

# THE AVIVA COMMERCIAL PROPERTY INVESTMENT (CPI)

PROVIDED BY CURTIS BANKS AS PART OF AN AVIVA PENSION PORTFOLIO

## Application Form

November 2023



This is a legally binding document between you, Aviva Pension Trustees UK Limited and Curtis Banks. It is part of a set of literature concerning the Aviva Commercial Property Investment, all of which should be read together:

- Key Features
- **Application Form**
- Schedule of Fees
- Administrative Terms and Conditions
- Privacy Information Notice
- Property Form
- Property Guide
- Property Disposal Guide
- Panel of Property Professionals

If you have any queries, please contact your financial adviser. Please complete this form using black ink and block capitals.

Important: Please provide all information requested. If you do not, set up of your commercial property investment Sub-Fund may be delayed.

# 1 Client's personal details

## 1.1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you. We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the Private Funds Team on 0370 242 2271 or [privatefundsteam@suffolklife.co.uk](mailto:privatefundsteam@suffolklife.co.uk).

## 1.2 Client's details

Title	<small>Mr/Mrs/Miss/Ms/Other</small>	<input type="text"/>	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
<b>Forename</b>	<input type="text"/>			
<b>Middle name(s)</b>	<input type="text"/>			
<b>Surname</b>	<input type="text"/>			
<b>Date of birth</b>	<small>Day/Month/Year</small>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>Nationality</b>	<input type="text"/>
<b>Country of residence</b>	<input type="text"/>			
<b>Permanent residential address</b>	<small>We can only accept applications from residents of the UK. We cannot accept applications from citizens of the USA, even if they are residents of the UK.</small>			
			<b>Postcode</b>	<input type="text"/>
<b>If you have lived at the above address for less than 3 years, please also give details of your previous address</b>				
			<b>Postcode</b>	<input type="text"/>
<b>Telephone numbers</b>	<b>Home</b>	<input type="text"/> <input type="text"/>	<b>Work</b>	<input type="text"/> <input type="text"/>
<b>Email address</b>	<input type="text"/>			
<b>National Insurance number</b>	Please enter, in the boxes below, your National Insurance number, which is essential for this application to proceed.			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2 Adviser section

This section should be completed by a regulated UK adviser/intermediary before the client completes the rest of the form.

Name of authorised individual	<input type="text"/>		
Full name of regulated organisation	<input type="text"/>		
	<small>All required non-regulatory correspondence will be sent to this address. Copies can also be sent to the client at their request.</small>		
Contact address	<input type="text"/>		
		Postcode	
	Telephone		Fax
Contact numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>		
Name of regulator	<input type="text"/>		
Financial Services Register reference number for organisation	<input type="text"/>	Financial Services Register reference number for individual	<input type="text"/>
	<small>If the regulated organisation is an appointed representative or part of a network, please give details below.</small>		
Name of principal or network	<input type="text"/>		
Financial Services Register reference number for principal or network	<input type="text"/>		

## 3 Investment authority

If this does not apply go on to section 4.

If a third party other than your adviser detailed in section 2 will be giving investment instructions, we require your authority to accept them.

Please indicate below the person from whom we are to take investment instructions.

I authorise Curtis Banks to act on instructions given by the person(s) indicated below and confirm that this arrangement will remain in place until I advise Curtis Banks, in writing, to the contrary.

Name	<input type="text"/>	Relationship to client	<input type="text"/>
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## 4 Client's declaration

Before signing the declaration, you should carefully read the following for your own benefit and protection:

- this declaration;
- Key Features;
- Schedule of Fees; and
- Administrative Terms and Conditions

These documents together form the agreement upon which we intend to rely. You should also read our Privacy Information Notice. This can be found on our website [www.curtisbanks.co.uk/aviva-property-docs/](http://www.curtisbanks.co.uk/aviva-property-docs/) or please ask your adviser or us for a copy.

If you do not understand any point then please ask your adviser or us for further information. A copy of the scheme rules is available on request. A copy of this completed Application Form is available on request from Curtis Banks.

