

# FundZone

## Re-registration & cash transfer ISAs & Investment Funds



For adviser use only

### Re-register over £10,000 to FundZone and receive £50

For each client you re-register to FundZone with assets over £10,000, you will receive £50. Until the year end, advisers will receive £50 for clients re-registered onto FundZone with over £10,000 assets transferred. This can be a combination of ISA and Investment Funds and certain other investments and transfers that meet our criteria. This offer is available until 31 December 2008.

This offer applies to in-specie re-registration only, Investment funds and ISAs. This offer is not available for cash transfers and is not available for *sigma* to FundZone or Wrap to FundZone transfers. The £50 bonus payments will be paid automatically at the end of the month for single products (ISAs or Investment Funds), or at the end of the offer period for combinations of ISA and Investment Funds. We reserve the right to withdraw this offer at any time.

#### Everything under one roof

If your clients currently have mutual funds investments managed by several different companies, transferring them onto the platform will enable you to reduce the amount of time you spend on administration. Having all client investment information in one place means less time spent searching when you're conducting a client's review. You'll be able to obtain a full valuation more easily, meaning you can advise your client more easily.

**There are two options available to you when transferring mutual funds investments onto the platform:**

#### Re-registration (or an in specie transfer)

Re-registration is simply moving the administration of your clients' ISAs and Investment Funds from one company to another. With re-registration:

- Your clients remain fully invested throughout the process, and retain ownership at all times.
- As the investment is transferred without buying and selling of units, there are no initial charges.
- ISAs that are re-registered retain their beneficial tax status.
- There are no Capital Gains Tax implications when re-registering to the FundZone platform.

Re-registering your clients' investments to FundZone is an on-line process, which you complete on their behalf. Paper re-registration is also available.

#### Cash Transfer

Some assets cannot be re-registered due to restrictions imposed by the client's current ISA manager. In these cases a cash transfer is the only option. With a cash transfer:

- Your client's ISA holding in the original fund is sold and a cash payment is transferred to the new manager.
- The new manager uses this money to buy units or shares in the same fund or a new fund. This applies to ISAs only.
- ISAs that are transferred in cash retain their beneficial tax status.
- There are no Capital Gains Tax implications when transferring an ISA.
- There may be an initial charge payable by your client, and they will be out of the market during the transfer period. The charges are not guaranteed. They are regularly reviewed and may be changed in the future.
- For an ISA cash transfer to FundZone, you can either arrange the transfer on-line, or if you prefer, by submitting the paper-based application form and letter of authority.

The table on page 2 outlines those investments which can be transferred onto the platform, and if they can be re-registered or transferred as cash:

*Transferring the administration of client investments onto the FundZone platform lets both you and your clients view their investments in one place. Having this information at your fingertips can make a client review and any resultant action simple, quick to perform and to complete.*

## Re-registration On-Line

**Note:**

\* Some ISA managers may not support re-registration.

Product Type	Can Re-register*	Transfer in cash
ISA Stocks and Shares	✓	✓
Investment Funds (Unit Trusts and OEICs)	✓	✗

We understand the frustrations that you can face when re-registering assets (such as having to complete paperwork and chasing the transferring scheme(s) for progress updates). As a result, the FundZone platform offers an on-line re-registration service to support advisers looking to consolidate their client's holdings onto the platform.

There is no initial charge for this service. Advisers, or their clients, will be responsible for any fees levied by the current provider.

### A simple process

Re-registering your client's assets via the FundZone platform is a simple, easy to follow process:

#### For new FundZone platform clients

- Obtain the client's investment holdings information.
- Enter the client's data onto the FundZone platform.
- Submit the re-registration request via the platform.
- Client signature required – you will need to print a copy of the transfer forms/letters and obtain the client's signature – then mail the signed transfer forms to Standard Life.

#### For existing FundZone platform clients

- Find the client's details on the platform.
- Submit the re-registration request via the platform.
- Client signature required – you will need to print a copy of the transfer forms/letters and obtain the client's signature – then mail the signed transfer forms to Standard Life.

#### Keeping you and your clients informed

- You can view the status of the request via the platform.
- You will be notified on completion of the transfer via e-mail.
- When the transfer is complete the client account will reflect the transferred assets and/or cash. Investment instructions for transfers in cash will be implemented automatically.

## **Further Information**

Should you require any further information about transferring your clients' investments onto FundZone, or have a general query, you can contact the FundZone Customer Centre:

Telephone number 0845 279 2002, during the following times:  
Monday to Friday, 9am to 5pm. (Call charges may vary).

Alternatively you can write to us at:

FundZone Customer Centre  
Dundas House  
20 Brandon Street  
Edinburgh  
EH3 5PP