

THE AVIVA COMMERCIAL PROPERTY INVESTMENT (CPI)

PROVIDED BY CURTIS BANKS AS PART OF AN AVIVA PENSION PORTFOLIO

Application Form

July 2025



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.

1.1 Accessing our services

☐ I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

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.

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

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		Relationship to client	
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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 Group Privacy Notice. This can be found on our website 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.

4 Client's declaration (continued)

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 Group Privacy 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.

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
 - Group Privacy 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.

4 Client's declaration (continued)

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	£	and/or	%	of the initial investment in the Sub-Fund	☐ Yes ☐ No
Ongoing adviser charge	£	and/or	%	of the Sub-Fund value each year in arrears	☐ Yes ☐ 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 and Wales No.2407799. Aviva, Wellington Row, York, YO90 1WR.

Notes

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

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.

"Curtis Banks" is the trading name of Curtis Banks Group Limited (CBGL) (registered in England, number 07934492), Curtis Banks Limited (CBL) (registered in England, number 06758825), Suffolk Life Pensions Limited (SLPL) (registered in England, number 01180742), Suffolk Life Trustees Limited (SLT) (registered in England, number 06341296), Suffolk Life Annuities Limited (SLAL) (registered in England, number 01011674), SLA Property Company Limited (SLAPC) (registered in England, number 01203396), Tower Pension Trustees (S-B) Limited (TPTSB) (registered in Scotland, number SC340871), Bridgewater Pension Trustees Limited (BPTM) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411), Colston Trustees Limited (CTL) (registered in England, number 06867955), Montpelier Pension Trustees Limited (MPTL) (registered in England, number 05802677), Temple Quay Pension Limited (TQPL) (registered in England, number 05679427), Tower Pension Trustees Limited (TPTL) (registered in England, number 02178783), Crescent Trustees Limited (CrTL) (registered in England, number 03915165). "Curtis Banks Pensions" is the trading name of SLPL, CBGL, CBL, TPTSB, BPTM, SPST, CTL, MPTL, TQPL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. SLPL, SLT, SLAL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP1 1QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority. SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA. CBGL, CBL, BPTL, CTL, SPSTL, MPTL, TQPL, TPTL, CrTL and TPTSB are members of a VAT group with VAT registration number 207996471. SLPL, SLAL, SLT and SLAPC are members of a VAT group with VAT registration number 241841520.

All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at nucleusfinancial.com. (12/24)

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