

Aviva AVC Application Form – SALARY EXCHANGE

PART 1 – ABOUT YOU

Title  Mr  Mrs  Miss  Ms Other

Forename(s) (in full)

Surname  NI Number

Company ABBOTT LABORATORIES / ABBOTT INTL LLC / AHP LTD / ADC / AIE / MUREX

Location MAIDENHEAD / SITTINGBOURNE / FIELD / WITNEY / BOLTON

PART 2 – YOUR INVESTMENT CHOICE/CONTRIBUTION CHOICE

I wish to make the following Additional Voluntary Contribution from my \_\_\_\_\_ salary (Payroll **month** that change is effective from). I authorise and request my employer to pay the monthly contribution shown below into my AVC account in exchange for a reduction in my salary. I understand that the application form must be received before the published Payroll deadline to be effective from the month requested; otherwise the deduction will be made from effective from the following month. I agree to abide by the rules of the scheme.

Monthly Contribution £

Investment Details	% Allocation	Investment Details	% Allocation
<b>Core Funds</b>		<b>Additional Funds (Continued)</b>	
AV BlackRock (50:50) Global Equity Index Tracker FP	<input type="text"/> <input type="text"/> <input type="text"/> %	<u>Equity Funds</u>	
AV Newton Multi-Asset Balanced FP	<input type="text"/> <input type="text"/> <input type="text"/> %	AV BlackRock UK Equity Index FP	<input type="text"/> <input type="text"/> <input type="text"/> %
AV Pre-Retirement Fixed Interest FP	<input type="text"/> <input type="text"/> <input type="text"/> %	AV Newton Global Equity FP	<input type="text"/> <input type="text"/> <input type="text"/> %
AV Cash FP	<input type="text"/> <input type="text"/> <input type="text"/> %	<u>Other Funds</u>	
<b>Additional Funds</b>		AV Index-Linked FP	<input type="text"/> <input type="text"/> <input type="text"/> %
<u>Ethical Funds</u>			
AV Stewardship FP	<input type="text"/> <input type="text"/> <input type="text"/> %		
AV Stewardship Managed FP	<input type="text"/> <input type="text"/> <input type="text"/> %		

Lifestyling\*: Yes  No

Signed (by member):  Date:

\*'Lifestyling' is the process of automatically switching a member's funds and contributions from equity-based funds into a cash fund over the course of the five years before retirement. **Please note:** If you have previously selected 'Lifestyling', it will remain switched on unless you instruct us to switch it off.

Please return your form to the Pensions Department, Abbott Laboratories Ltd, Abbott House, Vanwall Business Park, Maidenhead, SL6 4XE .

PART 2 – FOR COMPLETION BY COMPANY

Date Submitted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notification to Payroll	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Current AVC Payer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notification to Mercer	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Funds Checked	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Fund Redirection Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
BACS Payment Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Lifestyling Checked	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

We confirm that the payment will be made with effect from \_\_\_\_\_ in accordance with the above instructions.

Signed (by company):  Date:

