

FundZone ISA Re-registration Application form



FZMF33b

Consultant Code

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For Standard Life use only

Please note that not all ISA managers support re-registration.

This application form is for an ISA and is only for use by applicants whose principal home is the UK and who are habitually resident in the UK.

When we say 'Standard Life', 'we' or 'us' we mean 'Standard Life Savings Limited'.

If you need any help completing this form, please contact us on 0845 279 2002. (Call charges may vary)

Please provide your National Insurance Number.

This is a HM Revenue & Customs requirement and must be completed. If you do not have one please put a cross in the box to declare this.

Please provide your permanent address, care of addresses are not acceptable.

IMPORTANT NOTE FOR ADVISERS – If you want your client to receive online access to FundZone, please provide your client's email address opposite.

Who this form is for

This form is for anyone who wishes to re-register a Stocks and Shares ISA from another ISA Manager to Standard Life on the FundZone platform.

Filling in this form

Before completing this form, please read the Key Features and Terms and Conditions (FZMF17) and the Fund Factsheet for your chosen fund or funds. An ISA may only be held in one individual's name. All sections must be completed; missing information will prevent us from accepting your application. If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form. **Please fill in this form in black ink and BLOCK CAPITALS. Don't use correction fluid if you make a mistake. If you need to fix a mistake, please initial any changes you make.** Put a cross in the relevant box when you're asked to make your choice. A copy of this completed application form is available on request.

Part 1 – Tell us what you want to do

Please select the product(s) that you wish to Transfer by putting a cross in the relevant box(es) below.

	Previous Tax Years	Current Tax Year
Stocks and Shares ISA	<input type="checkbox"/>	<input type="checkbox"/>

If Current Year ISA selected, please provide details of current year subscription and date of first subscriptions below.

Current Year subscription £ Date of first subscription (DD/MM/YYYY)

<p>Adviser Code</p> <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> <p>Adviser to complete</p>									<p>Client Type</p> <p>New <input type="checkbox"/> Existing <input type="checkbox"/></p>	<p>Existing account number (if applicable)</p> <table border="1"> <tr> <td>S</td><td>P</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	S	P										
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Part 2 – Client details

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev) Surname

Male Female

First name(s) in full

National Insurance Number Date of birth (DD/MM/YYYY)

I do not have a National Insurance Number UK Resident? Yes No

Permanent UK residential address

Postcode

Telephone Home (include area dialling code) Telephone Work (include area dialling code)

Mobile E-mail address

Any withdrawal payment out of your investment will be made to the nominated bank account you have given in Part 3 of the application.

If no bank details have been provided in this application, you will need to provide us with the details of your own personal nominated account prior to making any withdrawals.

The minimum regular withdrawal is £25. There must be a minimum of £500 within the ISA to allow regular withdrawals to be paid. At least £250 must remain invested in an ISA for it to remain open.

Important:

Please note that the fund Citicode and the full fund name must be included on this form, as shown in the example opposite, in order for us to process your application.

The fund citicode is unique to each fund and each share class within a fund. It is used to identify the fund. It can be found on the Charges and Commission Summary document (FZMF22).

Part 5 – Regular withdrawals

Complete this section if you want to make a regular withdrawal from your investment.

If you wish to withdraw a fixed amount for each payment, please indicate how much you want each payment to be. For example, if you want to withdraw £100 each month (£1,200 per year) cross the monthly box and write £100 in the payment box.

OR

£

If you wish to withdraw a percentage of the **current value** of your holding, indicate the annual percentage amount. For example, if you want to withdraw 6% per year paid at quarterly intervals, cross the quarterly box and write 6% in the percentage box.

%

Note, the percentage you specify will be a percentage of the current value of your investment holding and could be different from your initial investment amount.

Please indicate the date you would like payments to start from (Please select a start date between the 1st and 28th of the month).

(DD/MM/YYYY)

Important – This date must be no sooner than 30 days after you made your investment.

Please ensure you have completed Part 3.

Please indicate how often you wish to make withdrawals Monthly Quarterly Half-Yearly Yearly

Please note that if you do not select a frequency, a default of ‘Monthly’ will be selected for you

Please indicate where you wish to make withdrawals from:

Withdrawal to be taken from Supermarket Cash Account

Withdrawal to be taken across Investment Funds

Withdrawal to be taken across specific funds within the product

Please indicate which funds you wish to make your withdrawals from. You can choose to withdraw a monetary amount, or a percentage of the fund.

Fund Citicode				Fund Name	Amount £	Percentage %
X	X	O	O	Standard Life Investments Managed (EXAMPLE)	eg. 50.00	eg. 5%



Please tear off and keep safely.

Your Direct Debit Guarantee

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amounts to be paid or the payment dates change Standard Life will notify you 5 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Standard Life or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time, by writing to your Bank or Building Society. Please also send a copy of your letter to us.

This section to be completed by the adviser.

Please enter name and address of regulated firm. These are the financial advisers.

