

Regular withdrawal form

Harcourt Life International is obliged to ensure that it acts in accordance with the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended. This means that we need proof of identity for our customers on an ongoing basis.

This form is for use with your **International Core Funds Bond from Harcourt Life**. It should be completed if you wish to receive regular withdrawals from your bond. On completion please return to Harcourt Life International, Montague House, Adelaide Road, Dublin 2, Ireland. Full details of regular withdrawals can be found in the technical guide.

1 Personal Details

Bond number

Name of first Bondholder:

Residential address of first bondholder:

Name of second Bondholder:

Residential address of second bondholder:

Important note: Please submit proof of your current address or certified* proof of your current address. This must be dated within the last six months and include your name and current address details.

Once we hold proof of address as above on file, it will remain valid for six months from the date on the document. New proof of address will be required on subsequent transactions after the six month period expires. This will not need to be an original or certified copy at this time unless you have changed address.

Details of the proof of address and photo ID requirements are on section 4*.

2 Details of withdrawals required

The maximum regular withdrawal in any policy year is 7.5% of:

- your single investment if selected at outset or the lower of 7.5% of:
- the current bond value at the time we received the request. Please note that the value of your With-Profit Fund excludes any final bonus or market value reduction if selected at a later date.
- the initial amount invested.

The minimum payment is £50/ €75/ \$75.

Regular withdrawals of up to 5% of the original investment in the With-Profit funds in any policy year are MVR free if selected at outset and uninterrupted since, or if later, at a time when no market value reduction is applying and no decision has been taken to apply one.

Where Aviva apply a market value reduction, it will apply to the whole amount withdrawn.

Withdrawals from the bond may impact eligibility to qualify for the With Profit Inflation Protected Guarantee. Please refer to the Key Features document or contact us for further information.

a. Payable

Yearly Half-yearly Termly (every four months)

Quarterly Bi-monthly Monthly

Starting on the 15th of

Withdrawals cannot commence until at least one month after we receive this form.

3 Important information for investors in Aviva's With-Profit Funds

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. **If you request a withdrawal of 5% or less of your single investment from Aviva's With-Profit Funds at the start of your bond, Aviva won't apply a market value reduction.**

We won't process a request from you for a transaction that attracts a market value reduction unless we have explicit confirmation from you that we can proceed.

If you are invested in Aviva's With-Profit Funds, 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 market value reduction (if any).

OR

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

Full contact telephone number for me/my financial adviser.

Withdrawals from the bond may impact your eligibility to qualify for the With Profit Inflation Protected Guarantee. Please refer to the Key Features document or contact us for further information.

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

4 Photo I.D. and proof of address

If you ask us to take money from your bond we will require photo ID and proof of your current address.

For current evidence of your address: Please provide one original/certified* document from the list below. This must be dated within the last six months and clearly include your name and current address details.

If you have already provided proof of address which is dated within the last six months and your address has not changed you will not need to send in further proof of your address.

If you have already provided proof of address and this is now older than six months, we can accept a copy of your address identification document provided your address has not changed. It is not necessary to send in an original or certified copy.

Examples of acceptable evidence of address documents

- Official documentation/cards issued by the tax authority or council tax document and addressed to the relevant individual
- Instrument of a court appointment (such as liquidator or grant of probate)
- Current local authority document e.g. refuse collection bill, water charge bill (including those printed from the internet)
- Current statement of account from a credit or financial institution, or credit/debit card statements
- Current utility bills; (including those printed from the internet) but not for a mobile phone
- Current household/motor insurance certificate and renewal notice
- Solicitor letter on headed paper confirming completion of house purchase or land registration
- Electoral roll check (You must submit a certified copy of the search if you are relying on this as evidence)
- Local Authority rent card or tenancy agreement. Please note if document is not in English, translation to English is required by a sworn translator
- Written confirmation of visit to Home address by Independent Financial Advisor on headed paper. Must include date of visit and details of premises entered.

For photo ID: Please provide one piece of current photo ID, in the form of a certified copy* from the list of documents below. If you have already provided certified photo ID and this is currently in date, nothing further will be required. If this is not in date we will require current certified photo ID.

