

# Instruction to sell non Investment Centre Funds and Buy Investment Centre Funds

(For James Hay Private Client SIPP, Modular iSIPP, eSIPP and Select SIPP only)



JHAY0678

## Application Guide

Please complete this form if you have a SIPP and you wish to sell non Investment Centre funds and buy Investment Centre funds with the proceeds of the sale.

Please complete this form in BLOCK CAPITALS and black ink. Once this Application Form is completed it may be either:

- (1) Posted to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF, or
- (2) Faxed to 0800 085 8133 (or if faxing from outside the UK, on 0044 1722 320664) or, if you require any assistance, please call your Account Executive or our general enquiry number 0845 850 4455.

## 1 Personal Details

Applicant to complete

Full client name

SIPP number

### TO SELL INVESTMENTS:

- Please complete a separate Section 3 for each different investment provider.

### TO BUY INVESTMENT CENTRE FUNDS:

- Please complete Section 5.

Please now complete sections 3 and 5 and sign the declaration below.

## 2 Client Declaration – PLEASE READ CAREFULLY

Applicant to complete

I hereby confirm I wish to sell the investments listed in Section 3 and buy the Investment Centre funds in Section 5.

As I am investing in Investment Centre funds I confirm I have read and agree to the Terms and Conditions relating to the operation of the Select and Collect Funds as set out in the Select Funds Terms and Conditions and the Collect Funds Terms and Conditions, or the SIPP product's Terms and Conditions as appropriate.

For all funds contained within this instruction, please access and read the current version of the Key Investor Information Document (KIID) for UCITS funds or Simplified Prospectus for other funds, where available. These documents can be accessed via our secure website; James Hay Online.

### IMPORTANT NOTE:

The sale amount stated in Section 3 must meet the investment fund providers minimum criteria – it is the responsibility of the underlying client to check the requirements.

### Client

If I am investing in a UCITS fund, I certify that I have either:

- printed a copy of the current version of the KIID; or
- saved an electronic copy of the current version of the KIID.

I confirm that I am not a US Person. I confirm I am eligible, under the terms, to invest in the chosen fund(s).

### Either: Client

Signature

Date

### Financial Adviser

#### UCITS IV Directive

I confirm that if the Client is investing in a UCITS fund, I have provided the Client with a copy of the Key Investor Information Document (and any other documentation required under the UCITS IV Directive).

I confirm that the Client is not a US Person and confirm that the Client is eligible, under the terms, to invest in the chosen fund(s).

#### Or: Financial Adviser (on behalf of the Client)

Signature

Date

Fund Provider name

Fund Provider's policy/account number(s)

Fund Provider address

Post Code

We hereby instruct you to sell the following fund(s):

Fund name	Fund code eg. Sedol code	Type of Unit/Share Accumulation or Income (please state A or I)	Gross cash amount to be sold or % of fund to be sold

If a sale charge is applicable, please proceed with the sale without advising us of the level of the charge:

Yes  No

If **'No'** please advise us of the amount of the charge before making the sale.

If there is a Fund Provider charge levied for telegraphic transfer of funds to James Hay Partnership please proceed with the instruction deducting the charge from the surrender money.

Yes  No

If **'No'** please send money by BACS or cheque, whichever payment carries no charge.

Investment policy number

**Bank details for any sale proceeds:**

Account name

Sort code

Account number

Bank name and address

Santander	
PO Box 42592	
21 Prescott Street	
London	Post Code E1 8WR

**SIGNED FOR AND ON BEHALF OF JAMES HAY PENSION TRUSTEES LIMITED**

**Authorised Signatory**

Signature

Date

**Authorised Signatory**

Signature

Date

Please buy the following investments in the Investment Centre when you have all the sale proceeds from Section 3:

Select or Collect?	Fund Provider	Fund name	Sedol code (a)	Accumulation / Income (b) (please state A or I)	Gross investment amount (£) (c)	Initial adviser charge % (d)
						0.00%
						0.00%
						0.00%
						0.00%
						0.00%
						0.00%
						0.00%
						0.00%
						0.00%
<b>Total amount to be invested</b>					<b>£ 0.00</b>	

- (a) The Sedol code can be found on the Select and Collect Funds lists available at [www.jameshay.co.uk](http://www.jameshay.co.uk)
- (b) If no preference has been made to share/unit class, we will automatically request Accumulation shares/units are purchased. If Income shares/units are required we will request for the money to be paid to the SIPP Bank Account.
- (c) The minimum investment into each fund is £100. This includes additional investments.
- (d) The maximum initial adviser charge is 5%. The client must provide us with their agreement before we can pay any adviser charge.
- (e) Any recurring adviser charge is paid at the product level. Recurring adviser charges are not available at the fund level.

James Hay Partnership is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to receive this document in an alternative format please contact us on 0845 850 4455. For the hard of hearing and / or speech impaired, please use the Typetalk service via 18001 0845 850 4455.

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHIC has its registered office at 15 Union Street, St Helier, Jersey, JE2 3RF. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL and IPS Plc have their registered office at Trinity House, Buckinghamway Business Park, Anderson Road, Swavesey, Cambs CB24 4UQ. PAL, STL and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. UPTL has its registered office at Boundary House, 91-93 Charterhouse Street, London, ECTM 6HR. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services.(04/13)