Part 6 – Advice given and name of regulated firm	
If you have not given advice in respect of this investment, please cross this box <input type="checkbox"/>	
Otherwise we will assume that advice has been given.	
Basis of Sale	If other please specify
Whole of Market <input type="checkbox"/> Other <input type="checkbox"/>	<input type="text"/>
Adviser FSA or Authorisation Number	Name and address of regulated firm
<input type="text"/>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>
We may need to contact you (the Business Writer) about this application, please provide your contact details below:	
Name of Business Writer	
<input type="text"/>	
Contact Number	E-mail address
<input type="text"/>	<input type="text"/>

This section to be completed by the adviser.

Please select either i or ii.

Part 7 – Charges and Commission: For Re-registration	
Please choose one of the two Renewal Commission options below.	
i. Full standard Renewal Commission <input type="checkbox"/>	
OR	
ii. Nil Renewal Commission <input type="checkbox"/>	
How often do you want Renewal Commission to be paid? Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half-Yearly <input type="checkbox"/> Yearly <input type="checkbox"/>	
Please note that if you do not select a frequency, a frequency of 'Quarterly' will be selected for you.	

All parties named on this form have a right to know that Standard Life holds personal data about them and what purposes it will be used for. Please give them an opportunity to read this notice.

Part 8 – Data Protection
Data Protection Notice – important, please read
We will collect personal information about you in order to consider your application and, if your application is successful, to provide our services to you and manage our relationship and Standard Life's business and services.
If your application does not proceed, the information will be held on our records for 6 years before it is deleted.
We may disclose the information collected to your professional advisers, to other Standard Life group companies, to our third party service providers and, where we consider it appropriate and lawful to do so, to other organisations.
Your information may be held or disclosed in countries outside the European Economic Area which may not have the same standard of data protection laws. Where this occurs, we will take appropriate steps to adequately protect it.
We and other subsidiaries of Standard Life plc would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions. We will never pass your details to companies that are not subsidiaries of Standard Life plc for marketing purposes.
If you do not want to be kept informed, please put a cross in this box. <input type="checkbox"/>
If you would like to request a copy of the personal data we hold about you, please write to the Data Protection Co-ordinator at our Registered Office. We may charge a fee for providing the information.

Part 9 – Money Laundering

To comply with the Money Laundering Regulations 2007, we may verify your identity by carrying out an online check with a reference agency. Where an online check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the online check does not confirm your identity, in which case we will carry out a manual check.

Part 10 – Client Declaration and Important Information

I declare that:

- All subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a Cash ISA and a Stocks and Shares ISA in the same tax year;
- I have not subscribed and will not subscribe to another Stocks and Shares ISA in the same tax year that I subscribe to this Stocks and Shares ISA, and
- 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 Standard Life Savings Limited 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.
- I understand that Standard Life Savings Limited can accept no responsibility for any losses incurred as a result of a delay in the submission of this application; and
- I have read, understood and agree to the use of my personal data for the purposes described in the Data Protection Notice subject to me exercising my right not to be sent details of products or services of subsidiaries of Standard Life plc.

I authorise Standard Life Savings Limited:

- To hold my cash subscriptions, ISA investments, interests, dividends and any other rights or proceeds in respect of those investments and any other cash;
- To make on my behalf any claims to relief from tax in respect of ISA investments; and
- On my written request to transfer or pay to me as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash.

I confirm that I have read the Key Features Documents and have read and agree to the Terms and Conditions of this investment. I confirm that I have received the Fund Factsheet(s) for my chosen fund or funds. I authorise you to carry out electronic identification checks if required. My financial advisers (as detailed at Part 6 of the application form) have my authority to notify you, on my behalf, of any switches in investment funds. My financial advisers also have my authority to notify you, on my behalf, of partial encashments of my investment, full encashment of my investment or to set up a regular withdrawal from my investment.

The proceeds of these are to be paid into my nominated account. Any notification received from my financial advisers (whether via adviserzone, over the telephone or in writing) should be acted on as if it had been direct instruction from me. My financial advisers will continue to have this authority until I have notified you in writing that this authority has ended.

I declare that the information given is correct to the best of my knowledge and belief and that I will inform Standard Life Savings Limited of any change in the information given.

Read the declaration and important information above.

Check that you have completed ALL sections of the application form.

Sign that you agree to the declaration and important information.

Signature

Date (DD/MM/YYYY)

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Please ensure you sign here or we will have to return your application.

When this application form and Transfer Authority have been fully completed and signed, please send it to the address below.

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

Client signature

Please ensure that all relevant sections of this document have been completed as required.
You must sign in the box below to enable us to process your re-registration request.

Signature

Date (DD/MM/YYYY)

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INFORMATION FOR CURRENT ISA MANAGER

It is important that all documentation quotes the SP account number shown at the start of this Letter of Authority. Please send confirmation of re-registration to:
Standard Life, FundZone Customer Centre, Dundas House, 20 Brandon Street, Edinburgh, EH3 5PP
FNZ (UK) Nominees Ltd A/C Standard Life, 20-22 Bedford Row, London, WC1R 4JS