

# Self-Directed Investment Option



## Introduction

The Self-Directed Investment Option (SDIO) is only available for single contributions in excess of €15,000. Please note that if your regular contributions build to €10,000 or more, you may switch this amount into SDIO, provided you already have at least €15,000 invested in it, through the same policy.

## Terms governing the self-directed investment option (SDIO) and limited power of discretionary management

As your policy may allow you to invest in the Aviva Self-Directed Investment Option (SDIO), please carefully read the additional information set out below. Please also be sure that you are happy that you fully understand the nature of the SDIO fund and the account option within the SDIO fund you have selected. Within the SDIO fund, you may select an execution only or advisory account to engage in market trading, or an execution only non-trading account to buy admissible products or a discretionary management account where the trading decision making process is delegated to the Investment Manager. The Account Type you select will determine the Account Documentation you need to complete and provide.

If after reading this information you have any unanswered questions please contact your financial broker, with respect to financial advice, before proceeding. For further information please refer to the SDIO fund customer guide at [aviva.ie](http://aviva.ie)

Account Type	Description	Account Documentation	Minimum Investments
<b>Execution Only - Non-Trading</b>	These accounts are designed for individuals who wish to access products such as structured investments and property funds.	Investment Instruction Form (IIF) (Send to Aviva)	<b>€15,000</b>
<b>Execution Only - Trading</b>	These accounts are designed for individuals who wish to trade through the Investment Manager (Cantor Fitzgerald) without the need for advice.	Self-Directed Cantor Fitzgerald Execution Only Account Opening Form (Send to Cantor)	<b>€15,000</b>
<b>Advisory Trading</b>	These accounts are designed for individuals who wish to trade and will require advice or input from the Investment Manager (Cantor Fitzgerald) in their decision-making process.	Self-Directed Cantor Fitzgerald Advisory Account Opening Form (Send to Cantor)	<b>€50,000</b>
<b>Discretionary Management</b>	These accounts are designed for individuals who wish to pass the trading decision making process to the Investment Manager (Cantor Fitzgerald) who will then manage their account within a set of parameters as agreed at the outset.	Cantor Fitzgerald Discretionary Account Opening Form (Send to Cantor)	<b>€250,000</b>

## Additional Information for the Aviva SDIO Fund

The Investment Manager for the Aviva SDIO fund is currently Cantor Fitzgerald (“Investment Manager”). Depending on the Account Type selected other parties associated with the SDIO fund may include structured investment product providers. If you have selected the SDIO fund and if Aviva have received a Contribution (meeting our minimum contribution requirements for the SDIO fund and/or Account Type as may be in place from time to time) from you, Aviva will open an Account within the SDIO fund with the Investment Manager to cater specifically for your policy only.



### 3. Source of Investment

Total amount to be invested under this investment instruction: €

**Please tick one of the following:**

**This is the gross amount and includes any liquidity requirement**

**This is the net amount and does not include any liquidity requirement**

**Please complete the below only if you are an existing customer:**

Please select one of the following options:

I am an existing Friends First conductor policy holder

I am an Aviva policy holder

Please indicate the source of funds below:

- (a) I am making an Additional Single Contribution. Yes
- (b) I wish to switch money from other funds held in my policy. Yes
- |                              |                           |   |
|------------------------------|---------------------------|---|
| Name of fund to be switched: | % to be switched to SDIO: | % |
| Name of fund to be switched: | % to be switched to SDIO: | % |
| Name of fund to be switched: | % to be switched to SDIO: | % |
- (c) I wish to invest money already held in SDIO. Yes

If monies are coming from a maturing investment, please give details.

**Please note, if you are taking out a new policy, please complete the investment instruction form (IIF) contained within the policy application form.**

**For Aviva policy holders, this relates to policies taken out under Aviva pensions options A-D after the 24th August 2020 only.**

### 4. Approved (Minimum) Retirement Fund Policies (ARF/AMRF)

If your SDIO Account is in respect of an Approved Retirement Fund (ARF) or Approved Minimum Retirement Fund (AMRF), you can elect to exclude the SDIO fund from withdrawal processing (provided you have sufficient other monies to accommodate them).

