

Unit Trust/OEIC Transfer to ISA Form



Fund Services

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.

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.

Unit Trust/OEIC Transfer to ISA Form 2021/2022

Please complete this form in **BLOCK CAPITALS** and return to: IFSL, Marlborough, Marlborough House, 59 Chicheley New Road, Bolton BL1 4QP, via email at dealing@ifslfunds.com, by facsimile on 0204 535045 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 _____ Forenames _____
 Permanent 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 _____
 Existing holder ID / account number (if known) _____
 How would you like to receive documentation related to your investments? Post Email

I apply to subscribe to a Stocks & Shares ISA for the tax year 2021/2022 and each consecutive tax year thereafter, until further notice. (Please be aware that this agreement, recommended by HMRC, enables you to invest in consecutive tax years without the need for a new application form. It does not oblige you to invest with IFSL in consecutive tax years unless you decide to do so.)

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 _____
 FCR/FIN number _____
 Agency code (if known) _____
 Please tick all which apply:
 Cancellation rights apply Discretionary business Advised business
 Execution only Portfolio management 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.

BANK (local) _____ Yes will be used where available) OR **PAY INCOME TO MY BANK ACCOUNT** (see below)
 Cheques can only be used 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 _____

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SECTION B FINANCIAL ADVISERS DETAILS

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

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.

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 tax year 2021/2022, including any subscriptions already made, must not exceed £20,000.00.

PART 1 - REDEMPTION INSTRUCTIONS

I wish to make the following redemptions:
 Insert UT/OEIC account number below _____

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

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

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	Unit amount
1.			
2.			
3.			
4.			
5.			
		TOTAL	

ISA investment limit amount for the tax year 2021/2022 £20,000.00

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SECTION E PRIVACY NOTICE

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

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.

SECTION E - PRIVACY NOTICE

We're committed to processing your personal data that you provide to us in line with the latest data protection and data privacy legislation in force in the United Kingdom. We'll use your information in order to provide the service detailed in this Transfer Form and to manage your investments, communicate with you and provide information on our products and services when we think it's in your best interests. We'll also use your information to help us meet our legal obligations and for the purposes of fraud prevention.

Our Full Privacy Notice

It's important that you understand how the personal information you give us will be used. We strongly advise that you read our full Privacy Notice, which you can find 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.

SECTION F - DECLARATION - please ensure that you read and sign this section as this is mandatory

* 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 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 so 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 apply to subscribe for a Stocks & Shares ISA for the tax year and amount, stated overleaf and any consecutive years thereafter.

* I have not subscribed and will not subscribe to another Stocks & Shares ISA in the same tax year that I subscribe to this Stocks & Shares ISA.

* 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:

(i) to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.

(ii) 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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CHECKLIST

- Have you read the KIID and SID 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 read, signed & dated the declaration?
- Have you read the IFSL Terms & Conditions?

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.**

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

 Investor Support: 0808 145 2500

 Email: ifslclientsupport@ifslfunds.com

 Website: www.ifslfunds.com

IFSL

Fund Services