

Investment ISA (stocks and shares) Transfer Application



The disclosure documentation applicable to this transaction is:

The ISA allowance for all investors is £10,680 for the 2011/2012 tax year.

Please complete this Application Form using black ink and BLOCK CAPITALS and return to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

1 Adviser Details (For adviser use only)

You will require a Cofunds authorisation code before being able to transact business. If you do not include this we will not be able to process this application.

Cofunds Intermediary Authorisation Code	<input type="text"/>	Intermediary Client/Deal Ref.	Marketing Code
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1A. CONFIRMATION OF VERIFICATION OF IDENTITY (PRIVATE INDIVIDUALS)

Directly authorised firm Declaration for confirmation of verification of identity.

Who has been verified?

Full name

I/We confirm that:

- a) the name, address and date of birth information contained in this application was obtained by me/us in relation to the customer(s);
- b) the evidence I/we have obtained to verify the identity of the customer(s):
(Tick one box only)

meets the standard evidence set out within the guidance for the UK Financial sector issued by the JMLSG; or

exceeds the standard evidence (written details of the further verification evidence taken are attached to this application).

Explanatory notes:

1. The party that you have verified the identity of must be named above.
2. This confirmation cannot be used to verify the identity of any customer that falls into one of the following categories:
 - Those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification;
 - Those whose identity has not been verified by virtue of the application of a permitted exemption under the Money Laundering regulations; or
 - Those whose identity has been verified using the source of funds as evidence.
3. This confirmation must carry an original signature as part of the application.

1B. CONFIRMATION OF VERIFICATION OF BANK ACCOUNT DETAILS

I/We confirm that:

The sort code, bank account number and account name within the nominated bank account section was obtained and verified by me/us in relation to the customer(s) below.

1C. ADVISER CONFIRMATION

Full name of Regulated Firm	Signed	Date
FSA Ref No.	Name	
	Position	

2 Personal Details (Please complete this section in full)

Existing Cofunds Client Reference

Did you receive advice from an adviser in relation to this investment?
If you do not answer this question we will assume you received advice.

Advised Not Advised

Mr/Mrs/Ms/Miss/Other

Surname

Full First Name(s)

Male Female Date of Birth / /

National Insurance Number / /

You should be able to find your NI number on a payslip, form P45 or P60, a letter from the HM Revenue & Customs, a letter from the DWP, or pension order book.

If you do NOT have a National Insurance Number, please tick here.

Current Permanent Residential Address

Postcode

Time at this Address yrs mths

If at current address for less than 2 years, please supply previous address and time there

Postcode

Time at this Address yrs mths

If more than one previous address in the last 2 years, please provide full details including the time at each address on a separate sheet of paper and staple securely to this application form.

3 Nominated Bank Account

Complete this section if you have not provided us with your nominated bank account details. If you are an existing customer, only complete this section if you would like to change your nominated bank account details. Any change to your nominated bank account will not be applied to your regular monthly investments.

You can only have one nominated bank account at any given time.

Name of Account Holder
Bank or Building Society Name and Address
<input type="text"/>
Postcode

Branch Sort Code
<input type="text"/> - <input type="text"/> - <input type="text"/>
Bank/Building Society Account Number
<input type="text"/>
Building Society Roll Number
<input type="text"/>

4 Income

Complete this section if you have requested income units/shares ('INC').

The option you choose will be applied to all income units/shares on this application.

Note: If you are taking regular withdrawals from your cash account you may only select the 'Cofunds Cash Account' or 'Retain in the fund' options.

- Consolidated Monthly Income**
Income generated from your investment funds will be consolidated into your cash account and paid to your nominated bank account on a monthly basis.
- Cofunds Cash Account**
Income generated will be paid into your cash account to be held on platform for withdrawals or future investment.
- Retain in the fund**
Income generated from this investment will be retained in the fund.

If you do not tick one of these boxes we will select the 'Retain in the fund' option by default.

5 Declaration and Authorisation

I declare that:

- All investment subscriptions made now and in the future belong to me. (Delete if you will not be subscribing to this ISA).
- I am aged 18 years or over.
- I have not subscribed and will not subscribe to more than my overall subscription allowance in total to a cash ISA and a stocks and shares ISA in the same tax year.
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA. (Delete if you will not be subscribing to this ISA).
- This application is to transfer my existing ISA and, if applicable, entitles me to subscribe to a stocks and shares ISA in the current tax year and each subsequent year until further notice. I understand that this does not mean that I am obliged to invest with Cofunds in the following or future tax years. However, if I wish to do so, I may not be required to complete a further application form.
- I am resident and ordinarily resident in the United Kingdom 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 United Kingdom, or I am married to or in a civil partnership with a person who performs such duties. I will inform Cofunds Limited if I cease to be so resident and ordinarily resident or to perform such duties, or be married to or in a civil partnership with a person who performs such duties. (Delete if you will not be subscribing to this ISA).

I authorise Cofunds Limited to:

- Hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- Make on my behalf any claims to relief from tax in respect of my ISA investments.

I confirm that:

- I have been provided with the Terms & Conditions of the Cofunds Platform and by signing this application form I agree to be bound by them.
- I understand that the Terms & Conditions of the Cofunds Platform are the standard terms upon which Cofunds intends to rely, and it is important that I read and understand the terms before agreeing to be bound by them. If there is any term or point I do not understand or do not wish to be bound by, I understand that I can request further information before signing this application.
- I understand that my signed application form (once accepted by Cofunds) together with the Terms & Conditions of the Cofunds Platform form my customer agreement with Cofunds Ltd.
- I understand that instructions may be delayed or rejected if this application form is not complete in all respects. You may undertake a search with a reference agency for the purposes of verifying my identity. To do so, the reference agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access.

