

Important notes

A number of switches can be made free of charge each bond year. All instructions provided in the 'Fund switch details' table will represent one switch. The fund switch will be effected in accordance with the terms of your bond document. If a fully completed switch transaction request is received by 12.00 noon this will be processed on the same day. Anything received after this time will be processed on the next working day.

When completing this switch request form, please take the fund details from the fund guide. It is your responsibility to ensure that the details you give match the details in the fund guide for each fund you select.

For switches out of Aviva's With-Profit funds only

If you take units from a With-Profit Fund, you may affect the guarantees available to you. Please see the 'What are the guarantees?' section in the 'Key Features of the International Core Funds Bond from Harcourt Life' booklet.

In order to ensure fairness of treatment between bondholders, the value of units you sell may be reduced. This is called a market value reduction ('MVR').

When you request that we sell units in a With-Profit fund for a surrender, partial withdrawal or switch, Aviva reserve the right to give individual consideration as to whether an MVR should apply and at what level, irrespective of what, if any, MVR applies generally. We won't process a request from you for a transaction that attracts an MVR unless we have explicit confirmation from you that we can proceed. Please tick one of the boxes below to instruct us on how to proceed if a market value reduction is to be applied.

a) I instruct you to proceed with the application of the MVR (if any).

OR

b) Please contact me/my financial adviser to confirm the amount of MVR (if any) before processing. I understand that this may delay the processing of this request.

Full contact telephone number for me/my financial adviser

For up-to-date information on your bond value, bonus rates and the MVR (if any) please contact our Client Services Helpline on 0845 300 2115 (UK local rate) or 00 353 1 802 8494 (International dialling).

We may make a deduction from your Bond to pay tax where we are legally obliged to do so. We'll tell you when we make such a deduction. Where there is no legal obligation on us to make a deduction, any tax liability that may arise will be your responsibility. We will not normally delay in selling holdings. However, we have the right to delay in selling holdings and in making payment to you. Please see the 'Deferment of transactions' section in the technical guide.

Declaration

In the case of personal investors, where there are two bondholders both should sign the declaration below unless authorisation was given in the original application for Harcourt Life International to accept the signature of either bondholder.

In the case of corporate and trustee investors, both authorised officials or trustees, as per the original application, should sign the declaration below.

- I wish to cancel the relevant units and apply their value, after deducting any appropriate switching charge, if any, so that my investment is allocated as shown in 'Fund switch details' of the technical guide.
- I confirm that the bond has not been assigned or otherwise dealt with and I have no knowledge of a third party whose interest would be affected by this request.

First bondholder

Signature

Date

Second bondholder

Signature

Date

First authorised
official/trustee

Signature

Date

Name

Second authorised
official/trustee

Signature

Date

Name

Harcourt Life International Designated Activity Company trading as Harcourt Life International, is authorised by the Central Bank of Ireland (as its Home State Regulator) and is regulated by the Financial Conduct Authority in the UK for Conduct of Business Rules. If Harcourt Life International Designated Activity Company should become unable to meet its liabilities, the Financial Services Compensation Scheme may protect the eligible policyholder of a Harcourt Life International bond who is habitually UK resident at the time the contract commences.

Registered Office: Block 2, Harcourt Centre, Harcourt Street, Dublin 2. Registered in Ireland No 303257.

harcourtlifeinternational.com

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