

# Pensions from **Aviva**

**Financial Broker** Booklet

**Retirement**  
Investments  
Insurance



**For financial broker use only**





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## Helping people save for the future and manage the risks of everyday life We are Aviva

Life is complex and unpredictable. People face uncertainty and challenges every day. We're here to help you look forward to the future with confidence. With over 33 million customers in 16 countries worldwide<sup>1</sup>, we want to make a difference to you, to allow you to achieve your financial goals. We've been meeting the needs of our Irish customers since 1908. Today we're a leading Life & Pensions company in Ireland, with offices in Dublin, Cork and Galway.

1. Source: [www.aviva.com](http://www.aviva.com) 11 September 2017.

## WriteNow Pensions - our online application solution



Financial Brokers told us how time-consuming pension application systems can be and in some cases taking up to 2 weeks from beginning to end.

You also told us queries and errors slowed down your business and you wanted digital solutions to everyday processes.

The result is the **WriteNow Pensions** online system, where you can complete an application for an Aviva Pension in as little as 7 minutes, and your customer's policy could be live within 30 minutes.

WriteNow Pensions is simple and smart - giving you back more time to grow your business.

**Application errors are a thing of the past** - this smart online system recognises errors and prompts you to fix them.

Log onto WriteNow Pensions through **[www.avivabroker.ie](http://www.avivabroker.ie)**.





## Get in touch...

**At all times during the application process, we're here to help and support you. You can always give your Aviva broker consultant a call, or use any of these methods to get in touch with us.**

### Broker Service Centre

For queries on application status, product or fund questions and general support – both new business & existing business.

**Telephone:** 1890 202 434 | **Fax:** 01 8985907

**Email:** [bsc@aviva.com](mailto:bsc@aviva.com)

### Avivabroker.ie support

For online access & technical support.

**Telephone:** 1850 456 001 | **Email:** [avivabrokerirl@aviva.com](mailto:avivabrokerirl@aviva.com)

### Pension Technical Services

For technical and legal queries.

**Telephone:** 01 775 6306

**Email:** [PensionsTechnicalServices@aviva.ie](mailto:PensionsTechnicalServices@aviva.ie)

To help you give advice on the best pension option for your customer, you should also read the following separate guides:

- The Customer Brochure for each pension product, including the relevant 'Your Aviva Pension Product and Charges Summary' insert.
- Our fund guide 'Your Investment Options' which can make the investment decision easier by explaining our fund range and the level of risk of each fund.
- Standalone financial broker Guides and Sales Aids for the Multi-Asset Funds and the AIMS Target Return Fund.

You can download your copy of these guides at [www.avivabroker.ie](http://www.avivabroker.ie)

### Connect with us...



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[@avivaireland](https://twitter.com/avivaireland)



[youtube.com/avivaireland](https://www.youtube.com/avivaireland)





## The pre and post-sales support you need...

**Our customer and financial broker websites are packed with information and tools to help you start that retirement savings conversation with your customers. Log on today to see for yourself.**

### For you at [www.avivabroker.ie](http://www.avivabroker.ie)

- **WriteNow Pensions** – Helping you get your customers' policies put live and funds invested faster. Find out more about *WriteNow Pensions* at [www.avivabroker.ie](http://www.avivabroker.ie)
- **Full product literature range** – Download any document you need, including product brochures & financial broker sales aids
- **Interactive financial broker Fund Centre** – Get daily fund prices, download daily and monthly factsheets, chart performance & download reports
- **Regular financial broker updates** – Including technical updates, sales tools, competitions & special offers

### For your customer at [www.aviva.ie](http://www.aviva.ie)

- **Aviva Online** – Full online policy access for customers, including policy details and document download
- **Mind The Gap Calculator** – Our popular online calculator which helps people understand how much they might need in retirement
- **Pensions Centre** – Dedicated pages which explain the pension journey to your customer
- **Online Risk Profiler** – Helping your customer work out their attitude to risk
- **Video and interactive content** – Helping to make pensions simple

# Introduction

At Aviva, everything we do is full of Good Thinking for you. We want to help your customer achieve their retirement goals with Pensions from Aviva, which were created to provide a straightforward option for people to start investing for their retirement.