They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained as an identity search. I declare that the information contained in this application form is correct to the best of my knowledge and belief.

Signature 	Date
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Data Protection

Cofunds Limited will use your information for the administration and servicing of your investments and other related activities. We may disclose your information to our agents and service providers for these purposes. We may also disclose your information to organisations for compliance with legal and regulatory requirements.

With the exception of the preceding provisions, we will not pass on your information to any other third party without your permission, but we will disclose information concerning your investment to your Nominated Adviser.

Cofunds may transfer your information to countries outside of the EEA for the servicing of your investments. In such cases, contracts will be put in place to ensure that the service providers protect your information in accordance with the requirements of the Data Protection Act.

If you require a fund prospectus, please contact your adviser or Fund Manager directly.

If you wish to attend/vote at unit holder or shareholder meetings, please tick this box

If you wish to receive report and accounts, please tick this box

To receive report and accounts or attend/vote at unit holder or shareholder meetings, these services are subject to a charge of £20.00 per communication. However, report and accounts can be obtained free of charge from the Cofunds website at www.cofunds.co.uk.

Number of attached Transfer Authority Forms

This transfer authority should only be used for either the transfer of a stocks and shares ISA or a cash ISA into a Cofunds stocks and shares ISA. Please note that a separate authority will be required for each Plan/Account Manager. If transferring from more than one Plan/Account Manager, please request more Transfer Authority Forms from your adviser. Please ensure that you have signed both the Transfer Application Form and the Transfer Authority Form.

Existing Client reference

Please complete all details requested

Name of Plan/Account Manager (from whom you wish to transfer)

Address

Postcode

I hereby instruct my current ISA Manager to either transfer my holdings to Cofunds Nominees Limited or liquidate the assets within my ISA with immediate effect, and forward the proceeds as specified below to my new Plan/Account Manager at **Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY. This transfer should include, where relevant, all former ISA and PEP investments.** I confirm that the re-registration of the funds listed will not change the beneficial ownership from the current holder. I confirm that this transaction is exempt from SDRT by virtue of paragraph 6 of Schedule 19 of the Finance Act 1999.

Mr/Mrs/Ms/Miss/Other

Surname

Full First Name(s)

Signature Date

1 Funds that you wish to KEEP via re-registration (stock transfer)

Please list all funds that you hold with the above Plan/Account Manager that you wish to retain when you transfer your investment to Cofunds. Please tick if this fund is part of your current year subscription (✓)

Fund Manager and Fund Name	A/C or Plan Nos. (This must be completed)	Type of Unit/Share (delete as appropriate)*	your current year subscription (✓)
		ACC/INC	
		ACC/INC	
		ACC/INC	
		ACC/INC	
		ACC/INC	

*If you do not specify ACC or INC in this column, Cofunds will not be able to process your application. If you have chosen income units/shares, please ensure you complete section 4 of the Investment ISA (stocks and shares) Transfer Application to have income paid to you.

2 Funds that you wish to SELL (cash transfer)

Please list all funds that you hold with the above Plan/Account Manager that you wish to sell and transfer the proceeds to Cofunds. Please also complete Section 3 (if applicable) and Section 4 to tell us which funds you wish to reinvest into. **Please ensure the funds you choose are available through Cofunds.** Please tick if this fund is part of your current year subscription (✓)

Fund Manager and Fund Name	A/C or Plan Nos. (This must be completed)	your current year subscription (✓)

3 Cash ISA Transfer

If applicable, please indicate either of the following to be transferred into your Cofunds stocks and shares ISA:

All my cash ISA **OR** An amount of my cash ISA £ . Sort Code - -

Is there any notice period for you to transfer your cash ISA? Days A/C or Plan Nos. (This must be completed)

4 Transfer Investment Choices (Please refer to the fund charge schedule and complete in full)

I wish to transfer the proceeds of any investments sold, outlined in Section 2 and/or 3 into the following investments:

Please ensure the funds are available through Cofunds. Existing Cofunds Client ref

Fund Manager and Fund Name	Type of Unit/Share (delete as appropriate)*	Transfer %	Waive Initial Commission**	
Cash Reserve (if required)†	£		All '✓'	OR Specific amount
				%waived
	ACC/INC			%waived
	ACC/INC			%waived
	ACC/INC			%waived
	ACC/INC			%waived
	ACC/INC			%waived
	ACC/INC			%waived
	ACC/INC			%waived

* ACC/INC If you do not specify ACC or INC in this column, and have not completed section 4 of the Investment ISA (stocks and shares) Transfer Application, Cofunds will invest into accumulation units/shares where available. Total % **100%**

**Commission Adviser use only. The initial commission available depends on the fund selected. Please refer to the Fund Charge Schedule for details of rates. Commission waivers should be entered for each fund. Please note, if you wish to waive all commission please tick the 'ALL' box. Please specify a particular percentage amount in the last column. Any entries, other than those detailed above, will result in investments being made at your default commission terms.

† Monies may be held for short periods in the Cash Reserve. Such holdings are deemed 'destined for investment'.