Please confirm if you would like Aviva to:

- (a) Exclude the SDIO fund from ARF/AMRF withdrawals.
- (b) Include the SDIO fund for ARF/AMRF withdrawals.

### 5. Note on Investment Amounts and Retention of Funds in the SDIO Liquidity Account

The Investment Manager will endeavor to invest the requested amounts into the deposit accounts and investment products indicated. However, before placing any investment they will first check that there are sufficient funds held in the liquidity account to meet current and anticipated charges, levies and withdrawals. Where there is insufficient liquidity held, the Investment Manager will reduce the requested amount to be invested to ensure that sufficient liquidity is maintained at all times.

## 6. Investment Products – All boxes below MUST be completed

Please note that Aviva is the owner of all assets held in SDIO Accounts. Deposit accounts (opened for investments in certain structured products) are deemed institutional investments on behalf of Aviva (as owner of the assets) and as such are not covered under the Deposit Guarantee Scheme.

Product Provider	Full Product Name (to include specific share class/product letter)	Investment (€ or % of total assets)

**\*Please complete full product name including series or share class where applicable. If the product offers multiple options, please specify the option you wish to be invested in. Forms with incomplete or unclear instructions will be returned and may result in you missing a closing date for your selected investment.**

Most Investment products have specific closing dates. Please ensure you have left plenty of time before these closing dates to allow for you to set up your Aviva policy, receive Contributions (including transfers from other pension arrangements, if applicable) and for the Investment Manager to transfer monies to the product provider.

Aviva will process instructions on a best endeavors basis but will not accept any liability for missed investments as a result of late instructions or where all requirements have not been submitted. As a minimum you should ensure that your Policy and Account are set up, and monies are with Aviva, no later than one week prior to the closing date of the particular investment product.

Please complete full Product Name, Share Class/Version in this section.

Where applicable, the Investment amount cannot exceed the amount that has been directly booked in with a product provider on their portal.

## 7. Deposit Accounts – All boxes below MUST be completed

Please note that Aviva is the owner of all assets held in SDIO Accounts. Deposit accounts are deemed institutional investments on behalf of Aviva (as owner of the assets) and as such are not covered under the Deposit Guarantee Scheme.

Deposit Provider	Term	*Interest Accrued?	Investment (€ or % of total assets)

\* Some Deposit institutions will give you a choice to receive interest annually or to have it accrued until the end of the fixed term. Others will only allow interest to be accrued until the end of the term. Where a choice is offered our default is to set up accounts with interest paid annually.

Please complete full Deposit details in this section

## 8. Shares, Government & Corporate Bonds and ETFs

This form cannot be used to give instructions in respect of listed investments such as shares, Government & corporate Bonds and ETFs. Please contact the Investment Manager (Cantor Fitzgerald) directly to give such instructions.

## 9. Data Protection Notice

Please read this Data Protection Notice carefully before you complete the Declarations

### 1. Introduction

We collect and use personal information about individuals so that we can provide insurance and pension products requested by our customers. This Data Protection Notice explains the most important aspects of how we use personal information and what rights individuals have. You can get more information about the terms we use and view our Privacy Policy at [www.aviva.ie/privacy](http://www.aviva.ie/privacy) or request a copy by writing to the Data Protection Officer, Aviva Life & Pensions Ireland DAC, Cherrywood Business Park, Louglinstown, Dublin 18 or call us on (01) 898 7000.

<b>For Personal Pension, Personal Retirement Bond, Approved Minimum Retirement Fund &amp; Approved Retirement Fund Plans</b> This Data Protection Notice applies mainly to the Applicant/ Policy Owner (referred to in this Data Protection Notice as “you” and “your”).	<b>For Executive Pension Plans</b> This Data Protection Notice applies mainly to the Employee whose information is relevant to the insurance under the policy and the administration of the Executive Pension Plan of which the Employee is a member. This Data Protection Notice also applies to the following individuals and to the limited information that will be held in respect of them (e.g. their contact details): <ul style="list-style-type: none"><li>the directors/signatories to the application for the policy of corporate trustee/ employer of the Executive Pension Plan</li><li>individual trustees</li><li>the employer if a sole trader.</li></ul> The terms “ <b>you</b> ” and “ <b>your</b> ” are used accordingly in this Data Protection Notice.
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The data controller responsible for processing this personal information is Aviva Life & Pensions Ireland DAC (“we”, “us”, “our”) as the provider of the product. Your intermediary/financial broker (who is responsible for the sale and suitability of the product) will be an additional data controller in obtaining and maintaining the product. Where this product is being purchased by the trustees of an existing pension arrangement, in the name of the Applicant/Policy Owner, the trustees will be an additional data controller in the process for obtaining the product.