That's why we developed individual pensions based on simplicity and flexibility. Your customers can choose a pension that suits their own particular needs and plans for retirement. We've also got a range of world-class investment funds, which will match your customers' needs and attitude to risk, including our Multi-Asset Funds, and the award-winning AIMS Target Return Fund\*.

In this guide, you'll find full product details for Aviva's individual pensions range:

- **Aviva Personal Pension**
- **Aviva Executive Pension**
- **Aviva Retirement Bond**

This guide is divided into three sections - Pension Range 1, Pension Range 2 and Pension Range 3. In each section, we outline the features for each product, such as the minimum contributions, charging structure and commission options available.

## Age at entry

### Pension Range 1 and 2

**Minimum** 19 next birthday      **Maximum** 68 next birthday (Executive Pension Plan, Retirement Bond)  
73 next birthday (Personal Pension Plan)

### Pension Range 3

**Minimum** 19 next birthday      **Maximum** 62 next birthday (Executive Pension Plan)  
67 next birthday (Personal Pension Plan)

Each product has its own product code - simply enter the code on the Application Form along with your chosen commission option, so we know which option is required. The product codes in this guide will also display on the bottom of your customer's policy schedule. If you've any questions, don't hesitate to get in touch.



\* Winner of the Irish Pensions Award for Innovation, 2014



\* Winner of the Irish Pensions Award for Innovation, 2015



\* Winner of the Irish Pensions Award for Innovation, 2016

**Warning: The value of your customer's investment may go down as well as up.**

**Warning: If your customer invests in this product they may lose some or all of the money they invest.**

**Warning: If your customer invests in this product they will not have any access to their money before they retire.**

**Warning: These products may be affected by changes in currency exchange rates.**





## Pension Range 1 – Single Contributions - AMC 0.70%

<b>Product codes</b>	Aviva Personal Pension:	<b>PPSP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 1</i>											
	Aviva Executive Pension:	<b>EPPSP01</b>												
	Aviva Retirement Bond:	<b>PRBOB01</b>												
<b>Minimum Contribution</b>	€5,000.00													
<b>Allocation Rate</b> (before commission)	€5,000 - €14,999	101%												
	€15,000 - €24,999	102%												
	€25,000 +	103%												
<b>Allocation Rate Reduction</b>	<p>The allocation rates above will be reduced by the following amounts for short terms to retirement:</p> <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> <p>Note: the minimum term is 2 years.</p>													
<b>Contribution Commission</b>	<p>0% - 5% (in bands of 0.25%)</p> <p>There is no commission clawback applied to this product.</p>													
<b>Fund Based Commission</b>	<p>0% - 1.00%</p> <p>Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.</p>													
<b>Annual Management Charge</b>	0.70% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).													
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1" data-bbox="469 1541 1477 1635"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td>5%</td> <td>4%</td> <td>3%</td> <td>2%</td> <td>1%</td> </tr> </tbody> </table>				Year 1	Year 2	Year 3	Year 4	Year 5	5%	4%	3%	2%	1%
Year 1	Year 2	Year 3	Year 4	Year 5										
5%	4%	3%	2%	1%										
<b>Policy Fee</b>	None													
<b>Fund Switching Charge</b>	None													
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.													



## Pension Range 1 – Single Contributions - AMC 0.65%

<b>Product codes</b>	Aviva Personal Pension: <b>PPPSP02</b> Aviva Executive Pension: <b>EPPSP02</b> Aviva Retirement Bond: <b>PRBOB02</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 2</i>										
<b>Minimum Contribution</b>	€5,000.00											
<b>Allocation Rate</b> (before commission)	€5,000 - €14,999 €15,000 - €24,999 €25,000 +	100.5% 101.5% 102.5%										
<b>Allocation Rate Reduction</b>	<p>The allocation rates above will be reduced by the following amounts for short terms to retirement:</p> <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> <p>Note: the minimum term is 2 years.</p>											
<b>Contribution Commission</b>	0% - 5% (in bands of 0.25%) There is no commission clawback applied to this product.											
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.											
<b>Annual Management Charge</b>	0.65% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).											
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td>5%</td> <td>4%</td> <td>3%</td> <td>2%</td> <td>1%</td> </tr> </tbody> </table>		Year 1	Year 2	Year 3	Year 4	Year 5	5%	4%	3%	2%	1%
Year 1	Year 2	Year 3	Year 4	Year 5								
5%	4%	3%	2%	1%								
<b>Policy Fee</b>	None											
<b>Fund Switching Charge</b>	None											
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.											

