



# AIA SINGAPORE

## SURRENDER / WITHDRAWAL - INVESTMENT LINKED POLICY (ILP)

### Particulars of Insured and Policy Owner/Trustee/Assignee

Name of Insured

NRIC/Passport/FIN No.



Name of Policy Owner/Trustee/Assignee (if different from Insured)

NRIC/Passport/FIN/Entity Registration No.



Name of Trustee (if any)

NRIC/Passport/FIN No.



### Policy Number

### A. What you should know about early surrender/withdrawal of your Investment Linked policy

#### IMPORTANT NOTICE

1. An insurance policy is intended to meet your long-term financial needs. Therefore, it may be disadvantageous for you to fully or partially withdraw a policy before its maturity date. Some disadvantages are:
  - You are losing valuable benefits from the policy:
    - You are losing the insurance protection offered by your policy;
    - You may not be able to achieve your intended financial objective;
    - This may result in losing the financial benefit accumulated over the years.
  - It may not be possible for you to obtain a similar level of protection on the same terms in the future.
    - You may not be insurable on standard terms;
    - You may have to pay a higher premium in view of higher age;
    - Withdrawing your insurance policy for another policy could result in loss of specific policy features due to changes in age or health.
2. Additional Charges/Fees  
 If you withdraw your investment-linked policy, fully or partially and then buy a new investment-linked policy or other investment product, or top up on your existing investment-linked policy or other investment product, you will incur new charges. These may include:
  - Distribution Fee  
Commission is paid to Agents/Financial Advisers on all new insurance policies / investment products.
  - Administration Charge  
There could be some sales charge/withdrawal fee that is charged for each new policy / investment product.  
  
The sales charge/withdrawal fee can be as high as 5% of your investment-linked fund. Hence, on a single premium investment of S\$10,000, a sales charge of S\$500 would be deducted.
  - Policy Fee  
A policy fee is usually incurred for each policy.
3. Fund Switching Facility  
When the fund you have bought is not meeting your initial or current investment objective, you may switch to other fund(s) offered by the Company at its bid price without incurring any charges.
4. Non-Dealing Days  
Note that some of the funds may be closed and prices are not available on certain days. Dealing instructions submitted on these non-dealing days will be carried forward to the next business day for processing. You can refer to the AIA Singapore website for the list of funds and non-dealing days.
5. Other Options  
You may enquire whether there are other options available under your policy to meet your short term financial needs. Some options are:
  - Opt for a premium holiday if your policy has accumulated cash value. This allows you to temporarily stop paying premiums; or
  - Reduce the policy regular premiums (applicable only to regular premiums policies). This allows you to reduce your ongoing financial commitment to the policy.
6. Seek Advice From Your Financial Services Consultant (FSC)/Insurance Representative (IR)  
Therefore, it is important to seek advice from your FSC/IR before early full/partial withdrawal of your investment-linked policy or other investment product. Your FSC/IR can advise you on your options other than withdrawing the policy, explain the implications of each option and provide appropriate recommendations to you, taking into account your investment objectives, financial situation and particular needs.

PT0008009 (06/2015 01/2022 10/2022)



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**B. Policy Owner/Trustee/Assignee's Acknowledgement**

Were you advised by a AIA Financial Services Consultant (FSC)/Insurance Representative (IR) to withdraw this policy?

- Yes (If "yes", FSC/IR to complete Section C "FSC's/IR's ACKNOWLEDGEMENT".)
- No

I have read and understood the above statements. 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.

**C. FSC/Insurance Representative's Acknowledgement**

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

Signature of FSC/IR

Date

**D. Full Surrender Request (Full Withdrawal)**

- I/We hereby request for full surrender of the above policy. I/We understand and agree that the surrender value of the units will be determined in accordance with the Provisions as stated in the Policy Contract. *(Note: Please also complete Section G)*

**E. Partial Withdrawal Request**

- I/We hereby request for partial withdrawal of my investment unit holdings of the above policy as indicated below *(Note: Please also complete Section G)*

**Important Note : For AIA Elite Secure Income plan**  
Upon partial withdrawal, Monthly Income shall only be paid as Target Monthly Income via the redemption of Units from the Fund under your Policy. Please refer to the Basic Benefits Provisions of the Policy for more details.

No. of Units To Be Withdrawn	Name of Fund/Portfolio

## F. Regular Withdrawal Request

- I/We hereby request for regular withdrawal of my investment unit holdings of the above policy as indicated below  
(Note: Please also complete Section G)

Amount of Regular Withdrawal:

(minimum S\$1,000)

Number of Withdrawal(s):

Commencing From:

Age:

Policy year:

Frequency of Withdrawal:

Monthly

Quarterly

Semi-Annually

Annually

## G. Method of Payout

- PayNow-NRIC/FIN **Pay Me Faster!**

Please ensure that you have registered your NRIC/FIN with the bank for PayNow.

- Direct Credit to my/our designated bank account

Note: Only applicable in Singapore Dollars. Please submit a copy of Bank Statement or Bank Passbook.

Please blank out bank statements with the bank balances and transactions.

Truncated e-statements downloaded from the banks' mobile application, as long as the document shows the account holder's name and account number on the same page.

- By Cheque

- By CPF – Only applicable for CPF Investment Scheme policies

## Declaration on U.S. Person Status

- I/We hereby declare and agree that I am/we are not a "U.S. person" for U.S. federal income tax purposes and that I am/we are not acting for, or on behalf of a U.S. person. I/We understand that AIA Singapore, believing this statement to be true, will rely on it and act on it. In the event this statement is false, AIA Singapore reserves the right and shall be entitled to cancel or terminate this Policy/Policies and pay reasonable compensation to me/us in consideration of such cancellation or termination as may be required under Singapore laws.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

- I/We hereby declare and agree that I am/we are a "U.S. person" for U.S. federal income tax purposes.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

Note: Please submit W-9 form to us.



