



**SURRENDER / WITHDRAWAL FORM FOR TRADITIONAL POLICY**

**POLICY NUMBER:**

**Part 1: What you should know about early surrender of your insurance policy.**

An insurance policy is intended to meet your long-term financial needs. Therefore, in surrendering a policy before its maturity date, you are losing valuable benefits. It may not be possible for you to obtain a similar level of protection on the same terms in the future.

**Additional Charges/Fees**

If you surrender your policy and then buy a new policy, you will incur new charges. These may include:

- a) Distribution fee (commission paid to Agents/Financial Advisers on all new insurance policies / investment products);
- b) Policy fee (usually incurred for each policy).

**Changes in Terms and Conditions**

Surrendering your insurance policy for another policy could result in higher premiums and loss of specific policy features due to changes in age or health.

**Other Options**

If your policy has acquired a cash value, you may choose to:

- a) Apply for a cash loan to meet short term financial needs; OR
- b) Convert to a reduced sum assured policy at a lower premium; OR
- c) Convert to a Paid Up policy and stop paying future premiums.

**Policyowner/Trustee/Assignee/Beneficiary's Acknowledgement**

Were you advised by an Adviser to withdraw this policy (fully or partially)?      Yes       No

If "yes", please ask your Adviser to complete the "Adviser's Acknowledgement" below.

**Adviser's Acknowledgement**

I have explained to the above Policyowner/Trustee/Assignee/Beneficiary the alternative options available and the implications of early withdrawal of this investment-linked policy. I have recommended the surrender/partial withdrawal of this policy for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Adviser

\_\_\_\_\_  
Adviser's Code

\_\_\_\_\_  
Name of Adviser

\_\_\_\_\_  
Date



### Part 2: Full Surrender Request

I authorise and request Aviva Ltd to surrender the whole Policy. I understand that the surrender value will be based on the day Aviva Ltd process this request.

Notes:

1. Please read through Part 6: IMPORTANT NOTES in Page 4.
2. Please enclose the following documents with this Surrender / Withdrawal Form.
  - a) Original Policy / Statutory Declaration to be made under Oath.  
(Please complete the Declaration Form found in Aviva website, if you have lost your Original Policy.)
  - b) A photocopy of Assured's and Life Assured's (if differs from Assured) Birth Certificate, NRIC or Passport.

### Part 3A: Partial Withdrawal Request (For Save-As-You-Protect/CashSavers)

I authorise and request Aviva Ltd to withdraw S\$\_\_\_\_\_ from the Accumulation Value.

Notes:

1. Please read through Part 6: IMPORTANT NOTES in Page 4.
2. Please enclose the following documents with this Surrender / Withdrawal Form.
  - a) A photocopy of Assured's and Life Assured's (if differs from Assured) Birth Certificate, NRIC or Passport.
3. The minimum withdrawal is \$500 and the remaining accumulation value must not fall below \$1,000.

### Part 3B: Full Withdrawal Request (For Save-As-You-Protect/CashSavers)

I authorise and request Aviva Ltd to fully withdraw all the Accumulation Value.

Notes:

1. Please read through Part 6: IMPORTANT NOTES in Page 4.
2. Please enclose the following documents with this Surrender / Withdrawal Form.
  - a) A photocopy of Assured's and Life Assured's (if differs from Assured) Birth Certificate, NRIC or Passport.
3. Aviva Ltd will NOT accept any further Savings Premium(s) once Accumulation Value is fully withdrawn.



**Part 4A: Payment Settlement**  
**(Not applicable for policies bought under the CPFIS-OA, CPFIS-SA, ASPFIS or SRS)**

Please make payment to me in:- (Please tick appropriate box)

SGD Currency     USD Currency     RMB Currency\*     Others \_\_\_\_\_ (where applicable)

By:

cheque (not applicable for RMB Currency)

direct credit to my bank : \_\_\_\_\_ (Name of Bank)  
 \_\_\_\_\_ (Bank Branch)  
 \_\_\_\_\_ (Account No.)

