ISA Transfer form



#### THIS FORM DULY COMPLETED SHOULD BE SENT TO:

Valu-Trac Administration Services, Orton, Fochabers, Moray IV32 7QE Tel: 01343 880344, Fax: 01343 880267, Email: tyndall@valu-trac.com

If sent by fax or email, please confirm to Valu-Trac Administration Services by telephone immediately and forward the original application form to them at the address above

## ISA TRANSFER AUTHORITY (to be completed by the ISA investor)

To the existing ISA Manager			
For the attention of			
Contact telephone number			
Address			
ISA Plan Reference			
Transfer Amount	£		
or Percentage	%		
Please note all transfers are to b shares.	e cash-only and will be in	vested solely in VT Tyndal	l North American Fund
authorise my existing ISA Mana Services to be applied to purchase Manager to provide Valu-Trac Ad he ISA and to accept any instructi	e shares in the VT Tyndall Iministration Services with	North American Fund. I au any information, written or i	thorise my existing ISA
Where a period of notice is require	ed for closure/part transfer	of the existing ISA, I give my	y consent to either:
serve the full notice period	od before this instruction ca	an be processed; or	
<ul> <li>proceed immediately wit</li> </ul>	th the transfer and apply ar	y consequential charges	
DETAILS OF APPLICANT			
Title			
Surname			
[			
Forenames			
Address			
Postcode			
Country			
Telephone			
Email			
Date of Birth			
National Insurance Number		N/A	

ISA Transfer form



### BANK DETAILS OF APPLICANT

Name of Bank				
Address				
Account Name				
Account Number	er			
Bank Sort Code	е			
or Bank Swift A	Address			
or Bank ABA N	lumber			
Distributions (if applic	cable) will be paid to the	e bank account above		
FUND SELECTION	ON			
FUND:	VT TYNDALL I	NORTH AMERICAN FUND		
SHARE CLASS:				
	CLASS F (£) NET	CLASS F (£) NET INCOME SHARES		
	CLASS F (£) NET ACCUMULATION SHARES			
CLASS F (£) (HEDGE		OGED) NET INCOME SHARES		
	CLASS F (£) (HED	EDGED) NET ACCUMULATION SHARES		
			d what your rights are, please see our Privacy	
Funds should be with Valu-Trac Ad	wired for value on the distribution services. If funds are	ces and which will be stated on	action which will have been agreed in advance the Contract Note issued to you by Valu-Trac than this agreed settlement date they may be	
If you are an ex	•	QUIREMENTS , please insert your account nur I statement or contract note.)	mber:	

- Certified\* copy of passport or drivers' licence;
- Two original/certified\* true copies of utility bills (not older than 3 months and with the same address as that on the application form).

If you are not an existing shareholder, please provide the following documents to Valu-Trac Administration

- \* Your document must be certified by a professional person or someone of good standing in your community. For instance, you could ask a FCA-registered individual, a lawyer or solicitor, a chartered accountant, a bank official, a teacher, a doctor, a dentist, or a nurse. They cannot be a family member, living at the same address or in a relationship with you. They also cannot be a trainee in their profession. The certifier must:
  - write "Certified by me to be a true copy of the original seen by me" on the document
  - sign and date the document

Services:

- print their name under their signature
- add their occupation and address and telephone number

ISA Transfer form



### ISA TRANSFER DECLARATION AND AUTHORISATION

I apply to transfer a stocks and shares ISA.

#### I declare that:

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- 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 & Pensions) Act 2003 (Crown employees serving overseas), are 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 Valu-Trac Administration Services 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;
- the information I have given is correct to the best of my knowledge and belief. I will inform Valu-Trac Administration Services if any information provided in this ISA Application and Declaration changes;
- I understand that an application to transfer from a previous ISA manager is subject to acceptance by the current ISA Manager:
- I have received and read the Key Investor Information Document that has been provided to me; and
- I agree to the ISA Terms and Conditions

#### Lauthorise Valu-Trac Administration Services:

- to control my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash; and
- · to make on my behalf any claims to relief from tax in respect of ISA investments

Full Name of Authorised Person	
Signature of Authorised Person	
Date	

If you have any questions please contact Valu-Trac Administration Services on 01343 880344 or tyndall@valu-trac.com.





## ADDITIONAL PERMITTED SUBSCRIPTIONS (if applicable)

**Deceased Spouse/Civil Partner Details:** 

civil partner

Name:	
Permanent Residential Address as at date	
of death:	
Date of Birth:	
Date of Death:	
National Insurance Number (if known):	
Date of Marriage/Civil Partnership:	
Existing ISA Manager Details:	
l,	hereby declare that:-
date of the deceased's death	e meaning of section 1011 of the Income Tax Act 2007 at the
<ul> <li>The Subscription is made under the pre</li> <li>The Subscription is being made:</li> </ul>	ovisions of regulation 5DDA of the ISA regulations

iii) If later than 3 years, 180 days of the completion of the administration of the estate

ii) For cash subscriptions, within 3 years of the date of death

i) For "in specie" transfers, within 180 days of beneficial ownership passing to the surviving spouse or

ISA Transfer form



### **ISA TERMS & CONDITIONS**

An ISA is a scheme of investment managed in accordance with the ISA regulations by the ISA manager under terms agreed between the ISA manager and the investor ("ISA Terms and Conditions"). In this case, the ISA manager is Valu-Trac Administration Services.

The ISA investments will be, and must remain in, the beneficial ownership of the investor and must not be used as security for a loan.

The title to the ISA investments will be registered in the name of the investor and will be invested solely in VT Tyndall North American Fund shares as indicated in this form.

Contract notes or other documents evidencing title to ISA investments will be held by the investor.

The ISA manager will arrange for the investor to receive a copy of each annual and interim report and accounts of the Company issued from the date of their investment.

The ISA manager is under an obligation (subject to any provisions made by or under any other enactment), if the investor so elects, to arrange for the investor to be able to attend shareholders' meetings, to vote, and to receive, in addition to the annual report and accounts, any other information issued to shareholders.

The ISA manager will satisfy himself that any person to whom he delegates any of his functions or responsibilities under the terms agreed with the investor is competent to carry out those functions and responsibilities.

The ISA manager must notify the investor if, by reason of any failure to satisfy the provisions of the ISA regulations, an ISA has, or will, become void.

On the instructions of the investor and within the time stipulated by the investor, an ISA, or part of an ISA, shall be transferred to another ISA manager in accordance with the ISA regulations relating to transfers. The ISA Manager may place a minimum period on the time stipulated by the investor for transfer. This period, which represents the period the manager requires for practical implementation of transfer requests, will not exceed 30 days.

On the instructions of the investor and within the time stipulated by the investor (not exceeding 30 days), all or part of the investments held in the ISA and proceeds arising from those investments shall be transferred or paid to the investor.