## Pension Range 1 – Single Contributions - AMC 0.60%

<b>Product codes</b>	Aviva Personal Pension:	<b>PPSP03</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 3</i>											
	Aviva Executive Pension:	<b>EPPSP03</b>												
	Aviva Retirement Bond:	<b>PRBOB03</b>												
<b>Minimum Contribution</b>	€5,000.00													
<b>Allocation Rate</b> (before commission)	€5,000 - €14,999	100%												
	€15,000 - €24,999	101%												
	€25,000 +	102%												
<b>Allocation Rate Reduction</b>	<p>The allocation rates above will be reduced by the following amounts for short terms to retirement:</p> <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> <p>Note: the minimum term is 2 years.</p>													
<b>Contribution Commission</b>	<p>0% - 5% (in bands of 0.25%)</p> <p>There is no commission clawback applied to this product.</p>													
<b>Fund Based Commission</b>	<p>0% - 1.00%</p> <p>Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.</p>													
<b>Annual Management Charge</b>	0.60% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).													
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1" data-bbox="469 1541 1477 1635"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td>5%</td> <td>4%</td> <td>3%</td> <td>2%</td> <td>1%</td> </tr> </tbody> </table>				Year 1	Year 2	Year 3	Year 4	Year 5	5%	4%	3%	2%	1%
Year 1	Year 2	Year 3	Year 4	Year 5										
5%	4%	3%	2%	1%										
<b>Policy Fee</b>	None													
<b>Fund Switching Charge</b>	None													
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.													



## Pension Range 1 – Single Contributions - AMC 0.55%

<b>Product codes</b>	Aviva Personal Pension: <b>PPSP04</b> Aviva Executive Pension: <b>EPPSP04</b> Aviva Retirement Bond: <b>PRBOB04</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 4</i>						
<b>Minimum Contribution</b>	€25,000.00							
<b>Allocation Rate</b> (before commission)	101.5%							
<b>Allocation Rate Reduction</b>	<p>The allocation rates above will be reduced by the following amounts for short terms to retirement:</p> <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> <p>Note: the minimum term is 2 years.</p>							
<b>Contribution Commission</b>	<p>0% - 5% (in bands of 0.25%)</p> <p>There is no commission clawback applied to this product.</p>							
<b>Fund Based Commission</b>	<p>0% - 1.00%</p> <p>Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.</p>							
<b>Annual Management Charge</b>	0.55% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).							
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 3 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> </tr> </thead> <tbody> <tr> <td>2%</td> <td>2%</td> <td>2%</td> </tr> </tbody> </table>		Year 1	Year 2	Year 3	2%	2%	2%
Year 1	Year 2	Year 3						
2%	2%	2%						
<b>Policy Fee</b>	None							
<b>Fund Switching Charge</b>	None							
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.							

## Pension Range 1 – Single Contributions - AMC 0.50%

<b>Product codes</b>	Aviva Personal Pension: <b>PPSP05</b> Aviva Executive Pension: <b>EPPSP05</b> Aviva Retirement Bond: <b>PRBOB05</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 5</i>						
<b>Minimum Contribution</b>	€25,000.00							
<b>Allocation Rate</b> (before commission)	101%							
<b>Allocation Rate Reduction</b>	<p>The allocation rates above will be reduced by the following amounts for short terms to retirement:</p> <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> <p>Note: the minimum term is 2 years.</p>							
<b>Contribution Commission</b>	0% - 5% (in bands of 0.25%) There is no commission clawback applied to this product.							
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.							
<b>Annual Management Charge</b>	0.50% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).							
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 3 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1" data-bbox="469 1491 1479 1590"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> </tr> </thead> <tbody> <tr> <td>2%</td> <td>2%</td> <td>2%</td> </tr> </tbody> </table>		Year 1	Year 2	Year 3	2%	2%	2%
Year 1	Year 2	Year 3						
2%	2%	2%						
<b>Policy Fee</b>	None							
<b>Fund Switching Charge</b>	None							
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.							