### 2. Type of Information/Where Collected

We collect personal information, from you and any relevant third parties (including that authorised by the Declarations) under and in relation to this Application and the administration of the policy, to include processing benefits and complaints.

You don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. We will let you know what information is required to proceed with your application or any claim you make.

We may also use personal information about people other than you e.g., limited personal information on trustees, administrators and qualifying fund managers of other relevant pension arrangements, your nominated representatives, personal representatives and attorneys (under powers of attorney).

**If you are providing personal information about another person we require you to let them know what information you’ve shared with us, share with them this Data Protection Notice and obtain their confirmation that they have read and understand this Data Protection Notice.** If you or they have any queries or concerns please contact us in one of the ways described below.

We may also collect personal information:

- already held about you within the Aviva Group (identified in our Privacy Policy), including details from previous policies of insurance and claims;
- from your intermediary, financial broker or other nominated representative;
- from publicly available information including social media websites and online content, newspaper articles, tv, radio and other media content, court judgements, public registers and specialist databases (for example Companies Registration Office, Vision-net, Oracle, Dow Jones, SoloCheck) and (only for purposes of verifying your identity) electoral register; and
- from other insurance companies, trustees, administrators or qualifying fund managers of other relevant pension arrangements.

### 3. Legal Basis and Purposes for Use

The legal basis we rely on to process your personal information and the purposes for which we collect and use personal information are summarised below. Further information is set out in our Privacy Policy.

Legal Basis for Use	Purposes for Use
<b>In order to take steps prior to entering into a contract i.e. the insurance policy</b>	To consider whether to accept this application and consider the related administrative and regulatory requirements.
<b>For the performance of a contract i.e. the insurance policy</b>	To administer the policy for the you in accordance with the policy conditions (a copy of which are available on request from us or the intermediary/financial broker), including to evaluate, validate and/or process transfers, benefit payments, complaints and the prevention and detection of fraud in respect of the policy.
<b>For compliance with a legal obligation</b>	Compliance by us with all relevant legal and regulatory obligations.
To protect your <b>vital interests</b>	This will only arise in exceptional circumstances where we may use and/or disclose information to protect you, for example, Ward of Court applications or equivalent processes.
<b>Legitimate Interests</b> (of Aviva and/or the Policy Owners)	We may process personal information of people other than the Policy Owner to administer the policy, including processing transfers, benefit payments (including death claims) and complaints for the benefit of the Policy Owner.
<b>Legitimate Interests</b> (of Aviva)	To support the legitimate interest that we have as a business in <ul style="list-style-type: none"> <li>managing our legal affairs including exercising our legal rights and defending claims; and</li> <li>managing our business effectively e.g. with third party service suppliers</li> </ul>
<b>Legitimate Interests</b> (of Aviva)	To support other legitimate interests that we have as a business and that the insurance industry at large has to manage security including preventing, detecting, investigating and/or protecting our customers and ourselves from financial crime, theft and fraud.
<b>Legitimate Interests</b> (of Aviva)	Our legitimate interests to better understand our customers and improve service enhancement and business performance, this includes <ul style="list-style-type: none"> <li>customer analytics;</li> <li>market research;</li> <li>processing management information;</li> <li>reporting (including Aviva Group reporting) for compliance, audit, statistical or research purposes;</li> <li>staff training;</li> <li>providing online services; and</li> <li>in the event of any portfolio transfer, merger, acquisition, disposal or other such transaction relating to our business.</li> </ul> Where practical we will anonymise the data we analyse.
<b>To carry out other activities that are in the public interest</b>	We may need to use personal information to verify your identity and carry out anti-money laundering checks.