## AVIVA PENSION FUND OPTIONS

CORE FUNDS	ADDITIONAL FUNDS
<p><b>Aviva Pension BlackRock (50:50) Global Equity Index Tracker FP</b> BlackRock state that the fund invests primarily in equities in both the UK and overseas markets. The fund has approximately 50% invested in shares of UK companies. The remaining 50% is invested in overseas companies. The fund aims to provide returns consistent with the markets in which it invests and provides broad exposure to countries around the world.</p> <p><b>Fund Risk Warnings:</b> A, B, C, D, L, N <b>(Medium+)</b></p>	<p><b>Aviva Pension Index Linked FP</b> The fund aims to achieve long-term growth from a combination of income generation and capital growth. The fund invests mainly in UK Government and UK Government backed index-linked securities and Sterling denominated overseas government backed index-linked securities. The fund may also invest in other Sterling denominated fixed interest securities and non-Sterling bonds with any foreign currency exposure typically hedged back to Sterling. The fund can also invest in money market instruments and short-term bonds.</p> <p><b>Risk warnings</b> A, B, E, J, O <b>(Medium)</b></p>
<p><b>Aviva Pension Newton Multi-Asset Balanced FP</b> Newton, (a BNY Mellon company), state that the objective of the fund is to achieve a balance between capital growth and income generation predominantly from a portfolio of UK and international securities. The manager adopts a mixed portfolio approach comprising equities, fixed income, property, commodities, cash, near cash and deposits. Exposure to these asset classes will be achieved through investment in transferable securities, approved money market instruments, warrants, derivative instruments, forward transactions and collective investment schemes. Investments in derivatives may be for investment purposes as well as for efficient portfolio management.</p> <p><b>Fund Risk Warnings:</b> A, B, C, D, E, G <b>(Medium)</b></p> <p><b>Note:</b> This fund has an additional management charge of 0.2%, plus an additional expenses charge of 0.11%.</p>	<p><b>Aviva Pension BlackRock UK Equity Index Tracker FP</b> BlackRock state that the fund invests in shares of UK companies and aims to achieve a return that is consistent with the return of the FTSE All-Share Index.</p> <p><b>Fund Risk Warnings:</b> A, D, L, N <b>(Medium+)</b></p>
<p><b>Aviva Pension Pre-retirement Fixed Interest FP</b> The fund aims to provide a total return over the long term. The fund invests in UK Government and UK Government backed index-linked securities, Sterling denominated overseas government backed index-linked securities, Sterling denominated fixed interest securities and non-Sterling bonds with any foreign currency exposure typically hedged back to Sterling. The fund can also invest in money market instruments and short-term bonds.</p> <p><b>Fund Risk Warnings:</b> A, E, J, O <b>(Medium)</b></p>	<p><b>Aviva Pension Newton Global Equity FP</b> Newton, (a BNY Mellon company), state that the objective of the fund is to achieve capital growth from a portfolio of international securities. The fund may invest anywhere in the world, including in emerging markets, in companies of all sizes and within any industry. The fund will limit investment in other mutual funds to 10%.</p> <p><b>Fund Risk Warnings:</b> A, B, C, D <b>(Medium+)</b></p> <p><b>Note:</b> This fund has an additional management charge of 0.35%, plus an additional expenses charge of 0.12%.</p>
<p><b>Aviva Pension Cash FP</b> The fund aims to provide short-term liquidity by investing in money market instruments, bonds and cash. It may invest in short-term bonds issued or backed by the UK Government or supranational agencies as well as commercial paper, cash and near-cash assets such as deposits and certificates of deposit.</p> <p><b>Fund Risk Warnings:</b> A, E, H <b>(Low)</b></p>	<p><b>Aviva Pension Stewardship FP</b> The fund aims to provide exposure to an ethically screened portfolio of assets in order to produce capital growth. The fund will mainly be invested in UK equities. The ethical screening will mean that its investments are more restricted than a non-ethical fund. The fund may also invest in other equities, warrants, convertibles, money market instruments, and short term bonds.</p> <p><b>Fund Risk Warnings:</b> A, B, D, M, O <b>(Medium+)</b></p>
	<p><b>Aviva Pension Stewardship Managed FP</b> The fund aims to provide exposure to a diversified portfolio of ethically screened assets in order to generate capital growth and income. The ethical screening criteria of the fund will mean that its investments are more restricted than a non-ethical fund. The fund may invest in UK and international equities, warrants, bonds, convertibles, money market instruments and short term bonds. The fund may invest directly or indirectly.</p> <p><b>Fund Risk Warnings:</b> A, B, C, D, E, M, N, O <b>(Medium)</b></p>

Risk Band	Your Approach to Investment Risk
Low	You're a very cautious investor and willing to take only a minimal amount of risk.
Low+	Although a cautious investor, you are prepared to accept low levels of risk for the prospect of slightly higher returns.
Medium-	You will accept below average risk to achieve more attractive returns.
Medium	You prefer a balanced approach to investment and are willing to accept average risk to achieve more attractive returns.
Medium+	You prefer a balanced approach to investment and will accept above average risk to achieve more attractive returns.
High-	An adventurous investor, you'll accept above average but below high risk for the prospect of high returns.
High	You're an adventurous investor willing to accept high risk for the prospect of high returns.

These risks are Aviva's opinion. The scheme trustees have chosen to make only funds rated 'Medium+' or below available to you.

## RISK WARNING CODES

There are risks associated with investing in funds, or types of funds. The risk warning or warnings that apply to each fund are shown. These risk warnings are explained below and on the next page. Please note that not all of these warnings apply to each fund and there is no direct relationship between the number of risk warnings and the investment risk rating for each fund.