## Pension Range 1 – Regular Contributions - AMC 0.70%

<b>Product codes</b>	Aviva Personal Pension: <b>PPPRP01</b> Aviva Executive Pension: <b>EPPRP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 1</i>
<b>Minimum Contribution</b>	€100.00 per month €1,200.00 per year	
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.	
<b>Allocation Rate</b> (before commission)	100%	
<b>Allocation Rate Reduction</b>	Allocation rates will not be reduced for short terms to retirement. Note: the minimum term is 2 years.	
<b>Contribution Commission</b>	0% - 5% (in bands of 0.25%) There is no commission clawback applied to this product.	
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.	
<b>Annual Management Charge</b>	0.70% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).	
<b>Early Encashment Charge</b>	There is no early encashment charge applied to regular contribution policies.	
<b>Policy Fee</b>	None	
<b>Fund Switching Charge</b>	None	
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.	

## Pension Range 1 – Regular & Single Contributions (on one policy) - AMC 0.70%

<b>Product codes</b>	Aviva Personal Pension: <b>PPPRP01</b> Aviva Executive Pension: <b>EPPRP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 1</i>										
<b>Minimum Contribution</b>	Regular: €100.00 per month Single: €5,000	€1,200.00 per year										
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.											
<b>Allocation Rate</b> (before commission)	Regular: 100% Single: €5,000 - €14,999 €15,000 - €24,999 €25,000 +	101% 102% 103%										
<b>Allocation Rate Reduction</b>	Regular: Allocation rates will not be reduced for short terms to retirement.  Single: The allocation rates above will be reduced by the following amounts for short terms to retirement: <ul style="list-style-type: none"> <li>• 1% for terms less than 10 years and greater than 5 years, and</li> <li>• 2% for terms of 5 years or less</li> </ul> Note: the minimum term for both regular contributions and single contributions is 2 years.											
<b>Contribution Commission</b>	0% - 5% (in bands of 0.25%) There is no commission clawback applied to this product.											
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.											
<b>Annual Management Charge</b>	0.70% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).											
<b>Early Encashment Charge</b>	An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups. This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.											
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Year 1	Year 2	Year 3	Year 4	Year 5								
5%	4%	3%	2%	1%								
	There is no early encashment charge applied to regular contributions.											
<b>Policy Fee</b>	None											
<b>Fund Switching Charge</b>	None											
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.											



## Pension Range 2 – Single Contributions - AMC 0.90%

<b>Product codes</b>	Aviva Personal Pension: <b>PP2SP01</b> Aviva Executive Pension: <b>EP2SP01</b> Aviva Retirement Bond: <b>P2BOB01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 6</i>																											
<b>Minimum Contribution</b>	€5,000.00																												
<b>Allocation Rate</b> (before commission)	105%																												
<b>Allocation Rate Reduction</b>	The allocation rate above will be reduced by 0.75% for each complete year that the term to retirement is 10 years or less at outset. The reduction in the allocation rate is as follows:																												
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<b>Annual Management Charge</b>	0.90% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).																												
<b>Early Encashment Charge</b>	<p>An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.</p> <p>This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does <b>not</b> apply on ill-health early retirement, retirement at normal retirement age, or on death.</p> <table border="1"> <thead> <tr> <th><b>Year 1</b></th> <th><b>Year 2</b></th> <th><b>Year 3</b></th> <th><b>Year 4</b></th> <th><b>Year 5</b></th> </tr> </thead> <tbody> <tr> <td>5%</td> <td>5%</td> <td>5%</td> <td>3%</td> <td>1%</td> </tr> </tbody> </table>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	5%	5%	5%	3%	1%																	
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<b>Policy Fee</b>	None																												
<b>Fund Switching Charge</b>	None																												
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.																												