**Your Right to Object – Please note that you have a right to object to processing of your personal information where that processing is carried out on the grounds of legitimate interests or public interest. If you do object:**

- we will have an opportunity to demonstrate that there are compelling legitimate grounds which override your rights and freedoms or that processing is necessary for the establishment, exercise or defence of legal claims;**
- a successful objection may have consequences for our continued administration of the policy (e.g. prevent us assessing future claims and/or the policy may be cancelled) and we can discuss these if you want to object.**

#### **4. Who we share your information with**

Where relevant, we may share personal information with:

1. Other Aviva Group companies, agents, professional advisers acting for us (e.g. lawyers) and third party service providers.
2. Your intermediary/financial broker and at its request, third party service providers who provide services to the intermediary/financial broker (e.g. software providers who give brokers an overview of customer information across different insurance providers).
3. Your agents, nominated representatives and other third parties relevant to you and/or the policy, including your employer (or past employer), other insurance companies, trustees, administrators and providers of relevant pension arrangements.
4. If we are required to do so to comply with a relevant legal or regulatory obligation; with regulatory bodies, law enforcement bodies, government departments including Central Bank of Ireland, Financial Services and Pensions Ombudsman, Revenue Commissioners/Inspector of Taxes, Gardaí, Criminal Assets Bureau and Data Protection Commission and National Treasury Management Agency.

Some of the organisations we share information with are located outside of the European Economic Area (“EEA”), including India. We’ll take steps to ensure that any such transfer of information outside of the EEA is managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

#### **5. How long we keep your personal information for**

We maintain a retention policy to ensure we keep personal information only for as long as we reasonably need it – please see our Privacy Policy for further details.

We need to retain personal information for the period necessary to administer the policy and as long as is required/ permitted by law and/or in respect of any potential dispute in relation to the policy. Currently this would commonly be 7 years from the date when the customer relationship ceases.

#### **6. Your rights**

You have various rights in relation to your personal information, including the right to:

- request access to your personal information;
- correct any mistakes on our records;
- erase or restrict records where they are no longer required;
- object to our use of personal information based on legitimate interests or public interests;
- ask not to be subject to solely automated decision making if the decision produces legal or other significant effects on you; and
- move (in a structured, commonly used and machine-readable format) certain data to other providers (data portability).

We will respond to your request in writing, or orally if requested, as soon as practicable and in any event not more than within one month after receipt of your request. In exceptional cases, we may extend this period by two months and we will tell you why. We may request proof of identification to verify your request. For more details in relation to your rights, including how to exercise them, please see our Privacy Policy or contact us using the details set out below.

#### **7. Contacting us**

If you have any questions about how we use personal information, manage personal information within our business or if you want to exercise your rights stated above, please contact our Data Protection Officer by either emailing them at [DPO@aviva.com](mailto:DPO@aviva.com), writing to the Data Protection Officer, Aviva, Cherrywood Business Park, Loughlinstown, Dublin 18 or call us at (01) 898 7000.

If you have a complaint or concern about how we use your personal information please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Office of the Data Protection Commission or any other relevant data protection authority.

Please see our Privacy Policy (available at [www.aviva.ie/privacy](http://www.aviva.ie/privacy) or on request) or contact us for further details.

## 8. Suitability and Risk Warnings

The primary objective of your pension is to provide you, the policyholder, with a retirement income or with a fund at retirement to purchase your retirement benefits. You need to consider if investing in the Aviva SDIO fund, along with any other pension arrangements you may have, will meet your pension objectives. In addition, you should also consider, amongst other issues, your risk appetite, the number of years you have to retirement, the extent of diversification you have across all your pension arrangements, and your own personal and financial circumstances.

You should also consider professional advice from a Financial Broker in order to ensure that you can make an informed choice. Aviva is not liable for any loss caused to your policy as a result of the performance of the investment funds in which you choose to invest.

Once invested in a pre or post retirement pension product, you will be restricted to taking your retirement benefits in a form allowed under that product including, in a pre-retirement product, waiting until retirement before you can reap the benefits of your investments. In addition, there are limits to the amount you can invest and accumulate within a pension product, and these limits need to be borne in mind so that you do not over provide for your retirement and suffer additional tax charges.

