

Share Class Conversion Form (For Investment Centre funds only)



Guidance notes

Please complete this form if you wish to convert the share class (also known as unit class) of any funds you hold within the James Hay Investment Centre. You can view the options available to you through your James Hay Online account.

Please note that this is not a buy, sell or switch instruction. By completing this form, you are requesting a conversion of the share class of your current Investment Centre holding(s).

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,

Fax to 03333 206 342 (or if faxing from outside the UK, on 0044 1722 338588), or

attaching it to a **Secure Message** sent from your James Hay Online account.

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

1 Personal details

Applicant to complete

Full name

Financial adviser company name

Product number

Contact name

Are you a UK resident?

Yes No

Contact telephone number

If **No**, state country of residence

Contact email

2 Important information

For any new share classes, 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/fund-research.

James Hay does not provide financial advice and will not make any assessment of whether a conversion is appropriate for you. You should speak to your financial adviser before making any decisions regarding your investments.

If you do not have a financial adviser and would like to speak to one, you can find a list of regulated advisers in your area at www.unbiased.co.uk or by calling 0800 023 6868.

- **Select Funds** - available for the Modular iSIPP and Private Client SIPP (where there is an appointed financial adviser)
- **Collect Funds** - available for the Modular iSIPP and Private Client SIPP
- **Wrap Funds** - available for the Wrap Investment Portfolio, Wrap SIPP, Wrap ISA and Wrap Offshore Bond
- **Modular ISA Funds** - available for the Modular ISA
- **Modular GIA Funds** - available for the Modular GIA

Please provide the full details of each Investment Centre fund you wish to convert the share class from and to. ISIN codes can be found on the relevant Funds List for your product, available at www.jameshay.co.uk.

Please complete multiple copies of this page if required. If you are converting the share class of funds across multiple products, please complete a separate form for each product.

Select, Collect, Wrap, ISA or GIA fund	Fund provider	Fund name	ISIN code of current holding (Converting from)	ISIN code of new share class (Converting to)

Client

I confirm the instructions in Section 3.

In respect of conversions of the share/unit class of a UCITS fund, I certify that I have either:

- printed and read a copy of the latest version of the Key Investor Information Document (KIID) or Key Information Document (KID)(as appropriate), or Prospectus information (where available); or
- read and saved an electronic copy of the current version of the KIID or KID (as appropriate) or Prospectus information (where available)

for the share/unit class I am converting to.

I acknowledge that James Hay will not make any assessment of the suitability of conversion, or of the share/unit class to which I am converting, nor has James Hay provided me with any financial advice.

Client

Signature

Date

Financial adviser (where instructing on behalf of the client)

I confirm the instructions in Section 3.

Where the client is converting the share/unit class of a UCITS fund, I certify that I have provided the client with a copy of the latest version of the Key Investor Information Document (KIID) or Key Information Document (KID)(as appropriate), and any other documentation required under the UCITS IV Directive.

Financial adviser (on behalf of the client)

Signature

Date

Adviser name

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).

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