## Pension Range 2 – Regular Contributions - AMC 0.90%

<b>Product codes</b>	Aviva Personal Pension: <b>PP2RP01</b> Aviva Executive Pension: <b>EP2RP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 6</i>															
<b>Minimum Contribution</b>	€100.00 per month €1,200.00 per year																
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.																
<b>Allocation Rate</b> (before commission)	100% The allocation rate will be reduced by 1% for every 1% of renewal commission that is applied to the policy. The maximum amount of renewal commission which can be applied to the policy is 4% which will result in an allocation rate of 96%.																
<b>Allocation Rate Reduction</b>	The allocation rates will be reduced if the term to retirement is 5 years or less at outset. The reduction will be as follows:																
	<table border="1"> <thead> <tr> <th><b>Term to Retirement</b></th> <th>4yrs 1mth to 5yrs</th> <th>3yrs 1mth to 4yrs</th> <th>2yrs 1mth to 3yrs</th> <th>1yr 1mth to 2yrs</th> <th>1mth to 1yr</th> </tr> </thead> <tbody> <tr> <td><b>Reduction</b></td> <td>1%</td> <td>2%</td> <td>3%</td> <td>4%</td> <td>5%</td> </tr> </tbody> </table>					<b>Term to Retirement</b>	4yrs 1mth to 5yrs	3yrs 1mth to 4yrs	2yrs 1mth to 3yrs	1yr 1mth to 2yrs	1mth to 1yr	<b>Reduction</b>	1%	2%	3%	4%	5%
<b>Term to Retirement</b>	4yrs 1mth to 5yrs	3yrs 1mth to 4yrs	2yrs 1mth to 3yrs	1yr 1mth to 2yrs	1mth to 1yr												
<b>Reduction</b>	1%	2%	3%	4%	5%												
	For top-ups, the term to retirement used to determine the reduction in allocation will be from the start date of the contribution increase. Note: the minimum term is 2 years.																
<b>Contribution Commission</b>	15% initial commission (1.25% x term, maximum age of 68) 0% - 4% renewal commission A clawback period of 4 years applies to the initial commission paid.																
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.																
<b>Annual Management Charge</b>	0.90% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).																
<b>Early Encashment Charge</b>	There is no early encashment charge applied to regular contribution policies.																
<b>Policy Fee</b>	None																
<b>Fund Switching Charge</b>	None																
<b>Pensions Authority Fee</b> (Executive Pensions only)	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.																

## Pension Range 2 – Regular & Single Contributions (on one policy) - AMC 0.90%

<b>Product codes</b>	Aviva Personal Pension: <b>PP2RP01</b> Aviva Executive Pension: <b>EP2RP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 6</i>																								
<b>Minimum Contribution</b>	Regular: €100.00 per month €1,200.00 per year Single: €5,000																									
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.																									
<b>Allocation Rate</b> (before commission)	Regular: 100% The allocation rate will be reduced by 1% for every 1% of renewal commission that is applied to the policy. The maximum amount of renewal commission which can be applied to the policy is 4% which will result in an allocation rate of 96%. Single: 105%																									
<b>Allocation Rate Reduction</b>	Regular: The allocation rates will be reduced if the term to retirement is 5 years or less at outset. The reduction will be as follows:																									
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Term to Retirement	4yrs 1mth to 5yrs	3yrs 1mth to 4yrs	2yrs 1mth to 3yrs	1yr 1mth to 2yrs	1mth to 1yr																					
Reduction	1%	2%	3%	4%	5%																					
	Single: The allocation rate above will be reduced by 0.75% for each complete year that the term to retirement is 10 years or less at outset. The reduction in the allocation rate is as follows:																									
		<table border="1"> <tbody> <tr> <td>Term to Retirement</td> <td>9yrs 1mth to 10yrs</td> <td>8yrs 1mth to 9yrs</td> <td>7yrs 1mth to 8yrs</td> <td>6yrs 1mth to 7yrs</td> <td>5yrs 1mth to 6yrs</td> </tr> <tr> <td>Reduction</td> <td>0%</td> <td>0.75%</td> <td>1.50%</td> <td>2.25%</td> <td>3%</td> </tr> <tr> <td>Term to Retirement</td> <td>4yrs 1mth to 5yrs</td> <td>3yrs 1mth to 4yrs</td> <td>2yrs 1mth to 3yrs</td> <td>1yr 1mth to 2yrs</td> <td>1mth to 1yr</td> </tr> <tr> <td>Reduction</td> <td>3.75%</td> <td>4.50%</td> <td>5.25%</td> <td>6%</td> <td>6.75%</td> </tr> </tbody> </table> <p>Note: the minimum term for both regular contributions and single contributions is 2 years.</p>	Term to Retirement	9yrs 1mth to 10yrs	8yrs 1mth to 9yrs	7yrs 1mth to 8yrs	6yrs 1mth to 7yrs	5yrs 1mth to 6yrs	Reduction	0%	0.75%	1.50%	2.25%	3%	Term to Retirement	4yrs 1mth to 5yrs	3yrs 1mth to 4yrs	2yrs 1mth to 3yrs	1yr 1mth to 2yrs	1mth to 1yr	Reduction	3.75%	4.50%	5.25%	6%	6.75%
Term to Retirement	9yrs 1mth to 10yrs	8yrs 1mth to 9yrs	7yrs 1mth to 8yrs	6yrs 1mth to 7yrs	5yrs 1mth to 6yrs																					
Reduction	0%	0.75%	1.50%	2.25%	3%																					
Term to Retirement	4yrs 1mth to 5yrs	3yrs 1mth to 4yrs	2yrs 1mth to 3yrs	1yr 1mth to 2yrs	1mth to 1yr																					
Reduction	3.75%	4.50%	5.25%	6%	6.75%																					
<b>Commission</b>	Regular: 15% initial commission (1.25% x term, maximum age of 68) 0% - 4% renewal commission A clawback period of 4 years applies to the initial commission paid. Single: 0% - 5% (in bands of 0.25%) A clawback period of 2 years applies to the single contribution commission paid.																									

