

# IFDS IM Matterley Investment Funds ISA Transfer Application Form



Please complete this form in ink using BLOCK CAPITALS and return the completed application form to:  
**IFDS Managers Ltd - Matterley**, PO Box 10818, Chelmsford, CM99 2BL.  
If you are unsure about the suitability of this investment, please consult your financial advisor.

Matterley

## Personal Details - all Investors

Title	Surname	Forename(s)	Date of Birth
Permanent residential address in full			
Postcode		Email	
Tel No: Business		Home	
Existing account number (if applicable)			

## Agent's Stamp

To be completed by the Agent if appropriate. By placing your details here and by placing business with us, you are confirming that you have received, read, understood and are bound by our terms of business.

FSA Number:

Agency ref:

Discount %:

Commission payable %:

Advice not given

(Where this has not been ticked it will be assumed that advice has been given).

Media Code:

Do you have a National Insurance (NI) Number?

Tick one box Yes  No  If yes you must enter it here

You should be able to find your NI Number on a payslip, a form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP or a pension order book.

## ISA Transfer Investment Details

I apply to transfer my existing ISA(s), (and subscribe to a Stocks & Shares ISA for the tax year 20 ..../20....and each subsequent year until further notice\*)  
Please note that the maximum subscription per year for a Stocks and Shares ISA is £10,200\*\*.  
Please invest as follows:

Fund Name	Minimum Initial Investment	Share Class and Type	Investment of Transfer Proceeds	Additional Investment into Current Tax Year ISA	
			% of Transfer Value to be Invested	Sterling Lump Sum	Regular Monthly Savings*** (minimum of £100/month, £50/fund)
IM Matterley Equity Fund	£1,000	A Class Income		£	£
		A Class Accumulation		£	£
IM Matterley International Growth Portfolio	£1,000	A Class Accumulation		£	£
IM Matterley Regular High Income Fund	£1,000	A Class Income		£	£
		A Class Accumulation		£	£
IM Matterley UK & International Growth Fund	£1,000	A Class Accumulation		£	£
<b>TOTAL</b>			<b>100 %</b>		

\* If you want to transfer your existing ISA(s) but do not want to subscribe to an ISA for the current tax year please delete the wording marked with an asterisk.

\*\* The full £10,200 can be invested in a Stocks and Shares ISA with one provider. Alternatively, up to £5,100 of the ISA allowance can be saved in a Cash ISA with one provider and the remainder of the £10,200 can be invested in a Stocks and Shares ISA with either the same or another provider.

\*\*\* Collection date for monthly savings is the 10th of the month or the next working day if the 10th is a non-working day.



## Regular Withdrawal Facility

The Regular Withdrawal Facility is only available on lump sum investments into accumulation shares, with a minimum qualifying investment of £10,000. The facility is not available if you are investing new money by direct debit in a savings scheme on a monthly basis.

If you qualify for the Regular Withdrawal Facility and wish to make a regular withdrawal, please indicate below the amount or percentage which you wish to withdraw subject to the minimums as stated.

I wish my regular withdrawal to be taken (please tick one box)	Monthly	Quarterly
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I wish to receive my first regular withdrawal payment on the following month (if you do not include the month your first withdrawal will take place at the next available payment date)	Month	Year
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I wish to withdraw the following amount per fund each year which will be paid in instalments as indicated above. Please write in a percentage or £ amount in the boxes after reviewing the notes below on the withdrawal limits.

Fund Name	£ or % Amount
IM Matterley Equity Fund	£                      or                      %
IM Matterley Regular High Income Fund	£                      or                      %

### Minimum Withdrawals

- The minimum withdrawal per fund per year is £300 or 3%.

Withdrawals will be paid on 6th of the month or the previous working day if the 6th is not a working day. **Please note that if you withdraw more money than the underlying growth rate of your investment then your original capital will be eroded.** Please note that a minimum of nine working days is required to set up this facility.

## Bank Account Details

Bank or Building Society†

Branch Title

Name of Account Holder

Sort Code

Account Number

†Please note that banks and building societies may not accept Direct Credits to some types of accounts.

