Additional Permitted Subscription (APS)



What is an Additional Permitted Subscription (APS)?

Additional Permitted Subscriptions allow the surviving spouse or civil partner of a deceased Individual Savings Account (ISA) holder to transfer the ISA allowance built up by the deceased into an ISA in their own name. It is called an Additional Permitted Subscription as it allows an additional ISA subscription on top of the regular ISA annual subscription limit.

At IFSL we accept APS transfers from other providers as well as from other IFSL ISA account holders.

How is the APS allowance calculated?

APS allowances are available in respect of deaths on or after 3 December 2014. The deceased and the surviving spouse/civil partner must have been living together at the date of death. That is, not separated under a court order, under a deed of separation, or in circumstances where the marriage or civil partnership has broken down. If either yourself or your spouse or civil partner were living separately in a care home, you'd still be eligible. Only the surviving spouse/civil partner is eligible for an additional permitted subscription.

If the deceased died between 3 December 2014 and 5 April 2018, the APS allowance is equal to the value of the ISA on the date of death.

If the deceased died on or after 6 April 2018, their ISA will become a 'continuing ISA' and will keep this status until the earliest of:

- The completion of the administration of the estate
- The 3rd anniversary of the date of death
- The closure of the ISA due to all the funds being withdrawn

In this case, the APS allowance amount will equal the value of the ISA either on the date of the investor's death or the value of the ISA on the date it stops being a 'continuing ISA', whichever is the higher.

If the deceased held multiple ISAs with the same provider, the APS allowance will be based on a combined value of all ISAs and will be treated as one value.

Where an investor held ISAs with several companies, a separate APS application must be submitted for each.

What are the time limits to use the APS?

An APS transfer, and any related subscriptions, must be completed within three years of the date of death, or if later, 180 days after the administration of the estate is complete.

What Fund can I invest in?

You can invest in any fund provided by IFSL. Details of these can be found on our website www.ifslfunds.com. There is no limit to the number of

funds that can be held in the new account so long as the minimum investment criteria for each fund is met.

How often can I transfer the APS allowance?

The APS allowance can be transferred only once. Any investments made into a transferred APS allowance can be sold, switched or transferred out but the remaining unused APS allowance will remain with the ISA provider that the allowance was switched to.

My spouse/civil partner held investments with IFSL. How can I find out the value of the APS allowance I am entitled to?

In order to obtain the value of the APS allowance you are entitled to, you will need to complete the 'Request to Disclose APS Allowance Value' form. Once received we will action this within 5 working days and send the details out in writing. Please note we can only action this request if we have had sight of the original or certified copy of the death certificate or grant of probate. If this has not already been sent then please include this with the completed form.

My spouse/civil partner held investments with IFSL. How do I transfer the APS allowance to another ISA manager?

Firstly you will need to ask the ISA manager if they accept APS allowance transfers. If they do then you will need to follow their application process. They will ask us to transfer the APS allowance to them directly.

My spouse/civil partner held investments with IFSL. How do I transfer the APS allowance to an account with IFSL?

In order to transfer any APS allowance, you must submit the 'APS Application form'. This form will also allow you to subscribe into the new APS ISA account either in cash, or by using the proceeds from your spouse/civil partners investment. Please note that if you wish to use the proceeds from your spouse/civil partners investment, and you are not the sole executor of the estate, you will need to ensure a signed letter of authority from the executor(s) is provided alongside the application form.

If the value of the account being transferred is less than the APS allowance value, you may use your own funds to make up any difference and subscribe up to the full APS allowance amount.

If the value of the account being transferred is more than the APS allowance value, we will only transfer up to the APS value and we will require a separate instruction, signed by the executor(s), detailing how the remaining balance should be treated.

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.

Additional Permitted Subscription (APS)

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My spouse/civil partner held investments with another ISA manager. How do I transfer the APS allowance to an account with IFSL?

In order to transfer an APS allowance from another ISA manager, you must submit the 'APS Allowance Transfer form'. This form will also allow us to request the transfer of the APS allowance from the existing ISA manager to ourselves and to open an APS ISA account in your name.

The 'APS Allowance Transfer form' is for transfer purposes only. Once you have had confirmation from us that the APS account is open and the allowance has been transferred, you can subscribe to the account by completing the 'APS Application form' and submitting this along with payment.

I have previously transferred an APS allowance into a new APS ISA account but I did not subscribe the full allowance. Can I add to it?

Yes you can add to your existing APS allowance if your subscriptions to date are below the APS allowance transferred. To do this you must submit the 'APS Application form' each time you wish to subscribe more to your APS ISA account.

We can accept subscriptions within 3 years of the date of death or, if later, 180 days after the administration of the estate is complete.

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Marlborough House, 59 Chorley New Road, Bolton, BL1 4QP

(Investor Support: 0808 178 9321

Email: enquiries@ifslfunds.com (Website: www.ifslfunds.com

– Fund Services –

Additional Permitted Subscription (APS) Application Form

IFSL

- Fund Services -

SECTION A

PERSONAL DETAILS

This section is mandatory

Please provide all personal details of the surviving spouse/civil partner.

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.

SECTION D

INVESTMENT DETAILS

This section is mandatory

Please provide details of how you are planning to subscribe into the APS account. This can either be in cash (option A), by using the proceeds of the deceased's account held with IFSL (option B), or a combination of both options. However the total amount invested cannot exceed the APS allowance transferred. If you choose to use the proceeds of the deceased's account held with IFSL, we will need to have a signed instruction from all executors.

Please also provide details of your investment choices. 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.

Settlement payment for any deals placed in cash should be sent to the following bank details:

Account name - IFSL Client Account

Sort code 40-05-30

Account number 54597761

Alternatively, payments made by cheque must be made payable to IFSL and must be drawn on an account in the name of the applicant.