**Fund Based Commission** 0% - 1.00%

Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.

**Annual Management Charge** 0.90% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).

**Early Encashment Charge**

An early encashment charge will apply for 5 years following payment of a single contribution and any subsequent single contribution top-ups. The charge applied will be based on a percentage (see below) of each single contribution amount paid and will be based on the payment date of the first single contribution and the payment dates of any subsequent single contribution top-ups.

This charge applies on retirement before normal retirement age or if the policy is transferred to another pension arrangement. It does **not** apply on ill-health early retirement, retirement at normal retirement age, or on death.

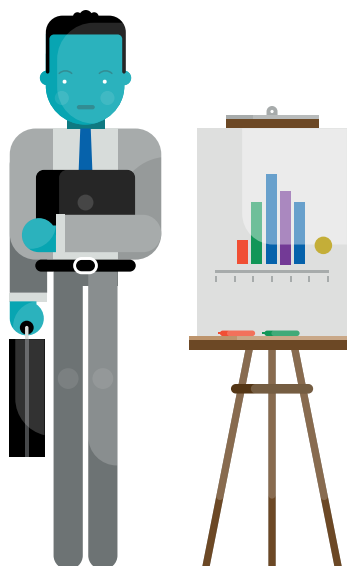
Year 1	Year 2	Year 3	Year 4	Year 5
5%	5%	5%	3%	1%

There is no early encashment charge applied to regular contributions.

**Policy Fee** None

**Fund Switching Charge** None

**Pensions Authority Fee** (Executive Pensions only) €8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.





## Pension Range 3 – Regular Contributions Option 1 - 1.00%

<b>Product codes</b>	Aviva Personal Pension: <b>PP3RP01</b> Aviva Executive Pension: <b>EP3RP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 7</i>
<b>Minimum Contribution</b>	€100.00 per month €1,200.00 per year	
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.	
<b>Allocation Rate</b>	100%	
<b>Allocation Rate Reduction</b>	Allocation rates will not be reduced for short terms to retirement. Note: the minimum term is 8 years. Where an incremental premium has a term to retirement of less than 8 years the commission payment will be proportionally reduced.	
<b>Contribution Commission</b>	30% payable as 4 amounts of 7.5% at the commencement of years 1, 3, 5 and 7 of the policy. The earnings period for each bullet commission payment is 2 years (24 months).  Where a transfer is paid out by Aviva, a policy becomes paid up, is on contribution holiday or the contribution reduces within each of the earnings periods, the bullet commission shall be clawed back on a proportionate basis.	
<b>Trail Commission</b>	Trail commission at the rate of 0.25% p.a. from year 9 of the policy onwards.	
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.	
<b>Annual Management Charge</b>	1% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).	
<b>Early Encashment Charge</b>	There is no early encashment charge applied to regular contribution policies.	
<b>Policy Fee</b>	None	
<b>Fund Switching Charge</b>	None	
<b>Pensions Authority Fee (Executive Pensions only)</b>	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.	

