



McInroy & Wood Portfolios

Fund Switch Form – to invest in a JISA 2023-24

(This form should be used if you wish to sell existing investments and subscribe to a JISA.)

A – Personal details (please use BLOCK CAPITALS)

Client Reference numbers

Title Surname

Forename(s)

Permanent residential address

Postcode

Date of Birth

Daytime telephone number Email Address

B – Switch Instructions

Please:

- i) complete your fund choice(s) below and, if using a percentage split, ensure that the total adds up to 100%.
- ii) refer to the Fact Sheets and Key Investor Information Document for information on the fund(s).
- iii) be aware that the sale of an existing holding in an MWP fund constitutes a disposal for UK Capital Gains Tax purposes.
- iv) **ensure that you have also completed a JISA application form** (returned with this switch request).

Please SELL:		Amount £	OR	Number of units	If selling entire holding please enter "ALL"
UNIT TRUST	EITHER				
MW Balanced Fund Personal Class					
MW Income Fund Personal Class					
MW Smaller Companies Fund Personal Class					
MW Emerging Markets Fund Personal Class					
	Total				
Please BUY:		Amount £	OR	Percentage %	
JISA	EITHER				
MW Balanced Fund Personal Class JISA					
MW Income Fund Personal Class JISA					
MW Smaller Companies Fund Personal Class JISA					
MW Emerging Markets Fund Personal Class JISA					
	Total			100%	

C – Income

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

D - Declaration

1. I have read the Supplementary Information Document and a current copy of the Key Investor Information Document(s) of the Fund(s) in which I wish to invest and confirm that I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s).
 2. I acknowledge that I am being considered as an execution-only client by McInroy & Wood Portfolios Limited, and confirm that I have received no advice from that company or any of its associates or representatives regarding the merits or suitability of this investment.
 3. I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete.
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E - Signatures of Applicant(s)

(All registered unitholders require to sign below.)

(1) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(2) Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(3) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(4) Signature

Date

D	D	M	M	Y	Y	Y	Y
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McInroy & Wood Portfolios

JISA Application Form 2023-24

If you require assistance to complete this form, please contact our Unit Trust Team on **01620 825867**.

Notes for completion

• **Before you complete this form:** you should read up to date versions of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID). The KIID for each fund, SID and other documents are available on our website at www.mcinroy-wood.co.uk/mw-funds.

• Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood, Investor Administration, PO Box 401, Darlington, DL1 9UW**.

A - Applicant's Personal Information:

This must be a parent or guardian with parental responsibility where the child is under 16.

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

Permanent residential address

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

Date of birth	National Insurance No.*
<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.

I apply to subscribe to a JISA for:

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

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.*
<input type="text"/>	<input type="text"/>

*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):

The investments acquired are for the beneficial ownership of the above child.

All subscriptions made to a JISA are deemed to be gifts to the child and cannot be repaid to the subscriber.

B - Investment instructions:

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

Fund Name	SEDOL	Lump Sum Amount (minimum £1,000 per fund)	Monthly Saving Amount (minimum £100 per fund)
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	£	£
TOTAL		£	£

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

C - Bank details and payment methods

Payment is required prior to dealing and can be made by electronic transfer or submitting a cheque with the completed application form. For UK anti-money laundering purposes, we require the bank account details from which payment for the units is being made.

Account Name

Bank/Building Society Name

Branch

Sort Code

Account Number

If someone else is purchasing units for the child as a gift, they must also complete this section with their details.

Name

Address

Post Code

Date of Birth

Signature

Date

Please tick all applicable payment methods and complete the relevant sections 1 to 3 below.

1. Electronic payment	<input type="checkbox"/>	3. Cheque	<input type="checkbox"/>
2. Direct debit (monthly savings only)	<input type="checkbox"/>		

Note: Any bank charges we incur in relation to receipt of funds by any of the payment methods noted above will be netted off the amount invested shown above.

1. Electronic payments: Please note that Mclnroy & Wood is unable to make a collection from your account and you must instruct your bank to transfer payment to us prior to dealing. Please send electronic payments with your name as the payment reference to the following account:

Account Name: Mclnroy & Wood Portfolios Ltd Client Money Account

Account Number: 44024819

Sort Code: 60-00-01

2. Direct debit mandate: The mandate (page 4) must be completed if you would like to make **monthly savings** payments. Direct debits are collected on the 1st of the month.

3. Cheque: Please make the cheque payable to "**Mclnroy & Wood Portfolios Ltd**".

D - 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 Mclnroy & Wood's Privacy Policy, which you can access at the foot of our homepage on our website (www.mclnroy-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.

E - 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 Mclnroy & Wood Portfolios Ltd and its parent company Mclnroy & Wood Ltd (together "Mclnroy & Wood") using my personal information to keep in touch and to send me other information which may be of interest to me, such as our occasional articles and information about your events.

(Please tick the box):

F - Declaration and signature of Applicant

I apply to subscribe to a stocks and shares JISA for the tax year 2023-24.

I authorise McInroy & Wood Portfolios Limited:

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

I declare that:

- I am 16 years of age or over
- I am the child / I have parental responsibility for the child (delete that which does not apply)
- I / the child does not have a Child Trust Fund account
- I will be the Registered Contact for the JISA
- The child is resident in the UK, or is a UK Crown servant, a dependant of a UK Crown servant or is married to / in civil partnership with a UK Crown servant
- I have not subscribed, and will not subscribe, to another JISA of this type for this child
- I am not aware that this child has another JISA of this type
- I am not aware of other JISA subscriptions that will result in this child exceeding the annual limit (2023/24: £9,000)
- I will not knowingly make subscriptions to JISAs for this child that will result in the subscription limit being exceeded
- I understand that you 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
- I have read and agree to the JISA Terms and Conditions within the Supplementary Information Document and a current copy of 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 it is my decision that this fund or these funds are suitable for me. I confirm that I have received no advice from McInroy & Wood or any of their associates or representatives regarding the merits or suitability of investments to be held under this application.

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 JISA application form, please ensure that you have:

- Completed your Personal Information
- For lump sum contributions enclosed a cheque or made payment electronically using your name as the payment reference
- For regular monthly savings **only**, enclosed your Direct Debit Instruction Form
- Confirmed that your investment does not exceed the current HMRC annual subscription limit

- Completed the Investment Instructions Box
- Reviewed the "Using your personal information" section above and confirmed or otherwise your consent as requested
- Read and signed the declaration on the Form
- Send the form and cheque (if applicable) to: **McInroy & Wood, Investor Administration, PO Box 401, Darlington, DL1 9UW**

McInroy & Wood, Investor Administration, PO Box 401, Darlington, DL1 9UW
Tel: +44 (0)1620 825867

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

AUTHORISED AND REGULATED BY THE FINANCIAL CONDUCT AUTHORITY



McInroy & Wood Portfolios



Please complete this direct debit instruction and send it to:

McInroy & Wood
Investor Administration
PO Box 401
Darlington
DL1 9UW

Instruction to your bank or building society to pay by Direct Debit

Name(s) of account holder(s)

Service user number

2	9	5	0	9	4
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Bank/building society account number

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Branch sort code

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Reference

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Instruction to your bank or building society

Please pay McInroy & Wood Portfolios Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with McInroy & Wood Portfolios Ltd and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

A copy of this guarantee is available on our website in the Supplementary Information Document

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit McInroy & Wood Portfolios Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request McInroy & Wood Portfolios Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by McInroy & Wood Portfolios Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when McInroy & Wood Portfolios Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.