Category	Risk Warning Code	Risk Warning Description
<b>Investment is not guaranteed</b>	<b>A</b>	The value of an investment is not guaranteed and can go up and down, depending on performance. You could get back less than you have paid in.
<b>Price</b>	<b>A</b>	At times, the way a fund's price is calculated may need to change to ensure that those moving into and out of the fund and existing unitholders/shareholders are treated fairly and are not disadvantaged by any large cash flows.
<b>Suspend Trading</b>	<b>A</b>	Fund managers have the ability, in certain circumstances, to suspend trading in their funds for as long as necessary. When this occurs we will need to delay the 'cashing in' or switching of units in the relevant fund. You may not be able to access your money during this period. The circumstances in which we delay a switch, withdrawal or transfer can include but are not limited to the following: <ul style="list-style-type: none"> <li>• If a large number of customers want to take money out of the same fund at the same time.</li> <li>• If there are particular problems selling the assets in which a fund is invested.</li> <li>• If the fund (or part of it) is managed by an external company, they may insist on a delay.</li> </ul>
<b>Stock Lending</b>	<b>A</b>	Where a fund is involved in the temporary transfer of securities, there is a risk that the borrower may not be able to return the security to its owner. This may have a negative effect on the performance of the fund.
<b>Derivatives</b>	<b>A</b>	Most funds can invest in derivatives for the purpose of efficient portfolio management or risk reduction. For funds that also use derivatives for investment purposes, we apply an additional risk warning due to the possible increase in the risk and volatility of the fund.
<b>Currency Risks</b>	<b>B</b>	Where a fund invests in share classes or securities priced in currencies other than the fund's base currency, changes in exchange rates can contribute to the value of the investment going up or down.
<b>Emerging Markets</b>	<b>C</b>	Where a fund invests in emerging markets, it is likely to be more volatile than one that invests in developed markets. These markets may not be as strictly regulated and securities may be harder to buy and sell than those in more developed markets. These markets may also be politically unstable, which can result in the fund carrying more risk.
<b>Smaller Companies</b>	<b>D</b>	Where the fund invests in the shares of smaller companies. These shares can be more volatile and less liquid than larger company shares, so the fund may carry more risk.
<b>Fixed Interest</b>	<b>E</b>	Where a fund invests in fixed-interest securities, such as company or government bonds, changes in interest rates can contribute to the value of the investment going up or down. If interest rates rise, the value is likely to fall. Bonds with a lower credit rating are known as sub-investment grade or junk bonds. These carry an increased risk that the issuer of the bond will be unable to continue the interest payments or return the capital at maturity.
<b>Specialist</b>	<b>F</b>	Where a fund invests only in a specific or limited range of industry sectors, it may carry more risk than funds that invest across a broader range or variety of sectors. These funds can be more volatile and carry higher risk due to their lack of diversification.
<b>Derivatives</b>	<b>G</b>	Where a fund uses derivatives for investment purposes, there may be an increase in the risk and volatility of the fund. Some derivative investments also expose investors to counterparty or default risk where another party is unable to meet its obligations and pay what is due. This could result in the loss of the value of the derivative itself.
<b>Cash/Money Market funds</b>	<b>H</b>	These are not cash deposit accounts but invest in money market instruments and short-term bonds and can fall in value. In a low interest rate environment, the charges applied to a cash fund may be greater than its return, so you could get back less than you have paid in.
<b>Physical Property</b>	<b>I</b>	Where a fund directly invests in physical property, these properties are not easy to buy or sell. In exceptional circumstances, we may need to delay the 'cashing in' or switching of units in the fund and you may not be able to access your money during this period. The value of properties held is generally a matter of the valuer's opinion rather than fact.

<b>Index Linked</b>	<b>J</b>	Where a fund invests in index-linked bonds, the value may go up and down as the rate of inflation changes. If inflation falls, the value is likely to fall.
High Cash levels	K	Due to the way some funds are managed there may be periods when they have large cash holdings. This can be a deliberate asset allocation decision or while suitable investment opportunities are researched and selected. A fund's growth potential may be less during this period.
Reinsured funds	L	Where a fund invests in an underlying fund operated by another insurance company through a reinsurance arrangement, if the other insurance company were to become insolvent, you could lose some or all of the value of your investment in this fund.
Ethical	M	Where a fund invests only in sectors and securities that meet its agreed ethical criteria, it may carry more risk than funds which are free from these restrictions. The ethical companies invested in can be involved in new and innovative technologies or new markets and can therefore have a higher risk profile than organisations involved in more mainstream activities.
Alternative investments	N	Where a fund invests in alternatives, it may carry more risk, as these instruments are generally priced less regularly and may be harder to buy and sell than investments in more conventional asset classes. Alternatives include commodities, hedge funds, private equity, real investment trusts (REITs), venture capital and currencies
Convertible bonds	O	Where a fund invests in convertible bonds, it will experience the risks associated with holding bonds until conversion, at which point it will experience the risks associated with holding equities. To compensate for having additional value through the option to convert from a bond to an equity, a convertible bond typically has a coupon rate lower than that of a similar, non-convertible bond.