



**REQUEST FOR INVESTMENT LINKED TRANSACTIONS**  
AMERICAN INTERNATIONAL ASSURANCE COMPANY, LIMITED

**TO: POLICY SERVICES DEPARTMENT / CUSTOMER SERVICE** *(Please tick as appropriate)*

Policy No(s):	<input type="text"/>	<input type="text"/>	
Name of Insured:	<input type="text"/>	NRIC/Passport No:	<input type="text"/> Unit Name: <input type="text"/>
Name of Policyowner:	<input type="text"/>	NRIC/Passport No:	<input type="text"/> Location: <input type="text"/>
FSC Name:	<input type="text"/>	FSC Code:	<input type="text"/> FSC Tel No: <input type="text"/>

**PART 1: REQUEST FOR AD-HOC FUND SWITCH**

**Instructions**

- Please specify percentages in whole numbers. For example: If current holding of Fund A is 20% of total holdings and you wish to switch all (i.e. 100%) of Fund A to the new fund, please indicate 100%.
- Please specify the types (regular/single units or top-up units) of units to switch, otherwise, all available types of units in the policy will be switched proportionately (based on fund value).
- Fund switching in and out from the same fund is not allowed in the same instruction.  
For example: A request to switch out 100% from Fund A to 50% Fund A and 50% Fund B will be rejected.
- Please note that Fund Switch(es) does not change the Policy's Regular Premium Allocation.

I would like to apply for ad-hoc fund switch as per the instructions below:

From Current Holdings (Name of Fund / Portfolio) <sup>2</sup>		Percentage To Switch <sup>1</sup>	To New Holdings (Name of Fund / Portfolio)	Percentage of New Holdings (if more than 1 fund)
Regular / Single Premium Units	Top-Up Premium Units			
				%
				%
				%
				%
				%
				%

**Important Notes For All Investment-Linked Plans Other Than AIA Asset Evolution:**

- <sup>^</sup> Funds will be switched on a bid-to-bid basis.
- <sup>^</sup> The minimum amount to switch is S\$50 and upon Fund Switch, any Automatic Re-Balancing selected will be terminated immediately.
- <sup>^</sup> Fund switch submitted before or by 2:00PM (Singapore time) will be transacted on the same day; based on the next available price (which will be known 2 working days from date of transaction).
- <sup>^</sup> Fund switch submitted after 2:00PM (Singapore time) will be deemed as the next working day's transaction.
- <sup>^</sup> You should read the Product Summary before deciding to make a switch into any AIA ILP sub-funds. Past performance is not necessarily a guide to future or likely performance of AIA ILP sub-funds.
- <sup>^</sup> Fund switch(es) may alter the investment risk of your total holdings. This may or may not be appropriate to your risk profile. If you are in doubt, you should consult your AIA Financial Services Consultant/ Financial Advisory Representative.
- <sup>^</sup> You should generally not hold or continue to hold CPF investments in AIA S\$ Money Market Funds for a prolonged period of time beyond six (6) months. If you are in doubt, you should consult your AIA Financial Services Consultant/ Financial Advisory Representative. (Only for CPF OA/ SA Plans)

**Important Notes For AIA Asset Evolution:**

- <sup>^</sup> You may, from time to time, instruct us to switch all or any of the Units of one Fund (the "Original Fund") to Units of another Fund offered under the Policy (the "Other Fund") via a Fund switch.
- <sup>^</sup> The minimum total amount for each switch transaction is S\$100.
- <sup>^</sup> Fund switch(es) may alter the investment risk of your total holdings. This may or may not be appropriate to your risk profile. If you are in doubt, you should consult your AIA Financial Services Consultant.
- <sup>^</sup> The cut-off time for e-fund switch is 11.00AM (Singapore time) and 2.00PM (Singapore time) for physical submission of fund switch on each Valuation Day. We will endeavour to process your Fund switch application on the same Valuation Day in respect of submission of an e-fund switch application and within the next Valuation Day in respect of submission of a paper switch application.
- <sup>^</sup> A Fund switch may entail the redemption of Units in the Original Fund prior to subscription of Units in the Other Fund. Transactions for subscriptions of Units in the Other Fund may be executed only after transactions for the redemption of Units in the Original Fund have been executed and may be subject to receipt of cleared funds. The redemption of Units in the Original Fund and the corresponding subscription of Units in the Other Fund may therefore be dealt on later Valuation Days than the dates of submission of deals as provided above.
- <sup>^</sup> All Fund switch applications are subject to our approval and we are entitled at our discretion, to elect not to proceed with a Fund switch application until all preceding Fund switch applications have been processed. Any Fund switch application submitted may not be withdrawn without our prior consent.