## Pension Range 3 – Regular Contributions Option 2 - 1.00%

<b>Product codes</b>	Aviva Personal Pension: <b>PP3RP01</b> Aviva Executive Pension: <b>EP3RP01</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 8</i>
<b>Minimum Contribution</b>	€100.00 per month €1,200.00 per year	
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.	
<b>Allocation Rate</b>	99%	
<b>Allocation Rate Reduction</b>	Allocation rates will not be reduced for short terms to retirement. Note: the minimum term is 8 years. Where an incremental premium has a term to retirement of less than 8 years the commission payment will be proportionally reduced.	
<b>Contribution Commission</b>	40% payable as 4 amounts of 10% at the commencement of years 1, 3, 5 and 7 of the policy. The earnings period for each bullet commission payment is 2 years (24 months).  Where a transfer is paid out by Aviva, a policy becomes paid up, is on contribution holiday or the contribution reduces within each of the earnings periods, the bullet commission shall be clawed back on a proportionate basis.	
<b>Trail Commission</b>	Trail commission at the rate of 0.25% p.a. from year 9 of the policy onwards.	
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.	
<b>Annual Management Charge</b>	1% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).	
<b>Early Encashment Charge</b>	There is no early encashment charge applied to regular contribution policies.	
<b>Policy Fee</b>	None	
<b>Fund Switching Charge</b>	None	
<b>Pensions Authority Fee (Executive Pensions only)</b>	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.	

## Pension Range 3 – Regular Contributions Option 3 - 1.25%

<b>Product codes</b>	Aviva Personal Pension: <b>PP3RP02</b> Aviva Executive Pension: <b>EP3RP02</b>	Customer to be given the <i>Your Aviva Pension Product and Charges Summary 9</i>
<b>Minimum Contribution</b>	€100.00 per month €1,200.00 per year	
<b>Automatic Increases</b>	Regular contributions will increase by 5% each year on the policy anniversary. Customers can opt out by ticking 'No' on the application form.	
<b>Allocation Rate</b>	100%	
<b>Allocation Rate Reduction</b>	Allocation rates will not be reduced for short terms to retirement. Note: the minimum term is 8 years. Where an incremental premium has a term to retirement of less than 8 years the commission payment will be proportionally reduced.	
<b>Contribution Commission</b>	40% payable as 4 amounts of 10% at the commencement of years 1, 3, 5 and 7 of the policy. The earnings period for each bullet commission payment is 2 years (24 months).  Where a transfer is paid out by Aviva, a policy becomes paid up, is on contribution holiday or the contribution reduces within each of the earnings periods, the bullet commission shall be clawed back on a proportionate basis.	
<b>Trail Commission</b>	Trail commission at the rate of 0.25% p.a. from year 9 of the policy onwards.	
<b>Fund Based Commission</b>	0% - 1.00% Fund based commission is paid for by cancelling units in the fund and is charged in addition to the Annual Management Charge as a percentage of the fund value. It is available in conjunction with contribution commission, or on its own. You can choose a rate of commission ranging from 0.05% p.a. to 0.50% p.a. in increments of 0.05% and from 0.50% p.a. to 1.00% p.a. in increments of 0.25%.	
<b>Annual Management Charge</b>	1.25% p.a. On certain funds, there is a different Annual Management Charge (see page 23 for details).	
<b>Early Encashment Charge</b>	There is no early encashment charge applied to regular contribution policies.	
<b>Policy Fee</b>	None	
<b>Fund Switching Charge</b>	None	
<b>Pensions Authority Fee (Executive Pensions only)</b>	€8.00 per year per member. It's paid for by cancellation of units and the fee will be paid to the Pensions Authority by Aviva.	





