



# McInroy & Wood Portfolios

## Child Trust Fund (CTF) to JISA Transfer Form 2020-21

**Please note:**

- If you are transferring a Cash CTF to us, this will be converted into a Stocks and Shares JISA.

**Applicant's Personal Information:**

Title  First name(s)  Surname

Permanent residential address

Postcode

Daytime telephone number  Email Address

Date of birth         National Insurance No.\*

\*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.

**I apply to transfer a CTF to a JISA for:**

Title  First name(s)  Surname

Child's permanent residential address: (if same as the above, please tick the box:)   
 Postcode

Relationship to child

Child's date of birth         Child's National Insurance No.\*  Child's Unique Reference No.

\*If the child is under 16 and does not have a National Insurance Number, please tick this box:

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

**Investment instructions:**

I hereby instruct you to invest in the undernoted MW Fund(s) in the child's name:

Fund	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>£</b>	<b>100%</b>

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

**Please note that all income will be reinvested in line with our JISA Terms and Conditions.**

**I confirm that:**

- I am 16 years of age or over;
- I am the child / I have parental responsibility for the child **[delete which does not apply]**;
- I am the Registered Contact for the JISA/CTF.

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**I authorise McInroy & Wood Portfolios Limited:**

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

**Declarations:**

- I declare that I am registered contact for the CTF and I have parental responsibility for the child.
- I authorise my existing CTF provider as specified above to transfer the CTF (unique reference number above) to McInroy & Wood Portfolios Limited.
- I authorise my existing CTF provider to provide McInroy & Wood Portfolios Limited with any information, written or non-written, concerning the CTF and to accept any instruction from them relating to the CTF being transferred.
- Where I must give notice to close or transfer part of the existing CTF, or the existing CTF contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing CTF provider to carry out the transfer (depending on the terms and conditions) as soon as possible – I accept any consequential loss of income, capital or charges that may be applied.
- I have read the JISA Terms and Conditions and a current copy of the Supplementary Information Document and 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 this CTF to a JISA, as detailed in the CTF to a JISA 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 CTF to JISA transfer form, please ensure that you have:

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

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# McInroy & Wood Portfolios

## Child Trust Fund (CTF) to JISA Transfer Authority

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

### Existing Plan Manager Details

CTF Provider

Company address

Postcode

### Details of CTF being transferred:

CTF Account number(s):

Child's Unique Reference No.:

Type of CTF: Stocks and Shares  Cash

I wish to transfer this CTF in the form of **cash**

### Please arrange to transfer 100% of the CTF to McInroy & Wood Portfolios Limited:

#### Please note

The following stakeholder CTF features may not be included in a Junior ISA

- Lifestyling from age 15
- Minimum subscriptions of £10 allowed
- Annual charge cap of 1.5%

If you are applying to transfer a stakeholder CTF, tick this box to confirm that you understand this and wish to proceed.

As well as being subject to the terms and conditions of the JISA receiving the transfer proceeds, the transfer will be undertaken subject to the terms and conditions applying to your CTF. For example:

- Some CTF products may place conditions on how such a transfer is undertaken.
- Your existing CTF provider may need you to give them specific information before the transfer can go ahead.

If you are not sure that conditions apply please check with your existing CTF provider before completing this form.

### Instructions to Existing Plan Manager:

- Arrange to transfer the CTF 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 the CTF, and comply with all instructions given to you by McInroy & Wood Portfolios Limited regarding the transfer of the CTF to a JISA;
- 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 CTF statement to both McInroy & Wood Portfolios Limited and myself.

Signed

Date

Name in full

Child's name in full

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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