

Investment Centre Switch Form

(For Modular ISA, Modular GIA, Wrap Investment Portfolio,
Wrap ISA and Wrap Offshore Bond only)



Application guide

Please complete this form if you wish to switch Investment Centre funds held within your SIPP.

If you have signed up to our secure online service, James Hay Online, you can place Investment Centre trades online free of charge. Instructions submitted on this form will incur a transaction charge. Please see your product Charges Schedule, available at www.jameshay.co.uk, for more information.

Please complete this form in BLOCK CAPITALS and return it by:

Post to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF, or
Fax to 03333 206 342 (or if faxing from outside the UK, on 0044 1722 338588).

If you require any assistance, please call your Service Executive Team or our general enquiry number 03455 212 414.

TRADES PLACED WITHOUT FINANCIAL ADVICE

Target market

Before deciding to switch into a fund, you should consider the fund manager's target market for your chosen fund and whether your requirements are in accordance with this. This can be obtained through our website www.jameshay.co.uk, through our secure online service James Hay Online or by contacting the fund manager directly. James Hay will not assess whether you meet the fund manager's target market and therefore whether the fund is appropriate for your needs - you need to consider this yourself.

Aggregated costs and charges

If you are switching into a fund which is a UCITS fund, and so the fund manager produces either a Key Investor Information Document (KIID) or a Key Information Document (KID), then before switching you also need to have been provided with the aggregated costs and charges of making the switch. This includes the fund manager's charges and also James Hay's charges for making the switch.

To do this, you will need to phone us on 03455 212 414 and tell us which funds you intend to switch into, and we will produce the costs and charges disclosure document for you. This will provide you with a reference number, which you need to insert on the declaration section of this form.

Please note that if you do not do this before instructing us to invest, this will delay your investment, as we will have to contact you to do this as it is a regulatory requirement.

TRADES PLACED WITH FINANCIAL ADVICE

Target market

As part of the process of providing advice to you, your financial adviser will consider the fund manager's target market and whether your requirements meet this when making their recommendation to you. James Hay will not make any assessment of whether you meet the target market and therefore whether the switch is appropriate for your needs.

Aggregated costs and charges

As the end distributor of your chosen fund you are switching into, your financial adviser will need to provide you with the aggregated costs and charges disclosure prior to switching. This disclosure will need to include their adviser charges, James Hay's charges for making the switch (available from the product's Charges Schedule) and the fund manager's charges. Your financial adviser will be asked, as part of the declaration they need to sign to instruct the switch, to confirm that they have provided this to you. To assist your financial adviser in doing this, they can use our online aggregated costs and charges calculator.

1 Personal details

Applicant to complete

Full name

Product number

Financial adviser company name

Contact name

Contact telephone number

Contact email

Fax number

Are you a UK resident?

Yes No

If **No**, state country of residence

Are you switching Investment Centre funds in a Modular ISA, Modular GIA or Wrap? (Please tick one box only):

Modular ISA

Modular GIA

Wrap

If you are switching funds within a Wrap product, please tell us which product this form is for:

Wrap Investment Portfolio Wrap ISA

Wrap ISA (ex-PEP) Wrap Offshore Bond

Please complete a separate **Investment Centre Switch Form** for each product type.

2 Investment options

- Wrap Investment Centre Funds - available for the Wrap products listed
- Modular ISA Funds - available within the Modular ISA
- Modular GIA Funds - available within the Modular GIA

For all funds contained within this instruction, please access and read the current version of the Key Investor Information Document (KIID) or Key Information Document (KID) for UCITS funds or Simplified Prospectus for other funds, where available. These documents are available on the Fund Research section of our website at www.jameshay.co.uk.

For more details of the fund and adviser charging options available in the Wrap Investment Centre funds, please refer to the Wrap Investment Centre Funds List on our website.

For more details of the fund and adviser charging options available in the Modular ISA and Modular GIA funds, please refer to the Modular ISA and Modular GIA Fund Lists on our website.

Please provide the full details of each Investment Centre fund you wish to switch from and to. All Investment Centre switches are processed as a sale and then a purchase.

SELL INVESTMENT CENTRE FUNDS

Modular ISA, Modular GIA or Wrap fund	Fund provider	Fund name	ISIN code ¹	Encash total holding of fund? (please tick if YES)	If NO - Cash amount (£) OR	Number of units
Total amount to be sold (if applicable)					£	

BUY INVESTMENT CENTRE FUNDS

Modular ISA, Modular GIA or Wrap fund	Fund provider	Fund name	ISIN code ¹	Accumulation/ Income ² (please state A or I)	Percentage breakdown % ³	Initial adviser charge % ⁴

¹ The ISIN code can be found on the Modular ISA, Modular GIA or Wrap Investment Centre Funds Lists available at www.jameshay.co.uk.

² If no preference has been made to share/unit class, we will not be able to proceed with the instruction, and your request will be delayed.

³ This must total 100%. The minimum investment into each fund is £1. (Note: This could vary subject to the fund manager's minimum).

⁴ The maximum initial adviser charge is 5% (including VAT) and must be within the maximum amount agreed by the client, as communicated to us on the Adviser Charges Form. We will not be able to pay any initial adviser charge without such client authority. Any recurring adviser charge is paid at the product level. Recurring adviser charges are not available at the fund level.

PLEASE NOTE: It is not possible to switch between different fund ranges. e.g. Wrap to Select or Collect.

Client

I confirm the instructions in Section 3.

If I am investing in the Modular ISA or Modular GIA Funds, I confirm I have read and agree to the Terms and Conditions relating to the operation of the Investment Centre as set out in the Modular ISA or Modular GIA Terms and Conditions.

If I am investing in the Wrap Investment Centre, I confirm I have read and agree to the Terms and Conditions relating to the operation of the Investment Centre as set out in the Wrap Terms and Conditions.

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

- printed a copy of the current version of the Key Investor Information Document (KIID) or Key Information Document (KID)(as appropriate); or
- saved an electronic copy of the current version of the KIID or KID (as appropriate).

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

I have received financial advice from my appointed financial adviser before making the decision to instruct this trade.

Yes No

I confirm and accept that where no financial adviser is appointed:

- I have considered the target market(s) for the fund(s) I am switching into and whether I fit in this prior to making the decision to switch, and acknowledge that James Hay will not make any assessment of this, nor will James Hay provide any financial advice.
- I have obtained the aggregated costs and charges information as required by regulation. The reference number for this disclosure is:

Client

Signature

Date:

D	D	M	M	Y	Y	Y	Y
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Financial adviser (where instructing on behalf of the client)

I confirm the instructions in Section 3.

If the client is investing in Modular ISA or Modular GIA, I confirm I have provided the client with the Terms and Conditions relating to the operation of the Investment Centre as set out in the Modular ISA or Modular GIA Terms and Conditions.

If the client is investing in the Investment Centre through a James Hay Wrap, I confirm I provided the client with the Terms and Conditions relating to the operation of the Investment Centre as set out in the Wrap Terms and Conditions.

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 or Key Information Document (as appropriate) (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).

I confirm that I have provided financial advice to the client in respect of this transaction.

I confirm that I have considered the target market(s) of the fund(s) being switched into and whether the client fits this, as part of the advice process.

I confirm that I have provided the client with the aggregated costs and charges disclosure as required by regulation (MiFID II and FCA rules).

Financial adviser (on behalf of the client)

Signature

Date

D	D	M	M	Y	Y	Y	Y
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We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (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). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. 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. (04/19)