The risk of loss when trading in equities can be substantial. You should therefore carefully consider whether such trading is suitable for you in the light of your financial circumstances. In particular, you should consider whether such an investment is appropriate to provide you with a retirement income or to fund for your retirement pension. In considering whether to trade or to authorise someone else to trade for you, you should be aware of the following;

- If you purchase a security, you may sustain a substantial loss if the share price falls significantly;
- Under certain market conditions, you may find it difficult or impossible to sell your investments quickly;
- If you instruct the Investment Manager to buy shares that are not denominated in Euros, you face a foreign exchange exposure risk; and
- Unless you take steps to ensure that you have a well-diversified portfolio of securities, your portfolio is likely to have a higher level of risk than the average balanced fund offered by life assurance companies.

If you decide to select a fixed term investment, you may not be able to redeem this investment prior to or at your chosen retirement age, which may significantly delay the availability of your retirement benefits. Therefore, you should seriously consider the proposed timeframe for any investment relative to when you think you might want to start your retirement benefits.

If your investment in our SDIO fund is part of a portfolio of occupational pension scheme investments linked to the same employment, then you must take all of these retirement benefits at the same time. A fixed term investment, that cannot be redeemed, is likely to prevent you from taking pension benefits from any of the pension investments that are connected with the same employment.

### **Important considerations for Investors in the Aviva SDIO fund:**

Aviva does not assess either the appropriateness or the quality of the investments selected by you for inclusion in the SDIO fund, Aviva will accept investments within the SDIO fund where it can satisfy itself that the investment can be administered appropriately within the SDIO fund.

Aviva takes no responsibility for the additional charges for specific investments, the performance of investments in the SDIO fund or the extent to which the investments you select meet your needs. We would therefore strongly recommend that you consider all appropriate factors before committing to using the SDIO fund and in making any investment within it.

In particular we suggest that you consider, with your Financial Broker, all aspects pertinent to the decision to invest including but not limited to;

- you understand what returns are likely and what effect various factors (economic, regulatory etc) will have on returns in the future;
- you ensure that you understand all of the aspects of the investments you are selecting including charges and penalties;
- you consider all risks pertaining to the investments you select. If you do not make any investment selections your contributions remain in cash deposits (non-interest bearing) and you should consider any risks to cash deposits including security of the holding Bank and depreciation of the value in real terms over time;
- you understand the risks of all investments you select including but not limited to liquidity, security of 3rd parties, concentration, tax risk, currency risk, volatility risk any gearing risk and properly understand the chances that your investments may not meet your investment goals;
- you should ensure that you get and understand full and appropriate disclosures of risks, costs and commissions from your Financial Broker(s);
- you understand how you will achieve an optimum risk return balance and how the investments you have selected compare from a value point of view with alternatives;



- you understand why the benefits of the SDIO fund are worth the additional costs to you compared with other ways of accessing the underlying investments (for example, through a pooled asset fund);
- you are clear on why you are investing in a self directed fund. This type of fund is most suitable for people who do not want to use pre-packaged investments or who have funds large enough to diversify their investments sufficiently or have specific expertise and views on specific investments. It is of most value for policyholders who want to vary their investments;
- particularly where you are investing in structured products, it is the obligation of your Financial Broker to provide specific information on risks for certain investments you make
  - you should ensure that you get and understand this from your Financial Broker;
- you understand the charges you are paying on the underlying investments (e.g. fees, fund management and investment charges and commissions for advice, broking and sourcing) and that your Financial Brokers explain any implicit charges (e.g. guarantee cost and other deductions within structured products);
- you are aware of the involvement of any parties advising on or supplying investments or investment services within the SDIO fund;
- you abide by any regulations requiring or limiting your investments by amount or type; and
- You should obtain independent financial advice if you do not understand any aspects of the SDIO.