### Important please read:

#### Data protection

##### Use of your information:

Curtis Banks takes your privacy very seriously. We use the personal information collected through this form and any other information that you provide to us and personal information we collect from third parties ('your information') for the reasons and purposes as set out in our Privacy Information Notice.

We may need to transfer your information to countries outside the European Economic Area in order to provide our services to you.

#### Disclosures

We may disclose your information to other companies within the Curtis Banks group of companies, banks, investment managers and fund providers that are appointed to act for your SIPP, regulatory bodies, law enforcement agencies, the current and future owners of our business and suppliers we engage to process data on our behalf.

To protect you and us from financial crime, we may need to confirm your identity from time to time. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. If this search fails, we may ask you for documents to confirm your identity.

#### Access

You have the right to ask for a copy of your information. To obtain a copy of your information, please write to Curtis Banks, 153 Princes Street, Ipswich, IP1 1QJ. To find out more regarding what information we may collect, hold, and process about you, please refer to our Privacy Information Notice (for Clients). Please note that Aviva may hold additional information, independently of Curtis Banks.

## 4 Client's declaration (continued)

### Consent

We would like your consent to provide you with relevant information about products and services within the Curtis Banks Group, and to share informative, relevant and educational updates such as changes to pension legislation and regulation.

Please tick the box if you agree to receive this information.

### Declaration

- In signing this form, I hereby instruct the trustees of the Aviva Personal Pension Scheme, of which I am a member, to invest into a Sub-Fund with Curtis Banks for the purpose of commercial property investment.
- I understand that in certain circumstances I will be acting as an agent for the Trustees of the Aviva Personal Pension Scheme in accordance with the Administrative Terms and Conditions.
- I confirm that neither the trustees of the Aviva Personal Pension Scheme nor Curtis Banks have advised me in relation to taking out an Aviva CPI.
- I also understand that neither party will give advice or check the suitability of any investment instruction.
- I confirm that I have received a copy of:
  - Property Guide
  - Administrative Terms and Conditions
  - Aviva CPI Key Features
  - Curtis Banks Schedule of Fees
  - Property Insurance Notes
  - Privacy Information Noticeand acknowledge that I have had the opportunity to discuss the contents of these with my adviser.
- I agree that I will be responsible for any liabilities, losses, damages and costs which they may incur in respect of investments made in connection with this application and promise to reimburse the trustees of the Aviva Personal Pension Scheme for any such costs.
- I authorise Curtis Banks to correspond directly with the adviser or other party named above (except where they are obliged otherwise by regulators) and to provide details of my Sub-Fund to this adviser.

### Adviser charges

- I authorise Curtis Banks to pay my adviser (detailed in section 2) the following adviser charges. I understand that an adviser charge will be paid from my CPI bank account on receipt of an invoice.
- I confirm that any adviser charges are genuinely commercial arrangements between myself and my adviser and only relate to pensions advice and services provided.

	Fixed Amount (Excl.VAT)		Percentage (Excl.VAT)		Subject to VAT?
Initial adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the initial investment in the Sub-Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ongoing adviser charge	£ <input type="text"/>	and/or	<input type="text"/> %	of the Sub-Fund value each year in arrears	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please make ongoing payments at a frequency of:  Yearly  Half Yearly  Quarterly

Signature of client

Date

  

Please send this completed form to:  
Aviva, PO Box 26957, Glasgow, G2 9DS

For completion by Aviva

Pension Portfolio  
reference:

References to Curtis Banks are to Suffolk Life Annuities Limited, an authorised insurance company, authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, or to other members of the Curtis Banks Group as appropriate. References to the Trustees of the Aviva Personal Pension Scheme are to Aviva Pension Trustees UK Limited registered in England No.2407799. Aviva, Wellington Row, York, YO90 1WR

Curtis Banks,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 242 2271 (administration and general enquiries)  
T 0370 242 2272 (property)  
curtisbanks.co.uk

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468) with its registered address at 153 Princes Street, Ipswich, Suffolk IP1 1QJ. LFA0057/Aviva (SLAV002.202311) November 2023

