and in the relevant Key investor information document(s), which can be found on our investment list, or speak to an intermediary.

Questions and answers – continued

Can I change what I'm invested in?

Yes. This is known as switching and can only be given online.

If you sell and buy an investment as part of the same switch request, (known as a linked trade) we'll place the instruction to buy your new fund(s) when we know the sell price(s) of the fund(s) you're switching out of.

Investment managers sometimes pay us the sale proceeds after they're needed to buy your new fund(s). If this happens, to minimise the delay in buying your new fund(s), and also the time you're out of market, we'll use any available cash in your cash facility, then make up the difference for you to buy your new fund(s).

If we have to do this, your cash facility will show a negative balance until we receive the sale proceeds. Typically we'll receive sale proceeds after one to three business days, but it can be up to six days depending on the investments being sold.

In these circumstances any negative balance in your cash facility won't affect your product value. This is because we account for the proceeds from the pending sale instruction when we calculate your product value. We'll send you a contract note confirming the details when the transaction is complete.

Switching when receiving income distributions

If you're taking consolidated natural income¹, we'll still pay out any income distributions you're due to receive after you fully switch out of an investment.

¹ We combine all income distributions received to your cash facility since your last payment and pay out a single combined income payment to your nominated bank account.

Can I change my payments or take a break?

You can change or stop regular payments at any time within the minimum amounts. Any payment break is likely to reduce the amount shown in your illustration.

Can I transfer my GIA(s) from another GIA provider?

Yes. We'll accept transfers in to and away from Aegon and we won't charge you for this. However, the other GIA provider may charge or may not accept such transfers. You may also be charged for re-registering your investments in the name of a new provider.

How can I monitor my investment?

If you have access, you can check online to see how your Aegon GIA investments are performing. We'll also send you statements every three months showing the value of your investments.

Can I withdraw money?

Yes, you can withdraw some or all of your money whenever you want. Withdrawals are available as a single payment or regular payments. Your options are show below:

Withdrawal type	Withdrawal type	Withdrawals	Frequency options
Regular	A fixed monthly amount	From £25 per payment. You can set this payment to increase by Retail Prices Index or by 1% to 5% per year.	Monthly, quarterly, half yearly or yearly
Single	A single lump sum amount	From £100 to your full product value.	N/A

You can choose regular withdrawal payment dates of either 9th, 18th, or 27th. This is the date we'll pay your regular withdrawal to your nominated bank account from your cash facility. It will take approximately three additional business days to clear into your chosen bank account.

Questions and answers – continued

If we sell any investments to make a withdrawal, you might be liable for Capital Gains Tax depending on your personal circumstances. It's important you speak to an intermediary to talk over how this could affect you. You can withdraw all your money at any time and close your GIA if you want to. There's no charge for doing this.

How will you pay my withdrawals?

This will depend on the type of withdrawal requested:

- **Single withdrawal** – if you request a single withdrawal from your Aegon GIA, you and your intermediary if you have one will need to make sure there's enough cash in the cash facility of your Aegon GIA for us to make payment.
- **Regular withdrawal** – if you request regular withdrawals from your Aegon GIA, we'll pay the withdrawal from the cash facility of your Aegon GIA. If there isn't enough cash in the Aegon GIA's cash facility to make payment, we'll sell down some of your investments. The process for this is the same process as outlined in the 'What happens if there's insufficient cash in my product's cash facility to pay my charges?' and 'What if I don't want the highest value investment available to be used to pay charges?' questions.

What tax could I pay if I use my GIA to pay my ISA charges?

Interest earned from cash held in the Aegon GIA's cash facility is taxable.

What tax could I pay if I invest in my Aegon GIA?

1. Income Tax

The tax treatment on funds will depend on the type of fund you hold.

Unit trusts and OEICs

The treatment of income will depend on whether a fund is dividend-paying or interest-paying:

- Income from dividend-paying funds is currently paid gross. Individuals currently benefit from a tax free £5,000 dividend allowance (this will be £2,000 in the 2018 / 2019 tax year). Any dividends over your tax-free dividend allowance will be subject to tax at your marginal rate of income tax.
- Income from interest-paying funds, is paid gross from 6 April 2017.

Your Personal Savings Allowance means that if you're a basic-rate taxpayer you'll be able to earn up to £1,000 in savings income tax free. Higher-rate taxpayers will be able to earn up to £500. Additional rate taxpayers do not qualify for a Personal Savings Allowance. Any interest you earn over your Personal Savings Allowance will be subject to tax at your marginal rate of income tax.

2. Capital Gains Tax

If you sell your investment, any growth may be subject to Capital Gains Tax (CGT), if you exceed your annual CGT allowance. Share class conversions may be subject to CGT.

Sale of funds to pay charges from your GIA

Please note that if charges are not paid for from the cash facility of your GIA, selling funds to pay them is a withdrawal from your investment and will create a potential CGT liability.

3. Non-personal tax

Different tax rules apply when investments are held by other customer types, for example trusts and corporate investors.

4. Tax on rebates

Rebates are taxed at the basic rate of tax. You may be able to reclaim this tax from HMRC or be liable for additional tax depending on your individual circumstances.