## **9. Customer/Employee Declaration**

### **In selecting the Aviva SDIO fund as an investment option I ACKNOWLEDGE, UNDERSTAND AND AGREE THAT;**

- Where the Trustees are legal owner of the Policy, they have authorised and appointed me to exercise a limited power of discretionary management to receive information and advice from the Investment Manager in respect of an Advisory Account or Discretionary Management Account only and to give investment instructions directly to Aviva and/or the Investment Manager, as appropriate to the Account Type, in relation to the assets in the Account set up for the Policy . I may also authorise another person, from time to time, to fulfil this role, provided that person is authorised and appointed in the form and format required by Aviva and/or the Investment Manager. Aviva will not be responsible for any investment decisions taken by me or to any party to whom I have delegated authority;
- At all times Aviva is the legal and beneficial owner of all the assets within the SDIO fund held in the Account set up for my Policy;
- Aviva may change the Investment Manager at any time and that Cantor Fitzgerald may cease to provide this service to Aviva at any time. In such an event, I must inform Aviva of my selection of the alternative investment options (notified to me as being available at that time) and that if I do not make such a selection within the time period set out by Aviva that Aviva will have the right to make the selection on my behalf;
- All of the Contributions received by Aviva from me and forwarded to the Investment Manager, as instructed by me on my Application Form or on any subsequent written instructions, will be held in the Account set up for my policy in cash deposits (non-interest bearing) until such time as I have executed and returned to Aviva and/or the Investment Manager all required Account Documentation (as appropriate to the type of Account Type), and until valid instructions have been given directly and exclusively to Aviva and/or the Investment Manager (as appropriate to the Account Type), to buy assets for my Account in place of the cash deposits;
- Aviva is granting me, a limited power of discretionary management to receive information and advice from the Investment Manager in respect of an Advisory Account or Discretionary Management Account only and to give instructions to Aviva and/or the Investment Manager, as appropriate to the Account Type, in relation to the assets in the Account set up for my policy. I may also authorise another person, from time to time, to fulfil this role under this power granted to me, provided that person is authorised and appointed by me in the form and format required by Aviva and/or the Investment Manager. Aviva will not be responsible for any investment decisions taken by me or to any party to whom I have delegated authority;
- The type of investments the Investment Manager can enter in to for the Account set up for my policy are limited to those permitted by Aviva at the time of the investment and Aviva may vary the type of investments permitted from time to time (a list of current permissible assets is available on our website or on request). If restricted investments/assets are entered into in error Aviva reserves the right to sell these assets immediately and accepts no liability for any loss incurred. Where a once permissible asset becomes no longer permitted under Aviva Group standards and policies, Aviva reserves the right to sell the impacted assets. The timing of any required sale will be at our discretion and we will not be liable for any loss incurred;
- I have sole responsibility for asset/investment selection at all times. The inclusion of any type of investment on our list of permissible assets is in not an assessment of the appropriateness, suitability or the quality of the assets/investments or third parties selected by you. Aviva shall have no responsibility, liability or duty with respect to the appropriateness, suitability or quality of an investment selection or for an investment no longer being available or being closed to new investors;

- Aviva and/or the Investment Manager are not liable for any loss caused to my policy as a consequence of;
  - any information, advice or instruction given to me (or any other validly appointed person), by the Investment Manager;
  - the investment performance of any selection made or assets bought by the Investment Manager or by Aviva for the Account set up for my policy, acting on instructions received from me (or from any other validly appointed person), or acting in execution of their role under a Discretionary Account;
- Before buying any assets for an Execution Only – Non Trading Account for structured products set up for my policy in place of the cash deposits (non-interest bearing), Aviva will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation an Investment Instruction Form;
- Before buying any assets for an Execution Only – Trading Account or Advisory Trading Account set up for my policy in place of the cash deposits (non- interest bearing), the Investment Manager will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation an Account Opening Form;
- Before buying any assets for a Discretionary Management Account set up for my policy in place of the cash deposits (non-interest bearing), the Investment Manager will require me to complete to their satisfaction all necessary and relevant Account Documentation, including without limitation a Discretionary Account Opening Form;
- A certain amount of liquidity is required in my Account at all times to cover charges, fees, levies, withdrawal requests etc. I understand it is my responsibility to manage my Account Liquidity and agree at all times to maintain the minimum Account Liquidity as determined by Aviva from time to time. I understand the Investment Manager may reduce any investment amounts I have requested to ensure that there is sufficient Account Liquidity to meet future anticipated charges, levies and withdrawals;
- Before Aviva can forward Contributions to or request the return of the full value of the Account (or a partial return of the value of the Account) from the Investment Manager, a reasonable time delay will be necessary to process any instructions received by Aviva to ensure that those instructions are completed in accordance with Aviva’s business practices and with regulatory requirements imposed upon Aviva and that Aviva is not responsible for any market opportunities foregone or any investment performance during this time delay;
- Before the Investment Manager can return (either in full or in part) the value of the Account to Aviva, a reasonable time delay will be necessary to process any instructions received by the Investment Manager to ensure that those instructions are completed in accordance with the Investment Manager’s business practices and with regulatory requirements imposed upon the Investment Manager and that the Investment Manager is not responsible for any market opportunities foregone or for any investment performance during this time delay; and
- The SDIO fund specific policy conditions will form part of the contract between Aviva and me. I further confirm that I have read and understand the Policy Conditions as they relate to the SDIO fund and the additional disclosure material, suitability and risk warnings in respect of the SDIO fund as set out below.

