



# McInroy & Wood Portfolios

## ISA Transfer Form

Please note that if you are transferring a Cash ISA to us, this will be converted into a Stocks and Shares ISA.

### Personal Information:

Title	First name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent residential address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Daytime telephone number	Email Address
<input type="text"/>	<input type="text"/>

Date of birth	National Insurance No.*
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

\*You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HM Revenue and Customs, a letter from the DWP, or a pension order book.

If you do not have a National Insurance Number, please cross this box:

McInroy & Wood Portfolios Limited Client Reference number (existing clients only):

### I authorise McInroy & Wood Portfolios Limited:

- to receive my cash subscription and to hold my ISA investments, dividends and any other rights or proceeds in respect of those investments;
- to make on my behalf any claims to relief from tax in respect of ISA investments.

### Anti-money laundering legislation:

I understand that McInroy & Wood Portfolios Limited may use an electronic data source in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity may be requested.

### Investment instructions:

I hereby instruct you to invest in the undernoted MW Fund(s) in my ISA:

Fund Name	SEDOL (for office use)	Approx value if known <sup>1</sup>	OR Percentage
MW Balanced Fund Personal Class	B7RRJ16	£	%
MW Income Fund Personal Class	B8KQRW4	£	%
MW Smaller Companies Fund Personal Class	B8NC4D9	£	%
MW Emerging Markets Fund Personal Class	B7SKS40	£	%
<b>TOTAL</b>			<b>100%</b>

<sup>1</sup>Minimum value £1,000 per fund

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**Income Instructions:**

Your income will be **reinvested** unless you instruct us to do otherwise by providing your bank account details in the section below (to which all income will be remitted until further notice). Please note that we cannot make payments to a third party.

Name and address of bank or building society:

							Postcode		
Sort code		Account no.			Reference				
Account name									

**Declarations:**

- I have read the ISA Terms and Conditions contained in the Supplementary Information Document, the Key Investor Information Document(s) of the Fund(s) in which I wish to invest. I confirm I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s).
- I acknowledge that in requesting McInroy & Wood Portfolios Limited to arrange the transfer of my ISA, as detailed in the ISA Transfer Authority which accompanies this form, I am considered as an execution-only client by that company, and confirm that I have received no advice from them or any of their associates or representatives regarding the merits or suitability of investments to be held under this application.

**Using your personal information**

The personal information which you provide within this application form will be stored and used to help administer your investment in the fund(s). This may include the transfer of your personal information to our business partners and service providers, who assist in the administration of the funds. Their processing may be located outside of the European Economic Area.

The processing of your personal information will be carried out in accordance with our Privacy Policy, which you can access at the foot of our homepage on our website ([www.mcinroy-wood.co.uk](http://www.mcinroy-wood.co.uk)). Please read our Privacy Policy as it sets out your rights with respect to any personal information we collect from or about you and explains in more detail how we use that information to administer your investment.

**Keeping you informed**

We would like to use your personal information to enable us to keep in touch and to send you other information which we think may be of interest to you. Such information could include our 'occasional articles' and information about events we hold. Under data protection legislation we require your explicit consent to use your personal information for these purposes. If you would like us to keep you informed in this way, please tick the box below.

I consent to McInroy & Wood using my personal information to keep in touch and to send me other information which may be of interest to me, such as your 'occasional articles' and information about your events. (Please tick the box.) :

- I declare that this application form has been completed to the best of my knowledge and belief.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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**Checklist:**

Before returning your ISA transfer form, please ensure that you have:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Completed your Personal Information  | <input type="checkbox"/> | Completed the Existing Plan Manager's Details   | <input type="checkbox"/> |
| Completed the Investment Instructions Box                                    | <input type="checkbox"/> | Completed the Details of ISA being transferred  | <input type="checkbox"/> |
| Completed the Income Instructions Box if you wish to receive your ISA income | <input type="checkbox"/> | Reviewed the "Using your personal information" section above and confirmed or otherwise your consent as requested | <input type="checkbox"/> |
| Read and signed the declaration on the Form                                  | <input type="checkbox"/> | Send the form to:   |                          |
| As part of the ISA Transfer Authority Form (below):                          | <input type="checkbox"/> | <b>McInroy &amp; Wood Portfolios Ltd, Investor Administration,</b>  |                          |
| Signed the Transfer Authority  | <input type="checkbox"/> | <b>64 St. James's Street, Nottingham, NG1 6FJ</b>   | <input type="checkbox"/> |

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# McInroy & Wood Portfolios

## ISA Transfer Authority

This form provides authorisation for your current ISA Manager. Please do not send this section of the form to your current ISA Manager. McInroy & Wood Portfolios Limited will arrange the transfer of your ISA directly with your current ISA manager.

### Existing Plan Manager Details

ISA Provider

Company address



Postcode

### Details of ISA being transferred:

ISA Account number(s):

Type of ISA: Stocks and Shares  Cash

### Please arrange to transfer the undernoted holdings to McInroy & Wood Portfolios Limited:

All tax years (100% of my ISA)

Or

My current year subscription in its entirety

And / Or

Previous tax years  % or £  of my previous tax year ISA(s)

I wish to transfer this ISA in the form of **cash**  I wish to transfer this ISA **in specie units\***

**\*Please note, in specie transfers are permitted for transfers of units in MW Funds only.**

### Instructions to Existing Plan Manager:

- Arrange to transfer the ISA detailed above to McInroy & Wood Portfolios Limited as soon as possible;
- Acknowledge receipt of this instruction to both McInroy & Wood Portfolios Limited and myself;
- Provide McInroy & Wood Portfolios Limited with any information they require about my ISA, and comply with all instructions given to you by McInroy & Wood Portfolios Limited regarding the transfer of my ISA;
- Liaise with McInroy & Wood Portfolios Limited, whom I have already informed of my transfer request. You should not effect the transfer until McInroy & Wood Portfolios Limited authorises you to do so;
- Send a closing ISA statement to both McInroy & Wood Portfolios Limited and myself.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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Name in full

Date of birth

D	D	M	M	Y	Y	Y	Y
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McInroy & Wood Portfolios Ltd, Investor Administration, 64 St. James's Street, Nottingham, NG1 6FJ  
Tel: +44 (0)1620 825867

Registered in Scotland No. 116351. Registered Office: Easter Alderston, Haddington, East Lothian, EH41 3SF, UK

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