

Bed & ISA (2019/2020)

Execution Only application form to sell your OEIC/UT/SICAV holding to invest in an Investment ISA

How to fill in this form:

- Please use black ink and write clearly inside the boxes provided using capital letters
- Mark your answers with a cross in the appropriate box like this: ☒
- If you make a mistake, please correct it but don't use correction fluid
- Any applications received that are not completed correctly may incur delays or could be returned to you
- Complete one form for each account that you wish to sell from
- If you have any queries about this form please contact your intermediary on **01509 670918**

What's next?

Please send your completed application form to:
ISA Ltd, 16 High Street, Kegworth, DE74 2DA

If you are re-investing the proceeds into the same fund(s) as you held outside an ISA, you will not necessarily have the same number of units as you originally held. Bid/Offer spreads, broker dealing, Fund Manager's Sell Charges or Fund Manager's Buy Charges may apply.

You should be aware that you will be out of the market for up to 3 working days.

1 About you

Title

☐ Mr ☐ Mrs ☐ Ms Other:

Surname

First and other names in full

Gender

☐ Male ☐ Female

Date of birth (DDMMYYYY)

Crown employee?

If your address is outside of the UK and you are a Crown Employee or the spouse/civil partner of a Crown Employee, please mark an X in this box.

National Insurance Number

(This can be found on a payslip or a letter from HMRC)

No National Insurance Number?

If you have never been issued with a National Insurance Number please mark an X in the box.

☐

☐

Are you a UK National only? (Please mark an X in the box) ☐

Are you a UK National and National of one or more other countries? (tick box and list all other countries below) ☐

Are you a National of Non-UK countries only? (tick box and list all other countries below) ☐

Nationality 1

Nationality 2

Nationality 3

Nationality 4

1 About you (continued)

From 3rd January 2018 in order to invest in exchange traded products (Investment Trusts or Exchange Traded Funds) we are required to capture a national ID for clients for one of their nationalities for reporting purposes. If your client is a UK Citizen, this is the National Insurance Number. If your client is dual national or a national of another country then another identifier may be required. Please refer to our guide for capturing nationalities. We are allowing capture of this information online so your clients can invest in existing or new exchange traded products after 3rd January 2018.

National Identifier

[illegible]

Account number or Customer Reference Number (existing customers only)

[illegible]**Phone number**[illegible]**Mobile number**[illegible]

Email

[illegible]

Your address - 'Care of' and PO Box are not acceptable. Only UK addresses are eligible unless you are a Crown Employee or the spouse/civil partner of a Crown Employee.

House number/name

[illegible]

Street, city, county and country

[illegible]

Postcode

2 Holdings you want to sell

Existing account number or
Customer Reference Number

Account designation (if this Fidelity account has a designation assigned
to it please enter it below)

We may sell funds in sequence from the first listed fund until the requested total amount has been reached. When selling your investment we may, on occasion achieve slightly more or less than requested. This is because fund prices change on a daily basis. Where more cash is received for your investment we will deposit the additional amount as cash within the investment account. Where less cash is received than requested we will try and complete the full value of your instruction using any available cash in the investment account. Where this is not possible we will process the investment into the ISA for the amount received.

Where Fund Manager's Sell Charges apply, we may sell enough to cover the instruction in addition to the charge.

When selling a fund you can request an amount up to 90% of the current value. If you ask us to sell more than 90% then we will do so by selling units instead of a specific amount.

Please do not include brokerage assets. Buying and selling brokerage assets is not supported on paper forms. Please sell down the brokerage asset using our online service. You can then use this form to move the resulting cash to your ISA.

Fund code	Fund name	Entire holdings	OR	Amount (£)
P C A	Cash			
Total*				

3 Your investment choices - Holdings you want to buy

- The Investment ISA (2019/2020) has an allowance limit of **£20,000**.

Please provide the fund choices and the amounts you want to invest below. Please do not include brokerage assets. Buying and selling brokerage assets is not supported on paper forms. Please specify CASH on this form. You can then invest in Brokerage assets using our online service.

It's important to write the fund code and name clearly inside the boxes provided using capital letters – we use the code to determine your fund choice. You can find details of all investment options and fund codes at [fidelity.co.uk](https://www.fidelity.co.uk)

Should your investment choice be unclear, this may cause a delay in processing the instruction.

Fund code	Fund name	% of your ISA proceeds to be invested
P C A	CASH	
Total (%)		1 0 0

Should any of your chosen funds pay income, we follow your existing preferences for income payments on your existing ISA.