**Signature of Customer**

**Date**

/ /

**Having signed the declaration and by continuing with your investment in our SDIO fund, you are confirming that you have read and understand the additional information set out below and that you accept all of our SDIO fund specific terms and conditions as set out above and in your Policy Conditions as part of your contract terms in relation to any investment into the SDIO fund that you make.**

Please sign and date

## Additional disclosure material

In order to be eligible to select the Aviva SDIO fund, you must have at least €15,000 available, after any set up charges, for investment in this fund only. Except by virtue of a reduction in the value of the assets caused by investment performance/charges etc, you cannot reduce the amount to be held in the Account set up for your policy in the SDIO fund below €15,000.

When you invest in the SDIO fund additional charges and expenses will apply depending on what you ask us to invest in. Aviva sets the policy charges and the fund management charges of the SDIO fund. The Investment Manager sets the trading charges (dealing commission, custody fees and other management fees, etc.) for the service they provide. These charges are available on request and may only be changed if Aviva agrees to a change. Where relevant any selected Structured Investment Product Provider sets all the charges within their structured product and these charges are available on request from them.

Aviva is not responsible for third party charges that may apply to investments you select in the SDIO fund. You should read Aviva's policy and fund charges, the Investment Manager's trading charges and the Structured Product Provider's brochure and key features document carefully and discuss any issues you have on this subject with your Financial Broker.

### In giving the investment instructions as set out in this Investment Instruction Form I understand, accept and declare that:

1. Aviva are the legal owners of all assets held within the SDIO fund and they have granted me a limited power of discretionary management which, amongst other things, allows me to give instructions directly to the Investment Manager (Cantor Fitzgerald).
2. In completing this Investment Instruction Form I am directing Aviva to instruct the Investment Manager to purchase the assets in the form and manner set out in this investment instruction.
3. The Investment Manager may reduce the investment amounts I have requested to ensure that there are sufficient funds in my liquidity account to meet future anticipated charges, levies and withdrawals.
4. Even where my requested investment(s) are accepted by Aviva, as an admissible asset for SDIO investment, they have not been assessed as a suitable investment product for me, by either Aviva or the Investment Manager.
5. I have not received any advice from either Aviva or the Investment Manager as to the suitability of the investment for my needs.
6. I have taken appropriate advice from either an independent broker or, product provider.
7. I understand that neither Aviva nor the Investment Manager will assess the appropriateness of this investment, as my financial broker has assessed the suitability of this investment and has taken into consideration my knowledge and experience of the risks involved in said investment.
8. Where I have requested to be invested in an investment product, I have received, read and understood the Investment Product Brochure & Key Features Document for that investment.
9. Charges and remuneration illustrations shown on the Investment Product literature are in addition to the charges and remuneration under my Aviva Policy and that I am satisfied that such investment product specific charges, which may include additional remuneration which may be payable to my Financial Broker, will apply.
10. Any monies held in the SDIO liquidity account are non-interest bearing and will attract the normal charges for an SDIO investment.
11. Any investment instructions provided will be executed in accordance with the terms of my contract with Aviva.
12. I have read and understood the Data Protection Notice.

**Signature of Customer**

**Date**

/ /

**Name in print**

Please sign and date

