



**WITHDRAWAL FROM AIA PRIVATE RETIREMENT SCHEME**

**Notes:**

- (i) THIS FORM MUST NOT BE CIRCULATED UNLESS ACCOMPANIED BY THE THIRD REPLACEMENT DISCLOSURE DOCUMENT DATED 31 AUGUST 2023 AND ITS SUPPLEMENTARY(IES) (IF ANY) IN RELATION TO THE AIA PRIVATE RETIREMENT SCHEME AND THE AIA PAM - GROWTH FUND, AIA PAM - MODERATE FUND, AIA PAM - CONSERVATIVE FUND, AIA PAM - ISLAMIC MODERATE FUND, AIA PAM - GLOBAL ISLAMIC GROWTH FUND AND AIA PAM - DYNAMIC ASIA EX-JAPAN FUND UNDER THE SCHEME (DOCUMENT) AND PRODUCT HIGHLIGHTS SHEET (PHS). YOU MUST READ THE DOCUMENT AND PHS CAREFULLY BEFORE COMPLETING THIS FORM. ASK YOUR AIA PRS CONSULTANT FOR A COPY OF
- (ii) Please complete this form in **BLOCK LETTERS** & tick the boxes where appropriate.
- (iii) This form can be used for the following purposes : cooling-off right, pre-retirement withdrawals, partial or full withdrawals upon reaching the retirement age, withdrawal due to permanent departure from Malaysia & withdrawal due to death of the unit holder.

**PERSONAL INFORMATION**

Name:	PPA No.:	Master Acc. No.:
NRIC No.:	Passport No.:	Country of Issue:
H/P No.:	Office / Home No.:	Income Tax No.:
Email Address:		
Agent Name:	Agent Code:	Agent Contact No.:

**WITHDRAWAL INSTRUCTION (Please tick any of the boxes below)**

I would like to withdraw my contribution on the following basis:

- Exercise my rights for **Cooling-Off** & request for a refund of my investment
- Pre-Retirement** withdrawal from Account B, subject to 8% penalty deduction payable to the Inland Revenue Board  
*(Note: Compulsory to provide Income Tax No.)*
- Retirement** withdrawal - upon reaching the retirement age of 55.
- Permanent Departure** from Malaysia
- Death** of the unit holder (to be submitted by the beneficiary - Refer to the details on the reverse page)
- Convert all my contributions in the Fund/s into Fixed Amount of RM ..... per annum / RM..... per month **(Refer \*\* NOTE)**

Please state purpose of withdrawal if the withdrawal amount equal or exceeding RM200,000 or 200,000 units (units to be aggregated if withdrawal involving multiple funds) , whichever is lower

- |   |   |
|---|---|
| <input type="checkbox"/> Purchase of other assets / Investments         | <input type="checkbox"/> Retirement     |
| <input type="checkbox"/> Repayment of Loans                             | <input type="checkbox"/> Others : _____ |
| <input type="checkbox"/> Living Expenses / Education / Travel / Medical | _____                                   |

FUND NAME	Refer <b>** NOTE</b> (if applicable)	INSTRUCTION		Please select either in RM or in Units	
				(Applicable to PARTIAL Withdrawal only)	
				RM	Units
AIA PAM - Growth Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
AIA PAM - Moderate Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
AIA PAM - Conservative Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
AIA PAM - Islamic Moderate Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
AIA PAM - Global Islamic Growth Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
AIA PAM - Dynamic Asia Ex-Japan Fund		<input type="checkbox"/> Full /	<input type="checkbox"/> Partial		
<b>TOTAL</b>					

**\*\* NOTE :** For unit holder with multiple funds, please indicate the preferred sequence of withdrawal from the respective funds i.e. 1st, 2nd, 3rd etc. -  
Applicable to fixed annual/ monthly withdrawal only

I would like the payment to be credited to my bank account as follows:

BANK <input style="width: 90%;" type="text"/>	ACCOUNT NO. <input style="width: 90%;" type="text"/>
---	--

*Bank statement required for Joint Bank Account*

**DECLARATION**

I hereby confirm that I have read and understood the contents of this form and that all information provided by me and any subsequent alterations thereof are true and accurate. I undertake to notify AIA Pension and Asset Management Sdn. Bhd. if there are any changes to the information provided. I hereby acknowledge that I am aware of the fees and charges that I will incur directly or indirectly when contributing to any of the funds.

