

ISA Transfer Form



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.

Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood Portfolios Ltd, Investor Administration, PO Box 401, Darlington DL1 9UW. We do not accept forms by email.**

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

- If you are not an existing investor, we are legally obliged to verify your identity for anti-money laundering purposes. We will initially aim to do this using electronic data sources. However, we will use any information we obtain in this way for verification of identity and not for any other purpose
- Verification checks may fail due to a variety of reasons. To avoid us having to reject your application if the electronic verification checks are not successful, we request that new applicants provide evidence of both identity and address as laid out in the Documentation Guidance that can be found at the end of this form
- We reserve the right to request further information and documents from you following receipt of the forms and initial documents
- If we are unable to verify your identity and address we will not be able to process your application and investments will not be made

A – Personal Information:

Title First name(s) Surname

Permanent residential address
 Postcode

Daytime telephone number Email Address

Date of birth National Insurance Number*

*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 Account number (existing investors only):

Anti-money laundering verification (please tick):

I have included proof of personal identity documentation

I have included proof of personal address documentation

(see Section H for guidance on acceptable documentation).

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.

B - Investment instructions:

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

Fund	Class	Approx value if known ¹	OR Percentage
MW Balanced Fund ISA	Acc	£	%
	Inc	£	%
MW Income Fund ISA	Acc	£	%
	Inc	£	%
MW Smaller Companies Fund ISA	Acc	£	%
	Inc	£	%
MW Emerging Markets Fund ISA	Acc	£	%
	Inc	£	%
Total		£	100%

¹Minimum value £500 per fundIf you have received advice from a financial advisor relating to this investment, please tick this box and ensure that your advisor completes the section below.**C – To be completed by financial advisors only**

Tick one box

I/We confirm that the applicants are entitled to cancellation rights under the FCA Conduct of Business rules I/We confirm that the applicants are **not** entitled to cancellation rights under the FCA Conduct of Business rules I/We hereby indemnify McInroy & Wood Portfolios Ltd for any losses suffered should it be discovered that the applicant was entitled to cancellation rights and no cancellation notice was sent.

To be completed by the advisor if applicable.

Advisor's name

Agency Code (if known)

Advisor's Address

Postcode

FCA Registration No. :

Advised Deal (yes/no) :

Signature

Date

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

D – Bank details

For UK anti-money laundering purposes, and so we can electronically verify your identity, we require your building society or bank account details. We will pay the proceeds from the sale of units and any income distributions to this account. We can only make payments to you.

Name and address of bank or building society:

Postcode

Sort code

--	--	--	--	--	--

Account no.

--	--	--	--	--	--	--	--	--	--

Reference

Account name

E – 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 Mclnroy & Wood Portfolios Limited to arrange the transfer of my ISA, as detailed in the ISA Transfer Authority which accompanies this form, it is my decision that this fund or these funds are suitable for me. I confirm that I have received no advice from Mclnroy & Wood or any of their associates or representatives regarding the merits or suitability of investments to be held under this application
- I understand that an electronic data source will be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity and / or information regarding source of funds and source of wealth may be requested
- I have included proof of personal identity and address documentation (new investors only)

F 1 – 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.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.

F 2 – 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 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
---	---	---	---	---	---	---	---

G – Checklist:

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

- | | | | |
|---|--------------------------|---|--------------------------|
| Completed your Personal Information | <input type="checkbox"/> | As part of the ISA Transfer Authority Form (below): | |
| Completed the Investment Instructions Box | <input type="checkbox"/> | Signed the Transfer Authority | <input type="checkbox"/> |
| Provided your bank details at the top of this page | <input type="checkbox"/> | Completed the Existing Plan Manager's Details | <input type="checkbox"/> |
| Read and signed the declaration on the Form | <input type="checkbox"/> | Completed the Details of ISA being transferred | <input type="checkbox"/> |
| Included all required proof of personal identity and address documentation (new investors only) | <input type="checkbox"/> | Reviewed the "Using your personal information" section above and confirmed or otherwise your consent as requested | <input type="checkbox"/> |

When ready, please send the form to:

**Mclnroy & Wood Portfolios Limited, Investor Administration,
PO Box 401, Darlington DL1 9UW**

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

Or

The current year subscription in its entirety

And / Or

Previous tax years % or £ of 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 the ISA, and comply with all instructions given to you by McInroy & Wood Portfolios Limited regarding the transfer of the 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
---	---	---	---	---	---	---	---

Name in full

Date of birth

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

H - Documentation Guidance

Documentation guidance for UK Individuals (New investors / Gifters only)

Please provide one document from both section 1 and 2 below. The same document cannot be used to cover both sections.

Section 1: Evidence of Identity

- Current passport
- Current UK / EEA photocard driving licence (full or provisional)
- Valid (old style) full UK Driving Licence
- Valid firearms certificate or shotgun licence
- Residence permit issued by the Home Office
- EEA Member state identity card
- A letter or document which evidences entitlement to a state or local authority benefit, tax credit, pension or grant (dated within the last 12 months)
- Northern Ireland voter's card

Section 2: Evidence of Address

- Local authority tax bill (valid for current year);
- Current UK / EEA Photocard Driving Licence; (full or provisional)
- Valid (old style) full UK Driving Licence
- Recent bank / building society statement or letter (most recent of its kind)
- Recent letters or statements from other FCA-regulated financial institutions, e.g. pension providers or insurers (most recent of its kind)
- Solicitor / lawyer letter confirming a house purchase or land registry confirmation completed in the last 12 months
- Local Council rent card or tenancy agreement
- Benefits book or original notification letter from the Benefits Agency confirming the right to benefits
- Recent utility bill (not mobile phone bill). Must be dated within the last 3 months
- HM Revenue & Customs correspondence addressed to the applicant at the stated address
- EEA member state identity card
- Northern Ireland voter's card
- Recent credit card statement
- An instrument of a court appointment, e.g. a liquidator or grant of probate
- Valid firearms certificate or shotgun licence

Requirements

Documents must either be originals or copies certified by someone in the list below:

- Lawyer or solicitor (registered in the UK)
- Notary Public
- An employee of a firm regulated by the FCA (e.g. bank or building society employee, financial adviser, mortgage broker)
- Chartered accountant (member of the Institute of Chartered Accountants)
- Post Office Document Certification Service
- Judge
- Crown servant

The person certifying must:

- date and sign the document stating 'original seen'
- be easy to contact and not a family member

The certification must be dated within the last 6 months.