## Different charges on certain funds

On our pension range, for most funds the Annual Management Charge\* is as outlined previously. However, on certain funds the charge is higher or lower.

These funds are detailed below, along with the additional or reduced charge.

Funds where the Annual Management Charge is **higher**:

Fund	Annual Management Charge increases by
Irish Property Fund	<b>0.25% p.a.</b>
UK Property Fund	<b>0.25% p.a.</b>
Aviva Investor's Multi-Strategy (AIMS) Target Return Fund (Ireland)	<b>0.35% p.a.</b>

Funds where the Annual Management Charge is **lower**:

Fund	Annual Management Charge decreases by
L&G Multi-Index III Fund	<b>0.05%</b>
L&G Multi-Index IV Fund	<b>0.05%</b>
L&G Multi-Index V Fund	<b>0.05%</b>
L&G Euro Bond Index Fund	<b>0.05%</b>
L&G Emerging Markets Equity Index Fund	<b>0.05%</b>
L&G Europe (Ex. UK) Equity Index Fund	<b>0.05%</b>
L&G World Equity Index Fund	<b>0.05%</b>

### \*Annual Management Charge

This charge is based on the value of the funds your customer's policy is invested in. The Annual Management Charge is made up of:

- a fund management charge which is deducted daily from the unit price of the fund(s); and
- a unit charge which is taken monthly by deduction of units from the value of your customer's fund(s). If they are invested in more than one fund, this charge will be taken proportionally across the range of funds in which their policy is invested.

The Annual Management Charge applying to your customer's fund(s) will be shown on their policy schedule.

Where a fund invests in another fund(s), additional charges may apply. These charges may vary depending on the specific investments in each fund. Where these charges are applied, they are reflected in the unit price. As a result, the overall charge may be higher than shown in the product documentation.

New funds with different fund charges may be added from time to time.

**Warning: The value of your customer's investment may go down as well as up.**

**Warning: If your customer invests in this product they may lose some or all of the money they invest.**

**Warning: If your customer invests in this product they will not have any access to their money before they retire.**

**Warning: These products may be affected by changes in currency exchange rates.**



# Important fund information

**The information below applies to the Aviva pension products described in this brochure.**

- From time to time, some of the funds may also hold a proportion of their assets in cash.
- Investment values and unit prices are not guaranteed; they can fall as well as rise, as a result of stockmarket and/or currency fluctuations – and your customer may not get back the full amount invested.
- Property investments cannot be sold as easily or quickly as equities or bonds – so, in order to protect the interest of the remaining investors, in some circumstances, encashment of units from funds that invest directly or indirectly in property may be deferred for a period not exceeding six months. For all other funds, encashments of units may be deferred for a period not exceeding three months. Please see a copy of the policy conditions for further information.
- There may be circumstances when the number and/or amount of investor withdrawals from the fund leads to a need to sell a proportion of the underlying assets. In such circumstances, Aviva reserves the right to adjust the unit price of the funds, to reflect the costs involved in selling the necessary assets. As a result, investors withdrawing money would bear the costs of realising all or part of their investment. For funds holding a significant proportion of property-related assets, given the costs associated with buying and selling properties, this adjustment can be significantly higher than that applying to funds invested in other asset classes.
- Aviva reserves the right to increase the fund charges and fees subject to any legislative limits. Should any increase in the fund charges and fees occur the policyholder will be given 30 days notice of such an increase. The fund charges apply to the value of the investments and are deducted daily from the fund and/or taken monthly by cancellation of units. Aviva may from time to time close or merge the funds or offer the opportunity to invest in new funds not listed previously. These new funds may have fund charges different to those shown previously.











**Aviva Life & Pensions Ireland Designated Activity Company**, a private company limited by shares.

Registered in Ireland No. 165970. Registered office at One Park Place, Hatch Street, Dublin 2, D02 E651.

Aviva Life & Pensions Ireland Designated Activity Company, trading as Aviva Life & Pensions Ireland and Friends First, is regulated by the Central Bank of Ireland.

Tel (01) 898 7950 [www.aviva.ie](http://www.aviva.ie)