Signature of Applicant  
Name :  
NRIC / Passport :  
Date :

*Applicable to withdrawal case involving death of unit holder only*

Signature of beneficiary  
Name of beneficiary :  
NRIC / Passport :  
Contact No :  
Date :

**For Office Use**

Branch Name :	Attended by (name of staff) :
Branch Code :	Date :

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BELOW BEFORE COMPLETING THE APPLICATION FORM**

- 1 The Applicant shall be bound by these Terms and Conditions and the terms of the Deed and its Supplementary(ies) (if any), Third Replacement Disclosure Document and its Supplementary(ies) (if any) and any/all relevant documents of the relevant Funds and Scheme. AIA Pension and Asset Management Sdn. Bhd. reserves the right at any time and without prior reference to add, vary or amend any or all of the terms and conditions herein at its sole and absolute discretion and without notifying or compensating the Applicant.
- 2 The Applicant must have attained the age of 18 years old as of the time of opening an account with the Private Pension Administrator (PPA).
- 3 Application must be accompanied by a copy of the Applicant's identity document (NRIC, Passport or other supporting documents) in an A4 size paper.
- 4 Cheques for contribution must be made payable to **APAM SDN BHD**. Please write your full name, NRIC No./Passport No and Telephone number at the back of the cheque.
- 5 CASH shall not be accepted as payment for contribution.
- 6 All contributions are to be maintained in two separate sub accounts as follows:
  - (a) Sub-account A, which holds 70% of all contributions made to any fund under the Scheme (reflected in units) and must not be made available for pre-retirement withdrawal.
  - (b) Sub-account B, which holds 30% of all contributions made to any fund under the Scheme (reflected in units), which would be available for pre-retirement withdrawal subject to payment of tax penalty set by the Inland Revenue Board.
- 7 Minimum contribution into any fund -
  - (1) Initial contribution RM100;
  - (2) Additional contribution (top-up) RM100.
- 8 Allocation of the contribution into the selected fund(s) will only be processed upon receipt of proof that payment has been made.
- 9 Any pre-retirement withdrawal can be made only one year after the initial contribution. Pre-retirement withdrawal can only be made from Account B and a tax penalty of 8% from the withdrawal amount must be deducted from the proceeds to be paid to the Internal Revenue Board.
- 10 The withdrawal proceeds will only be paid to the account holder except for withdrawal due to death where the payment will be made to the beneficiary (after approval from PPA). No third-party payment is allowed. Withdrawal from the account holder who have been declared as undischarged bankrupt will be subjected to the oversight and conditions from the Director General of Insolvency ("DGI").
- 11 For retirement withdrawals, unit holders must be at least 55 years old.
- 12 For permanent departure from Malaysia, unit holder must provide proof of permanent departure from Malaysia.
- 13 For withdrawal due to death of account holder, beneficiary must fill details in the beneficiary column & submit the following :
  - Proof of death, e.g. Death Certificate (DC)
  - Proper legal documents such as Letter of Administration (LA)/Grant of Probate
  - A copy of deceased Unit Holder NRIC / Passport
  - A copy of beneficiary NRIC
  - A copy of beneficiary bank account statement
- 14 For permanent total disablement, serious disease or mental disability withdrawal, unit holder is required to download the relevant forms from PPA's website at
- 15 For healthcare purpose withdrawal, unit holder is required to download the relevant forms from PPA's website at <https://www.ppa.my/forms/>
- 16 For housing purpose withdrawal, unit holder is required to download the relevant forms from PPA's website at <https://www.ppa.my/forms/>
- 17 Unit holder is allowed to switch funds twice in one calendar year without imposition of any charge. A processing fee will be charged for third switching onward on each calendar year.
- 18 Unit holder is allowed to transfer the fund(s) within the private retirement scheme i.e. to the funds manage by other PRS Provider once every calendar year. The first request for transfer may only be allowed after one year has elapsed from the date of the first contribution. A processing fee of RM25 will be charged by AIA Pension and Asset Management Sdn. Bhd.. on each transfer.
- 19 AIA Pension and Asset Management Sdn. Bhd. reserves the rights to reject any application without assigning any reason whatsoever.
- 20 All instructions in writing given by the Applicant by completing the AIA Pension and Asset Management Sdn. Bhd. application form are contractually binding. AIA Pension and Asset Management Sdn. Bhd. shall have no obligation to verify the authenticity of any such instructions or the identity of any person giving such instructions.
- 21 The Applicant shall be responsible for the payment of any fees, charges, expenses and costs incurred by AIA Pension and Asset Management Sdn. Bhd. for executing the instructions for the contribution.
- 22 Please ensure that the PRS consultant servicing you has a VALID authorization and is registered with Federation of Investment Managers Malaysia (FIMM).
- 23 The statement of accounts shall be sent at the risk of the Applicant to the Applicant's address or any other method prescribed and agreed to by the Applicant.
- 24 The Applicant shall be deemed to have waived any right to raise any objection or to pursue any remedies against AIA Pension and Asset Management Sdn. Bhd. or the Trustee if he should fail to notify AIA Pension and Asset Management Sdn. Bhd. in writing of any error in the information provided by him within 10 business days.
- 25 The Applicant understands and agrees that any personal information collected or held by AIA Pension and Asset Management Sdn. Bhd. (whether contained in this application or otherwise obtained) may be held, used and disclosed by AIA Pension and Asset Management Sdn. Bhd. to individuals/organization related to and associated with the company or any selected third party (within or outside of Malaysia) for the purpose of processing the application and providing subsequent service and other financial products and service and to communicate with the Applicant for such purpose.
- 26 The Applicant has the right to obtain access to and to request for a correction of any personal information held by AIA Pension and Asset Management Sdn. Bhd. concerning the Applicant. Such request can be made to any of AIA Pension and Asset Management Sdn. Bhd.'s Customer Service Centre.
- 27 Unit holder who makes FULL WITHDRAWAL and dormant for a period of two (2) years from the date of full withdrawal, your PRS account with APAM will be deactivated. unit holder is required to submit a fresh account opening form and other relevant forms for account opening if unit holder would like to make contributions after the PRS account with APAM has been deactivated.