**Declaration and Authorisation**

1. I/We have read and understood Section A. I/We confirm the withdrawal request as stated in this form for my policy.
2. I/We confirm that, this policy has not been assigned, except as indicated below by the signature of the assignee, if any, nor have any proceedings in bankruptcy been instituted by or against me/us.
3. I understand and agree that the full/partial surrender value of the cancelled units will be determined in accordance with the Provisions as stated in the Policy Contract.
4. I/We understand and agree that for ILP purchased using CPF funds, the amount withdrawn/surrendered will be paid into the policy owner's CPF-IS or CPF Special Account.
5. I/We understand and agree that the Contracts (Rights of Third Parties) Act (Cap. 53B) and any subsequent changes or replacement of its provisions shall not apply to my policy.
6. I/We hereby authorise, agree and consent to AIA Singapore, its associated persons/organisations, its and their third party service providers and its and their representatives, whether within or outside Singapore (collectively "**AIA Persons**") to collect, use, disclose, store, retain and/or process (collectively, "**Use**") all personal data and information ("**Personal Data**") that had/had been provided to AIA Persons and/or that AIA Persons possess about me/us (whether from me/us or a third party), in the manner and for the purposes described in the AIA Personal Data Policy ("**PD Policy**"), including but not limited to, processing of this Application/form and/or to provide subsequent advice or services to me/us in relation to this Application/Policy/form/AIA Vitality Programme and/or any other existing or future policy/policies/programmes that I/we may hold/participate with AIA Singapore. Without prejudice to the foregoing, I/we agree to comply with the terms of the PD Policy, including where such PD Policy is amended from time to time by AIA Singapore in accordance with its terms. Where Personal Data of another person is disclosed by me/us, I/we represent and warrant that I/we have obtained the consent of the individual concerned, except to the extent such consent is not required under relevant laws: (i) to collect such Personal Data; (ii) to disclose such Personal Data to the AIA Persons; and (iii) for the AIA Persons to Use such Personal Data in the manner and for the purposes described in the PD Policy. I/We hereby specifically waive (on our own behalf and on behalf of each such other person, and I/we represent and warrant that such other person has granted me/us authority to so waive) any right to bring a claim of any nature against any of the AIA Persons in respect of any above-mentioned Use and/or any Use of Personal Data in the nature of or for any of the purposes described above or in the PD Policy. I/We hereby agree to indemnify AIA Persons for all losses and damages that AIA Persons may suffer in the event that I/we are in breach of any representation and warranty provided by me/us herein. This authorisation shall bind my/our successors and assignees, and remains valid, notwithstanding death, irrespective of whether or not my/our Application/form is accepted by AIA Singapore. A photocopy of this authorisation shall be valid and effective as the original.

Please note that if you plan to reinvest part or all of the withdrawn amount into the same or another fund, you should consider using the "Fund Switch" option in your current policy. This enables you to invest into the new fund at minimal or no charge. Otherwise your new investment will be subjected to the full sales charge of around 5% and, for investment of less than S\$10,000, other charges may also apply.

Signature of Policy Owner/Trustee/Assignee

Date

Signature of Trustee (if any)

Date

**FSC Declaration (To be completed by FSC Only)**

I/We declare that I/we have conducted the necessary due diligence on the Person(s) in accordance with all prevailing guidelines stipulated by AIA Singapore and as may be notified to its Financial Services Consultants from time to time ("Guidelines"), including but not limited to identifying and verifying the identity of such Persons

FSC/IR's Name	FSC/IR's Code	FSC/IR Unit Name	Mobile No.

*To avoid any delays, please also ensure that your signature is executed in the same manner as our records. You may want to refer to the application form in your contract for a specimen of the original signature.*

*Indicated your Policy No(s)?*  
 *Signed and dated all forms/letters?*  
 *Obtained the name, I/C no, & signature of a witness who is not related to you?*

*Have you*

Please fold along dotted line



**BUSINESS REPLY SERVICE**

PERMIT NO. 06134



**AIA Singapore Private Limited**

POLICY SERVICES

3 Tampines Grande #09-01

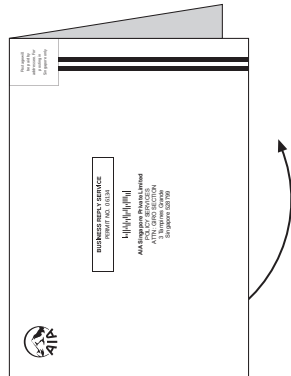
AIA Tampines

Singapore 528799

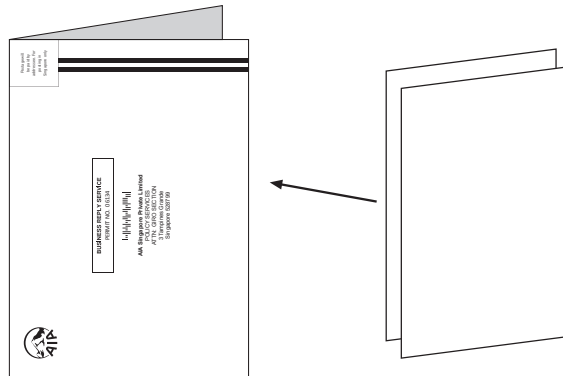
Postage will be paid by addressee. For posting in Singapore only.

## How to use this postage-paid return envelope:

- 1) Fold this in half with the mailing details exposed



- 2) Attach your supporting documents within



- 3) Seal all 3 sides with glue encasing your supporting documents and mail