The tax treatment depends on your individual circumstances and may be subject to change in future. Please speak to an adviser for more information on tax.

Questions and answers – continued

What happens to my Aegon GIA when I die?

When we're told about your death, your Aegon GIA will remain invested until we receive an original full death certificate and an original or certified copy of the grant of probate confirming the appointment of your personal representatives. Once we receive this, we'll recognise the personal representative(s) of your estate as the holder(s) of the GIA and then pay them.

Where there are multiple holders and we're told about the death of one of the holders, the GIA will automatically pass to the surviving holders.

Other important information

If I change my mind, can I cancel?

Yes, you have 30 days from the date you receive your product documents to cancel. This will be the later of:

- two days (excluding Sundays) after we post out the contract note, or
- the date you receive your confirmation of application into your document library.

We'll tell you if a different cancellation period applies to you.

How do I cancel?

If you want to cancel, we need to receive a signed letter instructing us that you'd like to cancel at the following address:

Aegon Cofunds Administration, PO Box 17491, Edinburgh Park, Edinburgh, EH12 1PB

Provided you cancel within the 30-day period¹, your cash, any ongoing adviser charge that we have not paid to your intermediary, and any Aegon Platform annual charge will be returned to you. We'll let you know if we've paid out an ongoing adviser charge and you can contact your intermediary regarding this.

¹subject to the conditions below.

Please note:

- If the value of your investment falls between the date your money was invested and the date Aegon receives your instruction to cancel, you may receive back less than you invested.
- If the value of your chosen investment rises between these two dates, you'll only receive back the amount invested.
- We pay interest on cash held in the cash facility but you'll only get back the value remaining after we account for any applicable payments detailed above.
- One-off intermediary fees requested at or around the time of the original investment won't be returned to you when they have already been paid to your adviser – please contact your intermediary to arrange refund of one-off fees.

Before sending your money to you, Aegon may need to carry out additional security checks and ensure all payments have been cleared, which may delay payment to you.

Withdrawing after 30 days

You won't be able to cancel outside the 30-day period, and the investment will be subject to the risks detailed in this document and the KIID(s) for the fund(s) you have chosen to invest in. If you want to withdraw after this period then all fund management charges will apply and there may be a potential tax liability applied to your investment.

Cancelling a fund transfer

The 30-day period also applies to transfers/re-registration requests. Provided you cancel within the 30-day period, you'll be given the options below. Please indicate which option you want in your cancellation letter.

- Transfer/re-register your investment back to the previous fund manager - Aegon requires confirmation of your client account number with the fund manager in question. If you don't supply your account number Aegon may not be able to re-register your investment.
- Cancel the contract and return your money to you – if you choose this option you may be subject to Capital Gains Tax.

Complaints

If you wish to complain about any aspects of the service you've received, please refer to the 'How do I make a complaint' section on page 6.

Making a complaint to Aegon or the Financial Ombudsman Service won't affect your legal rights.

Can I get compensation from the Financial Services Compensation Scheme?

If you meet the eligibility criteria of the Financial Services Compensation Scheme you will be able to seek compensation from the Financial Services Compensation Scheme for up to £50,000 if we can't meet our obligations (for example, if we were to become insolvent or unable to meet the claims against us).

Full details are defined in [our Aegon Platform Investor Protection guide](#). If you don't have online access, please ask your intermediary for a copy if you have one or [contact us](#). You can also find more information about compensation arrangements from the Financial Services Compensation Scheme by calling them on 0207 741 4100 or visiting www.fscs.org.uk

Part 4: Definitions

Term	Definition
BACS	An electronic system to make payments directly from one bank account to another. They're mainly used for Direct Debits and direct credits from organisations. Payments work on a three day cycle, taking three working days to clear.
Capital Gains Tax	A tax on the increase in the value of things you own (like a second home or shares for example) during the time you have owned them. Any tax is due when you 'dispose' of them (usually by selling them or giving them away). The rate of tax you pay depends on your personal tax position. Tax is only payable on gains in excess of the annual allowance. You can find out more at www.gov.uk/topic/personal-tax
Certified copy	Certifies that a document is a true copy of the primary document. It doesn't certify that the primary document is genuine, only that it's a true copy of the primary document.
CHAPS	A same-day automated payment system for processing payments made within the UK.
Income distributions/also known as distributions	Investment income is passed back to investors by the fund provider.
Faster Payments	A payments-clearing scheme for electronic sterling payments in the UK. Most electronic payments sent through FPS will arrive at the recipient bank on the same day – as long as both the sending and the recipient banks are participating in the scheme and the payment amount falls within the scheme limit.
Grant of Probate	If you're dealing with the estate of someone who has died, you need to obtain what's known as a 'Grant of Probate' (in England and Wales) before you can distribute their assets as set out in their will. (If you're in Scotland, the process is similar but called Certificate of Confirmation.)
Gross	Gross means before tax.
Marginal rate of income tax	The marginal rate of tax is the highest percentage of tax payable on your next pound of income after taking into account your other income, your available allowances and the agreed tax bands.
Re-registration	Transferring of assets via re-registration moves your investments from one provider to another without selling them in the process.