## Application Checklist

**IMPORTANT** – Please read the following since incomplete applications may have to be returned.

1. Have you completed in full the 'Personal Details' section?
2. Have you stated the percentage of the transfer value to be invested per fund?
3. Have you signed the Declaration?
4. Have you completed and enclosed a Transfer Authority for each different Plan Manager?
5. If you wish to invest a lump sum (in addition to any transferred funds) into your current tax year ISA have you enclosed a cheque made payable to IFDS Managers Ltd?
6. If you wish to make monthly savings, have you completed the 'Direct Debit' form? Please note a cheque for your first monthly investment, made payable to **IFDS Managers Ltd**, should be enclosed.

Please do not use staples.

**Please return your completed ISA Transfer Application form to:**  
**IFDS Managers Ltd - Matterley,**  
**PO Box 10818,**  
**Chelmsford, CM99 2BL.**

If you have any questions regarding the completion of this form please contact your financial adviser or the ACD on **0844 931 0031.**

## Declaration

I declare that:

- I apply to subscribe to an IFDS Matterley ISA,\*
- All subscriptions made, and to be made, belong to me,\*
- 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 a cash ISA and a stocks and shares ISA 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 and ordinarily 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 and Pensions) Act 2003 (Crown Employees serving overseas), are being 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 IFDS Managers Ltd if I cease to be so resident and ordinarily resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.\*

- I have read, understood and retained a copy of the IFDS IM Matterley Investment Funds Simplified Prospectus, incorporating the ISA Terms and Conditions, and agree to be bound by them and accept that these may be varied at the Company's discretion,
- This application form has been completed to the best of my knowledge and belief but, should circumstances change, I will inform you immediately,
- I understand that you may require additional information from me in accordance with the money laundering regulations and I acknowledge that electronic data sources may be used to check my identity under the money laundering regulations.

I authorise IFDS Managers Ltd

- i) to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash,
- ii) to make on my behalf any claims to relief from tax in respect of ISA investments

**Signature**

**Date**

We will hold any personal information provided to us in confidence and in accordance with data protection law. We and other IFDS group companies may use your data and/or share your data with others identified in, and for the purposes described in, our Simplified Prospectus under the heading 'Personal Data'. Please tick this box if you do not wish to receive marketing communications by mail or telephone.

*\*If you want to transfer your existing ISA(s) but do not want to subscribe to an ISA for the current tax year please delete the wording marked with an asterisk.*



## Transfer Authority(ies)

Please complete the following ISA Transfer Authority. Please note that if you are transferring ISA Plans for more than one Plan Manager you need to complete a separate authority for each different Plan Manager

### Authority to transfer my ISA Plan(s) to IFDS Managers Ltd for investment into the IFDS IM Matterley Investment Funds ISA

Name		Existing Manager's Name			
Address		Address			
	Postcode	Postcode	Tel No		
Plan Account Number(s)		Year(s) of Subscription			
Full Transfer <input type="checkbox"/>	Approx Value of Full Transfer	£ <input type="text"/>	Partial Transfer <input type="checkbox"/>	If partial transfer please enter amount to be transferred	£ <input type="text"/>

I hereby instruct the above ISA Manager to sell my ISA plan investments relating to the above ISA plan(s) immediately, transfer the proceeds to IFDS Managers Ltd and supply them with any information they may require.

Signed	Date
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### Authority to transfer my ISA Plan(s) to IFDS Managers Ltd for investment into the IFDS IM Matterley Investment Funds ISA

Name		Existing Manager's Name			
Address		Address			
	Postcode	Postcode	Tel No		
Plan Account Number(s)		Year(s) of Subscription			
Full Transfer <input type="checkbox"/>	Approx Value of Full Transfer	£ <input type="text"/>	Partial Transfer <input type="checkbox"/>	If partial transfer please enter amount to be transferred	£ <input type="text"/>

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Full Transfer <input type="checkbox"/>	Approx Value of Full Transfer	£ <input type="text"/>	Partial Transfer <input type="checkbox"/>	If partial transfer please enter amount to be transferred	£ <input type="text"/>

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Signed	Date
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