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- ^ We will not be liable for any changes in the prices of the Units of the Original Fund or the Other Fund from the time of receipt of your instructions and the switch of Units, or for the failure or refusal of the Funds or their Managers to process the subscription and/or redemption of Units (as the case may be).
- ^ We reserve the right to revise at any time at our discretion, any minimum Fund switch amount imposed and to terminate or suspend this Fund switch facility. We also reserve the right to place limits on the number of Fund switches carried out under the Policy, impose and/ or amend Fund switch fees or impose any other terms and conditions relating to this facility. We shall not be responsible for any loss or damages arising from or attributable to the exercise of our rights reserved above.
- ^ Subscription or redemption charges (i.e. transactional costs) may also be imposed by a Fund or its manager in the dealing of Units in the Funds. Such transactional costs are provided for under the Fund's prospectus and/or constitutive documents and may be varied from time to time. The transactional costs in the dealing of Units will be borne by you under the Policy
- ^ Before making any fund switch(es), please ensure that you have read the prospectus(es) of the relevant fund(s). Printed copies of the prospectuses of the funds you intend to switch into are available through your AIA Financial Services Consultant. They are also available via the AIA Website.

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**PART 2: REQUEST FOR PREMIUM HOLIDAY AND/OR REDUCTION OF PREMIUM**

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I would like to take Premium Holiday for my policy(ies).

I would like to reduce the premium for my policy(ies).

Current Premium:	New Premium:
Premium Mode:	Premium Mode:

I would like to cancel my existing Premium Holiday arrangement.

**Important Notes:**

- 1 You will need to continue to pay the premiums for extra benefits under any Supplementary Agreement during Premium Holiday. Non-payment of premiums for extra benefits shall result in termination of these Supplementary Agreements.
- 2 For AIA Achiever, AIA Achiever Protector & AIA Achiever Accumulator, a Premium Holiday charge may be levied monthly on the Policy as per the Policy Contract.
- 3 For AIA Max Protector and AIA Max Growth, request for Premium Holiday and/ or reduction in premium are not allowed in the first policy year.
- 4 If you take any Premium Holiday(s) and/or reduce your premiums for AIA Achiever, AIA Achiever Protector and/or AIA Achiever Accumulator, the applicable charges for current or future full surrender or partial withdrawal may be affected.
- 5 Please note that increase in premium is not allowed. Hence premium once reduced may not be increased again.

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**PART 3: REQUEST FOR CHANGE OF PREMIUM ALLOCATION**

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I would like to change the premium allocation for my policy as per instructions below:

Type of Allocation:     Future Regular Premiums only     Ad-Hoc Top-Up only     Regular Top-Up only

New Fund(s) Selection:

NAME OF FUND / PORTFOLIO	PERCENTAGE (must add up to 100%)
	%
	%
	%
	%
	%
	%
	%
	%
	%

**Important Notes:**

- 1 Please specify percentages in whole numbers.
- 2 Change in regular premium and regular top-up allocations will only be effected on the next premium due date.

**PART 4: REQUEST FOR AD-HOC TOP-UP**

I would like to apply for an ad-hoc top-up of S\$ \_\_\_\_\_ to purchase units to be credited to my policy.