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Additional Permitted	IFSL
Subscription (APS) Application Form	— Fund Services —
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application form.	al or certified copy of the death certificate must be sent alongside this completed
59 Chorley New Road, Bolton, BL1 4QP, via	PITALS and return to: Investment Fund Services Limited (IFSL), Mariborough House, email at dealing@ifslfunds.com, by facsimile on 01204 533045 or to your financial adviser.
	ease complete this section in full as this is mandatory
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SECTION B DECEASED'S DETAILS

This section is mandatory

Please provide details of the deceased including, if known, the account number they held with us.

SECTION C

FINANCIAL ADVISER DETAILS

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

SECTION E

INCOME INSTRUCTION & BANK DETAILS

This section is mandatory

Please let us know what you would like us to do with any income from your investment. If no bank account 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.

SECTION F

PRIVACY NOTICE

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

SECTION G

DECLARATION

This section is mandatory

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

SCTION F- REVOICY NOTICE We're commissed so proceeding the personal data that you provide to us in line with the lostest data protection and data protection and data protection and soft the personal data protection in force within the following many that the personal data protection and the personal data provides the service additional in this lipplice. Our full I be an and to administer your investments, communicate with you and provide information on our products existence of the personal provides and to administer your investments, communicate with you and provide information on our products and some of the personal data of the personal information you give a will be used. We strongly admine that you read our full Privacy Notice, which you can find on our website at www.infaffunds.com, or you can ask us for a copy. COMMUNICATION WITH YOU REVOILING DIBECT MANIESTERIA Very like to be you know clock IFSL investment products and services we think would be of interest to you. However, well only recommended the products are producted and provide information of interest to you. However, well only recommended personal products are provided in the personal products are producted on the personal products are producted by the personal products are producted producted products are producted producted products on the fu

ADDITIONAL PERMITTED SUBSCRIPTION APPLICATION FORM

CHECKLIST Have you read the KIID, SID and T&Cs for the fund(s) you are investing in? Have you provided up to date bank details if you wish to have your income paid out to you? Without bank details any income will be reinvested using accumulation shares where available Have you provided either the original or a certified copy of the death certificate for the deceased? If you are investing using the proceeds from the deceased's account with us, have you provided either the original or certified copy of probate? Have you read, signed & dated the declaration?

WHAT IS A KIID & SID?

The KIID (Key Investor Information Document) is a document which gives key information about a fund(s) including the nature and risk of the fund. The SID (Supplementary Information Document) is a document which provides additional useful information you should be aware of before investing with IFSL. These documents are available within the funds section of our website www.ifslfunds.com and must be read before submitting the application.

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.

Marlborough House, 59 Chorley New Road, Bolton, BL1 4QP

(Investor Support: 0808 178 9321

Email: enquiries@ifslfunds.com

Website: www.ifslfunds.com

Fund Services —

Additional Permitted Subscription (APS) Allowance Transfer Form

IFSL

- Fund Services -

SECTION A

PERSONAL DETAILS

This section is mandatory

Please provide all personal details of the surviving spouse/civil partner.

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.

SECTION D

APS ELIGIBILITY DECLARATION

This section is mandatory

Please read this section in full and sign where applicable. This section confirms that the applicant is eligible to transfer the APS allowance in respect of the deceased.

SECTION F

PRIVACY NOTICE

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

	Additional Permitted Subscription (APS) Allowance Transfer Form — Fund Services —				
	This form is to be used by the surviving spouse/civil partner to transfer any inherited APS allowance into an IFSL stocks and hares ISA from another ISA provider. If there are multiple ISA providers to be transferred then a form should be submitted for				
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I apply to transfer the APS allowance from my late spouse/civil partner's account into a Stocks & Shares ISA					
SECTION B - DECEASED'S DETAILS - please complete this section in full as this is mandatory Title Surname Forename(s)					
	Permanent residential address at date of death				
	Postcode Nationality	/			
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	Adviser's email address				
	Agency code (if known)				
	Please tick all which apply Cancellation rights apply Discretionary business Advised business				
	Execution only Portfolio management services				
	ADDITIONAL PERMITTED SUBSCRIPTION (APS) ALLOWANCE TRANSFER FORM PAGE 1 OF 3				
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SECTION B DECEASED'S DETAILS

This section is mandatory

Please provide details of the deceased including, if known, the account number they held with us.

SECTION C

FINANCIAL ADVISER DETAILS

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

SECTION E

APS ALLOWANCE TRANSFER
INSTRUCTION TO ISA
MANAGER OF THE DECEASED

This section is mandatory

Please provide details of the ISA manager who currently holds the ISA account of the deceased whose allowance you wish to transfer. If there are multiple ISA managers for the deceased you will need to submit separate forms for each one.

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SECTION G **DECLARATION** This section is mandatory. Please ensure you read this investments and any other cosh. (I) But notine on my beth dirty claims or relief from tax in respect of ISA investments. I have read the IFSL Princy Notice concerning the use of my personal data. I coincolledge that, if multiple ISI's were held by the deceased with the ISI provider detailed in this application, the of those ISI's will be contined to form one overall IPS allowance. section fully and sign & date in the appropriate place. I acknowledge that an APS allowance can only be transferred once and only where no subscriptions have been made under that APS allowance. I also acknowledge that once transferred, any subscriptions may only be made in cash Date D D M M Y Y Y SECTION H TRANSFER ACCEPTANCE Once we receive your completed form, a copy is sent to the existing ISA Manager to instigate the transfer of the APS allowance. This section is to confirm to the new ISA Manager that we are willing to accept the transfer.

CHECKLIST	
Have you signed the APS Eligibility Declaration?	
Have you provided details of the current ISA manager?	
Have you read, signed & dated the declaration?	

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