

Unit Trust/OEIC Transfer to ISA Form

Investment Fund Services

Unit Trust/OEIC Transfer to ISA Form

Please complete this form in BLOCK CAPITALS and return to: IFSL, Marlborough House, 59 Chorley New Road, Bolton BL1 4QP, via email at dealing@ifslfunds.com or to your financial adviser.
This form is to be used to redeem an investment held in a Unit Trust/OEIC account and use the proceeds to invest into either a new or existing Stocks and Shares ISA account.

Section A - Personal Details Please complete this section in full as this is mandatory

Title _____ Surname _____ Forename(s) _____

Permanent residential address _____

Postcode _____

Nationality _____ Date of birth _____

National insurance number _____ If you do not have a NI number please tick this box

Telephone number _____

Email address _____

Account number (please tick one box only)
Create new account Use my existing account please specify number _____

Where you have provided an email address, information and documentation relevant to the operation and maintenance of your account will be sent via email. Please tick this box if you wish to receive this via the post.

Section B - Financial Adviser's Details To be completed by your financial adviser if applicable

Adviser's name/firm _____ Adviser's firm stamp _____

Adviser's email address _____

FCA/FRN number _____

Agency code (if known) _____

Please tick all which apply
 Cancellation rights apply Discretionary business Advised business
 Execution only Portfolio management services

8635.07.24 Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.
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A

Section A – Personal Details

This section is mandatory

Please provide all of your personal details. Providing your email address will allow us to send certain documentation via email. If you don't provide an email address you will be unable to update your account via email. You will only be able to provide instructions in writing or via the telephone. This includes new investments into your account and redemptions from your account.

Client Identification

In order to comply with Money Laundering Regulations we need to verify your identity. We do this by checking your details against an electronic identity verification platform. These checks won't have any impact on your credit rating. If we can't verify your identity we may write to you with further requirements.

Overseas Investors

Non-UK residents are typically unable to invest in a Stocks and Shares ISA unless they are a crown employee serving overseas or are married or in a civil partnership with a person who performs such duties.

B

Section B – Financial Adviser's Details

If you are investing via a financial adviser they will need to complete this section.

C

Section C – Income Instruction & Bank Details

This section is mandatory

Please tell us what you would like us to do with any income from your investment.

If no bank details are provided we are unable to pay out any income and this will instead be reinvested, using accumulation shares where available.

Any payment made must be to an account held in your name. We are unable to offer dividend payments by cheque.

D

Section D – Investment Details

This section is mandatory

The total value of the transfer from your UT/OEIC account into your ISA account cannot exceed the current ISA subscription allowance of £20,000.00. This includes any subscriptions already made into your ISA in the current tax year.

Part 1

Please provide details of the investment(s) you wish to redeem from your UT/OEIC account.

Part 2

Please provide details of the investment(s) you wish to subscribe to in your ISA account.

The SEDOL/ISIN of your chosen funds are available from your Financial Adviser. Alternatively they are available in the funds section of our website www.ifslfunds.com.

Minimum investment requirements are also available on the website within each fund prospectus.

E

SECTION E – Privacy Notice

Please inform us if you wish to be kept informed of our investment products and services.

Section C - Income Instruction & Bank Details Please tick only one option. This section is mandatory

When providing bank details please ensure these are accurate as we cannot accept any responsibility for payments made to incorrect account details which have been provided here.

REINVEST INCOME (accumulation shares will be used where available) **PAY INCOME TO MY BANK ACCOUNT** (see below)

Cheques cannot be sent for dividend payments, if bank details are not provided income will be reinvested.

Name of bank/building society _____
 Name of account holder _____
 Bank account number _____ Sort code _____
 Roll number/building society reference _____

Section D - Investment Details Please provide details of the funds you wish to sell from your Unit Trust/OEIC account and the funds you wish to purchase in your ISA account. Please complete both part 1 and part 2. This section is mandatory

- The value of your redemption request in part 1 must equal the value of your subscription request in part 2.
- If you wish to redeem/subscribe all of your holding, write ALL in the cash amount box.
- If the UT/OEIC account is set up in joint names a separate written instruction must be sent with this application, signed by all registered holders, confirming they are happy to redeem the investment detailed in Part 1 below.
- Your total ISA subscription for the current tax year, including any subscriptions already made, must not exceed £20,000.00.