**For office use only**

CHECKLIST FOR WITHDRAWAL

**1 CHECK AVAILABILITY PPA ACCOUNT**

- 1.1 CHECK PPA WEBSITE IN CASE APPLICANT HAS AN EXISTING PPA ACCOUNT NO
- 1.2 CHECK SERVICE PROVIDER'S PORTAL FOR DETAILS OF CONTRIBUTION

**2 AIA WITHDRAWAL FORM**

- 2.1 CHECK PPA WEBSITE IN CASE APPLICANT HAS AN EXISTING PPA ACCOUNT NO
- 2.2 CUSTOMER FILL UP THE PPA ACCOUNT NUMBER IF THERE IS ONE
- 2.3 COOLING OFF IS NOT ALLOWED IF THE APPLICANT IS A STAFF OF A PRS PROVIDER.
- 2.4 STAFF FILL UP THE BRANCH REF NUMBER IN THE FORM

**3 CUSTOMER'S DETAILS (KNOW YOUR CUSTOMER)**

- 3.1 CHECK CUSTOMER'S IDENTITY AND MAKE COPY OF HIS IDENTITY CARD
- 3.2 INFORM THE PRS CONSULTANT BY GIVING A COPY OF THE ACKNOWLEDGEMENT FORM, IF THE CUSTOMER WALKED IN DIRECTLY.

**4 ACKNOWLEDGEMENT**

- 4.1 ACKNOWLEDGE RECEIPT ON THE WITHDRAWAL FORM

**NOTE:**

- (a) A COOLING OFF RIGHT MUST BE GIVEN TO AN INDIVIDUAL WHO MADE A CONTRIBUTION IN A PRIVATE RETIREMENT SCHEME FOR THE FIRST TIME.
- (b) THE COOLING PERIOD IS 6 BUSINESS DAYS FROM DATE OF THE APPLICATION.
- (c) IF APPLICANT IS AN EMPLOYEE OF A PRS PROVIDER OR A PRS CONSULTANT, COOLING OFF IS NOT ALLOWED.
- (d) ONCE AN INDIVIDUAL IS A UNIT HOLDER OF A PRIVATE RETIREMENT SCHEME & HAS EXERCISED HIS COOLING OFF RIGHT, THE COOLING OFF RIGHT IS NOT AVAILABLE FOR CONTRIBUTIONS IN OTHER PRIVATE RETIREMENT SCHEMES.