**\*All references to RMB refer to the Renminbi that is available outside of the People's Republic of China (PRC).  
 (Please provide a photocopy of the bank passbook/statement if you wish to direct credit into your bank account. Otherwise, we may issue you a cheque.)**

**Part 4B: Authorisation for Cheque to be issued to another Trustee**  
**(Only applicable to policy written Section 73 of the Conveyancing and Law of Property Act)**

We, the Trustees of the above Policy authorise Aviva Ltd to pay to the following payee:

Name of payee: \_\_\_\_\_ (NRIC No.: \_\_\_\_\_)  
 (Please ensure that the payee must be one of the trustees. Kindly enclose a copy of the payee's Identity Card for our verification.)

**Part 5: Declaration & Authorisation**

I hereby agree that receipt by me of the surrender proceeds less any amount(s) owing to Aviva Ltd, shall be a full and final discharge of the liability of Aviva Ltd under the Policy.

I have read and understood the above statements in Part 1. I am aware that should I wish to buy a similar policy in future I may incur additional charges and I may not be able to secure similar terms and conditions.

I want to surrender my policy (fully or partially)

\_\_\_\_\_  
 Signature of Assured/Assignee/Beneficiary  
 Name:  
 NRIC No.:  
 Date:

\_\_\_\_\_  
 Signature of Assured/Trustee/Beneficiary  
 Name:  
 NRIC No.:  
 Date:

\_\_\_\_\_  
 Signature of Trustee/Beneficiary  
 Name:  
 NRIC No.:  
 Date:

\_\_\_\_\_  
 Signature of Trustee/Beneficiary  
 Name:  
 NRIC No.:  
 Date:



### Part 6: Important Notes

1. Premium received after the surrender date will be refunded accordingly.
2. Aviva Ltd will remit payment within one week upon receipt by Aviva Ltd of this request and all other required documents. Please contact our Customer Service Executives at 6827 9933 if you do not receive the cheque within the period specified above.
3. Please ensure the correct signatories<sup>^</sup> sign on the Surrender/Withdrawal form:
  - a) Assured only (if it is **NOT** a Trust policy or Assigned policy); or
  - b) Assured and all Trustees (if policy is written under Section 73 of the Conveyancing and Law of Property Act (CLPA)); or
  - c) Assured and any Trustee (if policy is written under Section 49L of the Insurance Act); or
  - d) Assured and all beneficiaries (if policy is written under Section 49L of the Insurance Act); or
  - e) Assignee (if policy is assigned)

Do note that all signature(s) must be consistent with our records. If your signature is not found in our records, kindly produce a photocopy of your Identity Card with your signature on it.

4. The surrender amount will be made payable to:
    - a) Assured only (if it is **NOT** a Trust policy or Assigned policy); or
    - b) Trustees/Beneficiaries<sup>^^</sup> (if policy is written under Section 73 of the CLPA); or
    - c) Any Trustee other than the Assured (if policy is written under Section 49L of the Insurance Act); or
    - d) All beneficiaries (if policy is written under Section 49L of the Insurance Act); or
    - e) Assignee (if policy is assigned); or
    - f) Agent Bank (if policy is bought under the CPFIS-OA or ASPFIS-OA); or
    - g) CPF Board (if policy is bought under CPFIS-SA); or
    - h) SRS Operator (if policy is bought under SRS)
  5. Please note that any proceeds made to the Trustees are for the sole benefit of the Beneficiaries.
  6. No request is valid until this form is duly completed and received with other required documents by the Company.
  7. This form can only be used for **one** policy only. Kindly submit separate form(s) for different policies.
- <sup>^</sup> Signatories must have attained the age of 18. Otherwise, the consent from a parent or legal guardian (other than the Assured) is required.
- <sup>^^</sup> If the policy is written under Section 73 of the CLPA, the cheque will be payable in the names of all the trustees/beneficiaries. As such, a joint account is required for cheque clearance if there is more than one trustee/beneficiary.