Source of Fund:  Cash/Cheque<sup>4</sup>  SRS<sup>5</sup>  CPF Ordinary/Special Account<sup>6</sup>

**Fund(s) Allocation: To complete Part 3 above**

**Important Notes:**

- 1 Kindly submit Full Health Certificate & Financial Health Review (FHR) with this application.
- 2 Not available if any regular premiums are overdue or if policy is on Premium Holiday.
- 3 The minimum ad-hoc top-up is S\$5,000 for Private Solutions by AIG. The minimum ad-hoc top-up for other plans is S\$1,000.
- 4 Cash/Cheque top-up is applicable for AIA IGP, AIA IGP Plus, AIA Wealth Builder, AIA Asset Growth, Private Solutions by AIG and AIA Asset Evolution plans.
- 5 SRS is applicable for AIA IGP, AIA Flexi-Retirement, AIA Wealth Builder, AIA Asset Growth, Private Solutions by AIG and AIA Asset Evolution plans.
- 6 CPF OA/SA is applicable for AIA Asset Builder only.
- 7 For AIA Asset Evolution, please note that a minimum initial subscription of S\$1,000 is required per fund and the minimum subsequent top-up amount (if any) of S\$50 is required per fund.

**PART 5: REQUEST FOR REGULAR TOP-UP FOR SINGLE PREMIUM ILP**

I would like to apply for regular top-up of S\$ \_\_\_\_\_ to purchase units to be credited to my policy.

Source of Fund:  Cash/Cheque<sup>7</sup>  SRS<sup>8</sup>  CPF Ordinary/Special Account<sup>9</sup>

**Fund(s) Allocation: To complete Part 3 above**

Top-up Frequency:  Monthly  Quarterly  Semi-Annually  Annually

No. of Top-Up:

I would like to cancel my existing Regular Top-Up arrangement.

**Important Notes:**

- 1 Kindly submit Full Health Certificate & Financial Health Review (FHR) with this application.
- 2 The minimum monthly top-up is S\$300 and minimum annual top-up is S\$1,000 for all plans unless otherwise stated below.
- 3 For Private Solutions by AIG, monthly, quarterly, semi-annual and annual modes are available. The minimum top-up is S\$500, S\$1,500, S\$2,500 and S\$5,000 respectively.
- 4 For AIA Asset Builder, AIA Asset Growth and AIA Asset Evolution plans, monthly, quarterly, semi-annual and annual modes are available. The minimum top-up is S\$300 for both monthly and quarterly modes, S\$500 for semi-annual mode, and S\$1,000 for annual mode.
- 5 For AIA Asset Evolution, please note that a minimum initial subscription of S\$1,000 is required per fund and the minimum subsequent top-up amount (if any) of S\$50 is required per fund.
- 6 GIRO facility is only available for monthly regular top-up. The regular top-up will be terminated after 3 unsuccessful GIRO deductions.
- 7 Cash/Cheque top-up is applicable for AIA IGP, AIA IGP Plus, AIA Wealth Builder, AIA Asset Growth, Private Solutions by AIG and AIA Asset Evolution plans.
- 8 SRS is applicable for AIA IGP, AIA Flexi-Retirement, AIA Wealth Builder, AIA Asset Growth, Private Solutions by AIG and AIA Asset Evolution plans.
- 9 CPF OA/SA is applicable for AIA Asset Builder only.

**PART 6: REQUEST FOR AUTOMATIC FUND SWITCH**

I would like to apply for automatic fund switch as per the instructions below:

Frequency of Switch:  Monthly  Quarterly

Amount to switch from AIA S\$ Money Market Fund: \_\_\_\_\_

*New Fund(s) Selection:*

NAME OF FUND TO SWITCH IN	PERCENTAGE TO SWITCH IN	NO OF TIMES TO SWITCH	TERMINATION DATE
	%		
	%		
	%		

I would like to cancel my existing Automatic Fund Switch arrangement.