If this instruction is to set up a new ISA, income will be paid initially to cash. You will find further income options available online. Please go to [fidelity.co.uk](https://www.fidelity.co.uk) for more details.

4 Execution Only Intermediary details - to be completed by the intermediary

Company stamp

Unique Adviser Number

Office Use Only
Please ignore

FCA number

I confirm that I am registered with the FCA to conduct business and my authorisation number is:

Remuneration details

Have you provided a personal recommendation?

☒ No

For Intermediary use only

☐ Ongoing Fee

Request to pay an Intermediary Ongoing Fee and Authorisation to sell units/shares. Only complete this section where an Ongoing Fee is required. Ongoing Fees will accrue against all fee holdings within the client account.

Please note that the fee rate will not be processed as part of this transaction. This must be set up online by the Intermediary post the transaction.

Existing Clients: In proceeding with this application you are giving your Intermediary the authority to move your entire account to a fee basis.

Annual Fee Rate

Verification of identity

☐ I/We confirm and consent to Fidelity's reliance on the fact that I/we have verified the client in accordance with the UK Money Laundering Regulations and standards set in guidance issued by the JMLSG and will retain the supporting documentation for 5 years after the end of the relationship with the client.

This confirmation must carry an original signature or electronic equivalent.

I/We confirm that I/we have provided the client with the appropriate documentation for their investment:

- The Key Features Document - Doing Business with FundsNetwork.
- The key information document applicable to the client's investment.
- Personal Illustration.
- The FundsNetwork Client Terms.

Intermediary signature

Date signed

(DDMMYYYY)

If required, signature boxes for all additional registered holders are on page 7.

For office use only: The Ongoing Fee section is for Intermediary use only, please do not process. Please place this investment into a fee pot only.

5 Declaration and signature

Your ISA is managed by Financial Administration Services Limited, a Fidelity International Group company.

I apply to subscribe for a stocks and shares ISA for the tax year 2019/2020 and each subsequent tax year in which I choose to make a subscription.

Intermediary Fees

By signing the below, I agree to pay my intermediary an Ongoing Fee as stated on this application form and in accordance with the FundsNetwork Client Terms. I understand that this fee instruction may be applied across my entire account including any existing holdings, in accordance with my intermediary's Terms and Conditions. In relation to the Intermediary Ongoing Fee, I instruct FundsNetwork to sell units/shares from my largest fund holding. I understand that these fees will become irrevocably due and payable immediately on receipt of the monies by Fidelity and that Fidelity will then hold this money in a Fidelity Corporate Account as agent of my Intermediary.

I declare that:

- My intermediary has provided me with the following documents either as an electronic version, which I have saved or printed, or as a paper copy and I have read:
 - Key Features Document (Doing Business with FundsNetwork)
 - the latest key information document
 - Personal Illustration
- and accept the FundsNetwork Client Terms. For your own benefit and protection you should read the FundsNetwork Client Terms carefully before signing them. If you do not understand any point or have not received one or all of the documents above please contact your intermediary.
- All subscriptions made, and to be made, belong to me and that I am 18 years of age or over.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs 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.
- I am 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 Fidelity if I cease to be so resident or to perform such duties or to be married to, or in a civil partnership with, a person who performs such duties.

- I authorise Financial Administration Services 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;
 - to make on my behalf any claims to relief from tax in respect of ISA investments.
- The information given by me is correct to the best of my knowledge, and I will inform Fidelity immediately of any changes to the information contained therein.
- As a FundsNetwork customer, an element of the monies you hold in your account may pay either commission or fees to your intermediary(s). When we receive this form, we will take this as your authority to link the relevant plan year, fee or post-2012 commission holdings to the intermediary specified on this form.

Signing on behalf of others

If you are an attorney signing on behalf of the applicant, you must attach:

- an original sealed Court of Protection/Enduring Power of Attorney stamped by the Office of the Public Guardian (where the client is mentally or physically incapacitated), or
- Power of Attorney with a signed letter confirming that the client is prevented from signing the application as a result of their physical incapacity (in cases of physical incapacity only).

Copies of the Power of Attorney must, on every page, be certified as true copies with:

- the words 'I certify this to be a true copy of the original', and
- the certifier's signature and printed name, date, official stamp or professional capacity.

Documents can be certified by a solicitor, justice of the peace, notary public, commissioner of oaths or stockbroker.

Your signature

Signature



Print name

Date signed

(DDMMYYYY)

If required, signature boxes for all additional registered holders are on page 7.

5 Declaration and signature (continued)

Signatures of all registered holders

Additional signature 1



Print name

Additional signature 2



Print name

Additional signature 3



Print name