Examples of acceptable photo ID

- Current passport including cover, photo and signature page.
- Government issued National identity card from the EEA or from the designated territories of Hong Kong or Japan. (Please note, government ID cards for British Citizens are no longer valid from the 21 January 2011).
- Current full photo driving licence from an EEA member state, Australia, Canada, New Zealand or Hong Kong.

*Who can certify documents?

- Independent Financial Adviser
- Practising Accountant
- Police Officer in an EEA member state, Australia, Canada, New Zealand or Hong Kong.
- Notary Public

continued

- Practising Solicitor
- Embassy/Consular Staff member
- Bank Official of a regulated financial or credit institution from an EEA member state, Australia, Canada, New Zealand or Hong Kong.

The certifier must provide their Name, Position/Role, Company Name, Address, Company stamp, Signature, Date and certifier's membership number (if applicable).

We are required to verify the regulated status of the certifier (e.g. by reference to the FCA register). Where that is not possible we'll require evidence of the certifier's regulated status from the client, IFA or certifier.

5 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, all authorised officials or trustees should sign the declaration below.

- I wish to receive regular withdrawals by selling units to provide the amount detailed in this form. 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.
- I confirm the transfer of payments into the notified account will be full discharge of all liability of Harcourt Life International for the withdrawals under the above-mentioned bond.

Please complete the table below before signing the form:

Checklist of documents to be included	Enclosed	Not Applicable
Proof of Address as explained in section 4		
Current Photo I.D,		
Original/certified current bank statement		

First bondholder's signature

Date

Second bondholder's signature
(if applicable)

Date

First authorised
official/trustee's signature

Date

Name

Second authorised
official/trustee's signature

Date

Name

Third trustee's signature
(if applicable)

Date

Name

Fourth trustee's signature
(if applicable)

Date

Name

Important notes

The bond document is not required with this request.

The units in your bond will be priced and dealt on a “forward basis”. This means that a request received before 12.00 noon on a particular day will get the unit price available from the fund manager two days later and that price will be published on our website on that evening. Payment will normally reach your account within 10 working days following receipt of all required documentation.

In the case of fund specific regular withdrawals, you will be advised if, at some future point, the amount remaining in a fund is likely to be insufficient to meet the next payment in full. You will be required to submit new instructions. Full details can be found in the technical guide applicable to your bond. In the absence of new instructions, all withdrawals will cease when a fund is depleted.

The minimum amount that must be left in the bond for regular withdrawals to continue is 20% of the original payment for the first five years and £1,000 (€1,500 or \$1,500) thereafter.

We reserve the right to refuse to sell units if, when you take a regular withdrawal, there will be less than £1,000/€1,500/\$1,500 in your fund.

To allow us to comply with our legal obligations and to protect you, we may need original/certified proof of address and photo I.D. before we can make a payment to you. The photo I.D. must be in-date and proof of address dated within the last six months.

All references to personal taxation below are based on Harcourt Life International’s understanding of UK law and HM Revenue & Customs practice as at October 2016. The future basis and rates of tax may vary. Although every effort has been made to ensure its accuracy, no responsibility can be taken for Harcourt Life International’s interpretation. If you are a non-UK resident please contact your financial adviser or applicable tax authority for advice on the taxation implications of owning your bond.

If you are a UK resident, there is no immediate liability to income tax if the amount withdrawn from your bond across all individual policies does not exceed the 5% allowance. This allowance is calculated as 5% on the investment in the year it is made and 5% each year for the following 19 years. The 5% allowance is cumulative. If it is not used in one year it can be transferred to the next, and so on.

When your bond or any of your individual policies come to an end, there may be an immediate liability to income tax on any chargeable gain. The amount of this gain, if any, is calculated by adding the final encashment value to any previous withdrawals and then subtracting the original investment and any previous chargeable gains. Any gain can be reduced for the time you’re resident outside the UK, but this relief may not be available to policies held under trust, if any of the trustees are not UK resident.

Any gains in respect of bonds held under trust will be assessed against the creator of that trust (the settlor). If the settlor is not a resident in the UK or has died, the trustees will be liable for the tax on any gain. If all of the surviving trustees are not resident in the UK, then UK ordinarily resident beneficiaries will be liable for income tax on any gain they receive.

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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