

# FUND WITHDRAWAL FORM

for existing clients

This form is to be used to sell funds from your Investment Funds or Investment ISA holdings with Cofunds.



Please complete this form and return it to:  
**Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY**



The Terms and Conditions can be found at:  
[www.cofunds.co.uk/platformterms](http://www.cofunds.co.uk/platformterms)

## Section 1

### Client/Company details

#### 1A. Existing client details

Existing Cofunds Client Reference	<input type="text"/>	Designation (if applicable)	<input type="text"/>
Title	Mr <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Other <input type="text"/>		
First and middle name(s)	<input type="text"/>		
Surname	<input type="text"/>		
or company name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>		

If you're withdrawing from different accounts in your name, you'll need to complete one form for each client reference.

When completing date fields please use the usual **DD/MM/YYYY** format.

#### 1B. Joint holders

<b>Second holder</b> Full name	<input type="text"/>
<b>Third holder</b> Full name	<input type="text"/>
<b>Fourth holder</b> Full name	<input type="text"/>

## Section 2

### Withdrawal details (please tick one of the following options)

#### 2A. How would you like us to pay the proceeds?

<input checked="" type="checkbox"/>	<b>Cofunds Cash Account</b> - the holders and designation (if applicable) must be the same as the account you're selling from
<input checked="" type="checkbox"/>	<b>Cheque</b> - we'll send the proceeds to your registered address
<input checked="" type="checkbox"/>	<b>BACS transfer</b> - to set up a new nominated bank account, please complete Section 2B

If you don't choose an option here, we'll send a cheque to your registered address.

#### 2B. Nominated bank account

Name of account holder	<input type="text"/>
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"/>

If you're an **advised client**, your adviser can verify your bank account details in Section 3 of this form. Alternatively you can verify your bank account details by sending us a void signed cheque or a bank statement issued within the last three months.

## Section 2

## Withdrawal details – continued

If you sell funds in an ISA that you hold with us you'll lose any tax efficiencies for that holding and any money withdrawn can't be replaced. i

### 2C. What funds would you like to sell?

If you don't indicate how your investment(s) should be withdrawn, we'll automatically withdraw proportionally across your funds. This will maintain your current fund percentage.

Sell **all funds** in Investment ISA  ex PEP  ex Mini  Investment Funds  The list below  **and/or** The separate list of funds attached

Full fund manager name, fund name, <b>share class and unit type</b> (example) World Equity Z Fund Acc	Product				Amount to be sold (only choose one option)				Stop monthly saving <sup>2</sup> (Y/N)
	Inv. ISA	ex PEP	ex Mini	Inv. Funds	All	% to be sold	Whole number of units <sup>1</sup>	Cash amount	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%		£	<input type="checkbox"/>
Cash Reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	%		£	<input type="checkbox"/>

<sup>1</sup> Units are forward priced. We can't precisely guarantee the amount that your deal will realise, which may result in over/under payment of the withdrawal amount you require.

<sup>2</sup> If you'd like to stop your monthly savings in the funds being sold, please indicate in the table above. If you leave this section blank, we'll continue with your most recent Direct Debit instruction. If you're withdrawing 100% of your holdings, we'll also stop your monthly savings instruction unless you request otherwise.

The minimum investment amount in a fund is £1,000. If your withdrawal will leave less than this value, you must sell all of the holding. Once we've received this form, your investment will be sold as soon as possible, but no later than the next available valuation point. The proceeds will be released to you within five working days. For further details please see the Terms and Conditions. i

## Section 3

## Adviser/Intermediary details (for adviser/intermediary use only)

Cofunds Intermediary Authorisation Code (required)

### Confirmation of verification of bank account details

I/We confirm that:

The sort code, bank account number and account name in Section 2B have been obtained and verified by me/us

Signed

Date  /  /

Name

FCA Reference Number (Firm)

Position

## Section 4

## Client declaration

### 4A. I confirm that

I have viewed the Terms and Conditions of the Cofunds Platform, relevant to my service type, and by signing this form I agree to be bound by them.

### 4B. I understand that

My signed form (once accepted by Cofunds) together with the Terms and Conditions of the Cofunds Platform, relevant to my service type, form my Customer Agreement with Cofunds Limited.

### 4C. I authorise Cofunds Limited to

Make payments and sell investments where required in accordance with my instruction in this form.

Withdraw the funds as indicated in this form.

### 4D. Notes

Where there are two signatories for a corporate investor, please delete reference to primary and second holder.

**All holders must sign and date this form.**

Primary holder signature

Date  /  /

Capacity

Second holder signature

Date  /  /

Capacity

Third holder signature

Date  /  /

Capacity

Fourth holder signature

Date  /  /

Capacity