Part 1 – Redemption Instructions

I wish to make the following redemption(s):

Insert UT/OEIC account number _____

Fund name	SEDOL/ISIN of Fund	Cash amount	Monthly amount
1.			
2.			
3.			
4.			
5.			
		TOTAL	

Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus. This can be found at www.ifslfunds.com

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Section D - Investment Details continued

Part 2 – Subscription Instructions

I wish to purchase the following in:

My existing ISA account Insert ISA account number below _____ or **A new ISA account**

Fund name	SEDOL/ISIN of Fund	Cash amount	Monthly amount
1.			
2.			
3.			
4.			
5.			
		TOTAL	

ISA investment limit amount for the tax year **£20,000.00**

Section E - Privacy Notice

We're committed to processing the personal data that you provide to us in line with the latest data protection and data privacy legislation in force within the United Kingdom. We'll use your information in order to provide the service detailed in this Application Form and to administer your investments, communicate with you and provide information on our products and services when you request it, to meet our legal obligations and for the purposes of fraud prevention.

Our full Privacy Notice

It's important that you read our full Privacy Notice, which explains how the personal information you give us will be used. The Privacy Notice can be found on our website at www.ifslfunds.com, or you can ask us for a copy.

Communicating with you including Direct Marketing

We'd like to let you know about IFSL investment products and services we think would be of interest to you. However, we'll only contact you if you consent by ticking the boxes below.

Your marketing preferences

I'm happy for IFSL to contact me in the following ways about investment products, services and promotional offers that may be of interest.

Please tick here: By post By phone By email

You can withdraw your consent at any time by letting us know by post, phone or email. Please note we will continue to contact you with information relevant to the operation and maintenance of your account as required by law.

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Section F - Declaration Please ensure that you read and sign this section as this is mandatory

- I apply to subscribe to a Stocks & Shares ISA
- I declare that I have read and understood the relevant Key Investor Information Document (KIID), the Supplementary Information Document (SID) and the IFSL Terms & Conditions and agree to be bound to these. I understand that these documents form part of the terms and conditions of my investment in the fund(s) and are available at www.ifslfunds.com
- I acknowledge that the full prospectus of the relevant fund(s) (which includes the risk warnings relevant to the fund(s) along with details of minimum investment amounts of the fund(s) and the dealing time deadlines for processing of subscriptions), are available from IFSL and also at www.ifslfunds.com
- To the best of my knowledge and belief, all statements made in this application form are true and correct and I shall inform the plan manager immediately of any changes herein
- I declare that I am 18 years of age or over, I am resident in the United Kingdom (UK) for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas) are treated as being performed in the UK, or I am married to or in a civil partnership with, a person who performs such duties. I will inform IFSL if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties
- I confirm that I am not a US Person (either a resident or citizen) and acknowledge that US Persons cannot hold shares/units in the fund(s)
- I have not subscribed/made payments, and will not subscribe/make payments, more than the overall subscription/payment limit in total to a cash ISA, a stocks and shares ISA, an innovative finance ISA, and a Lifetime ISA in the same tax year
- All subscriptions made and to be made belong to me
- I hereby authorise IFSL:
 - to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
 - to make on my behalf any claims to relief from tax in respect of ISA investments
- I have read the IFSL Privacy Notice concerning the use of my personal data

Client signature _____ Date

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F**Section F – Declaration****This section is mandatory**

Please ensure you read this section fully and sign & date in the appropriate place.

Where the UT/OEIC account is set up in joint names a separate written instruction must be sent with this application, signed by all registered holders, confirming they are happy to redeem the investment detailed in Section D Part 1.