**Important Notes:**

- 1 Automatic Fund Switch is not available for AIA Asset Evolution plan.



**PART 7: REQUEST FOR AUTOMATIC RE-BALANCING**

Please perform Automatic Re-balancing of my holdings in different funds according to the following fund allocation on a Quarterly New Fund(s) Selection:

NAME OF FUND / PORTFOLIO	PERCENTAGE (must add up to 100%)
	%
	%
	%
	%
	%
	%
	%
	%
	%

I would like to cancel my existing Automatic Re-balancing arrangement.

**Important Notes:**

- 1 Please specify percentages in whole numbers.
- 2 Automatic Re-Balancing is not available for AIA Asset Evolution plan.

**DECLARATION AND AUTHORISATION**

I understand and agree that:

- 1 My application is subject to the terms and conditions as stated in the Policy Contract and is effective only when it has been officially accepted and notified to me by the Company.
- 2 I may obtain a copy of the Product Summary of the AIA ILP sub-funds from my AIA Financial Services Consultant/ Financial Advisory Representative.
- 3 I may obtain a copy of the prospectus(es) of the relevant fund(s) for AIA Asset Evolution from my AIA Financial Services Consultant or AIA corporate website.
- 4 Auto Fund Switch facility will be terminated if the remaining value in my AIA S\$ Money Market Fund falls below the requested switch out amount or the remaining value falls below S\$50. (Not applicable to AIA Asset Evolution)
- 5 For AIA IGP and AIA Premier Life policies issued before 18th March 2000 only: By switching to or allocating any monies to either AIA Global Equity Fund, AIA Global Bond Fund or AIA US Equity Fund, I confirm that I have seen the endorsement dated 18th March 2000 and agree to be bound by its terms and conditions set out therein. I have a copy of this endorsement, a copy of which can also be obtained from the Company.
- 6 I hereby confirm that I have read and understood the Product Summary of the AIA ILP sub-funds and the prospectus(es) of the fund(s) under AIA Asset Evolution (as the case may be) that I intend to switch into.
- 7 The application of the Contracts (Rights of Third Parties) Act (Cap. 53B) and any subsequent revision or replacement thereof is expressly excluded insofar as this contract of insurance is concerned.
- 8 I/We hereby authorise, agree and consent to the Company to use and/or disclose any information collected and/or held (whether contained in this application or otherwise obtained) to enable the Company, its associated individuals/organisations and/or independent third parties, within or outside Singapore, with regard to any matters pertaining to the Application/Policy and/or any other policies that I/we currently may have with the Company, including but not limited to, processing of this Application, and/or providing subsequent services to me/us and/or providing advice and/or information concerning products and/or services which the Company believes may be of interest to me/us and/or communicating with me/us for any purpose. I/We hereby specifically waive any right to bring a claim of any nature against the Company, its associated individuals/organisations and/or independent third parties, within or outside Singapore, in respect of any above-mentioned disclosure and/or any disclosure in the nature described above. This authorisation shall bind my successors and assignees, and remains valid, notwithstanding death, irrespective of whether or not my/our Application is accepted by the Company. A photocopy of this authorisation shall be effective and valid as the original.

Executed in (place) \_\_\_\_\_ on Month (e.g. Jan, Feb)    / Day   / Year

\_\_\_\_\_  
SIGNATURE / NAME / NRIC OF WITNESS

\_\_\_\_\_  
SIGNATURE OF INSURED

\_\_\_\_\_  
SIGNATURE / NAME / NRIC OF WITNESS

\_\_\_\_\_  
SIGNATURE OF \*OWNER/TRUSTEE(S)/ASSIGNEE(S) IF ANY  
(\*Delete as appropriate)

\_\_\_\_\_  
SIGNATURE / NAME / NRIC OF WITNESS

\_\_\_\_\_  
SIGNATURE OF \*OWNER/TRUSTEE(S)/ASSIGNEE(S) IF ANY  
(\*Delete as appropriate)