

Client name(s)

Client reference

Please complete this document in **BLOCK** capitals using a black ballpoint pen or type. Any sections that are incomplete may delay the transfer process.

- 1 Please do not state both a percentage and an amount.
- 2 The relevant Application forms must be completed in order to process your application.

## Advice

If you have received advice on this decision from your financial adviser please tick here

## Transfer method – Sell stock and reinvest the cash proceeds

Please complete the following section to confirm the holdings you wish to sell and where you would like the cash proceeds to be reinvested.

Transfer from:				Transfer to: 2			
Portfolio/Account type and reference	Investment type	Owner	% to be transferred OR Exact amount to be transferred if partial 1	Portfolio/Account type and reference where known	Investment type	Owner	% to be transferred OR Exact amount to be transferred if partial 1
e.g. ISA AAA90112	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. Mr A Example	e.g. 100% OR £20,000	e.g. ISA or Investment Account	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. Mr A Example	e.g. 100% OR £20,000

Cash balance notes: Are any cash balances held within the portfolio to be retained as cash or reinvested?

## Transfer method – Internal transfer of stock in specie (in their entirety)

Please complete this section for stocks you wish to transfer to another portfolio in their current form. Please note we are unable to transfer stock in specie from any account into an ISA (with the exception of Additional Permitted Investments).

Transfer from:				Transfer to: 2			
Portfolio/Account type and reference	Investment type	Owner	% to be transferred OR Exact amount to be transferred if partial 1	Portfolio/Account type and reference where known	Investment type	Owner	% to be transferred OR Exact amount to be transferred if partial 1
e.g. ISA AAA90112	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. Mr A Example	e.g. 100% OR £20,000	e.g. ISA or Investment Account	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. Mr A Example	e.g. 100% OR £20,000

Notes:

Please tick this box if you have used the supplementary sheet on page 4

## Additional instructions

Adjust any future regular contributions and/or auto ISA subscriptions that are linked to the above account(s). **1**

Is the disinvestment to proceed upon receipt of this authority?

OR

Is the disinvestment to wait until we are in a position to make the reinvestment?

For Capital Gains Tax (CGT) constrained portfolios within the Discretionary Management Service only:

Please tick this box if you **do not** wish to exceed your annual CGT allowance when processing your disinvestment (Please see important statement 4 below).

- 1** Any regular contributions and auto ISA subscriptions linked to the respective portfolios will be adjusted in line with the updated structure of the portfolio once the internal transfer has been processed. These contributions or subscriptions will not be moved between clients in the event of a change of ownership.

## Balance payment instructions

If a cash balance is due from the above internal transfer that is to be paid out please complete this section.

I would like the balance £  to be paid to my nominated bank account.

### Nominated bank account:

Account name

Bank/Building society name

Branch

Sort code   -   -

Account number

Reference/Building society roll number

## Please read and sign

If the beneficiary of this transfer is not the owner of this portfolio, by signing the below declaration, you confirm that the transfer is a gift and therefore authorise the respective transaction.

Please read the following statements and then sign to confirm you understand this information and authorise Close Brothers Asset Management to undertake the instructions you have given within this document.

### Selling and reinvesting the cash proceeds

1. Settlement timescales will depend on the type of security (equities, collective investments, gilts or corporate bonds), and it could take up to ten days from the date of receipt of the instruction for the funds to be available for reinvestment. If the payment is from a Fixed Term Deposit, it may take up to ten working days for all maturity proceeds from the counterparty to be reconciled.
2. The destination portfolio will be credited within five business days of the funds becoming available, assuming there are no unforeseen circumstances or additional clarification required.
3. Full reinvestment of funds within the Discretionary Investment Management Service may take up to six weeks as our Investment Managers will phase the process to secure favourable returns. If we believe that investment conditions warrant it, there could be a period in which you are 'out of market'. We cannot be held responsible for any gains that you may miss or any losses that you may incur during this period.
4. Portfolios subject to CGT may incur capital gains over and above the annual exemption allowance. This could give rise to a liability to CGT which you will be required to declare within your Self-Assessment Tax Return. You will be able to find details of capital gains incurred within your Close Brothers Asset Management accounts on your Annual Tax Statement.

### Transfers of stock in specie

5. We will commence the stock transfer process within two weeks following receipt of your completed authorisation forms and any additional documentation required, assuming there are no unforeseen circumstances or the need for additional clarification.
6. The authorisation and settlement processes required to complete the transfer could take up to six weeks.

7. In the final stage of this transfer process, the source portfolio(s) will be suspended for up to two business days while the stock is transferred. No active trading can take place during this short period, so the transferring and beneficiary portfolios will both be exempt from any Investment Manager's decision to trade. We cannot be held responsible for any gains you may miss or losses you may experience during this period.
8. If the source portfolio has been transferred in full, it will automatically close following the completion of the transfer process.
9. Unless specified, stock transferred to more than one destination portfolio will be split proportionately. Any residual holdings that cannot be split will be sold and the proceeds split proportionately to the nearest penny between all destination portfolios.

**Balance payment withdrawals**

11. In line with our security protocols, we will occasionally try to contact you prior to releasing a payment from your account to verify your identity and confirm your instruction. Security checks are undertaken for your protection and if we are unable to contact you, we may not release the proceeds until we have completed the verification process.
12. We will share the details that you provide to us with our third party partner credit reference and fraud prevention agencies who will verify these on our behalf. We will keep a record of this but it will not affect your credit score. We will contact you if we require further information and we may not release the proceeds until confirmation has been received. Your nominated bank account details will be stored securely on our systems for future use.
13. Settlement timescales will depend on the type of security (equities, collective investments, gilts or corporate bonds), and it could take up to ten days from the date of receipt of the instruction for the funds to be dispatched for withdrawal. If the payment is from a Fixed Term Deposit, it may take up to ten working days for all maturity proceeds from the counterparty to be reconciled.
14. Should the payment of withdrawal proceeds incur any third-party charges, we may need to sell additional investments in order to cover these.

**General terms**

15. As a security measure, we may contact you to confirm the validity of your instruction. This is for your protection and, if we are unable to contact you, we may have to defer the transfer until this verification had been completed.
16. If all or part of this form has been completed by a member of Close Brothers Asset Management, you confirm by signing below that you have checked that the details are correct. Close Brothers Asset Management will not be held responsible for any inaccuracies.
17. Where a sale or transfer is being made from a portfolio which is subject to CGT, a capital gain may be realised above your annual allowance and therefore you may be liable to pay capital gains tax. You will be required to declare this on your Self Assessment Tax Return. Details of capital gains made within your Close Brothers Asset Management accounts will be provided on your annual tax statement.

**For CGT constrained portfolios within the Discretionary Management Service only**

18. Where a sale or transfer is being made from portfolios constrained by CGT, we will not take into account any capital gain unless you have indicated overleaf that you wish us to do so. By signing below you accept processing your sale may be delayed and that we are not responsible for any adverse price movements in the market during this period.
19. Any calculation of the capital gains impact of executing a sales transaction will be an estimate, we cannot guarantee that there will be no tax liability arising, or take into account any capital gains made on the disposal of assets held outside of your investments with Close Brothers Asset Management.

**Data Protection**

20. Close Asset Management Limited (CAM) will hold, process and protect your personal information in keeping with the requirements of Data Protection law. For more information about how we use personal data, please visit [closebrothersam.com/legal-centre/privacy-policy/](https://closebrothersam.com/legal-centre/privacy-policy/)

Signature	Print name	Date of signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send this form and any supporting documentation to:  
 Close Brothers Asset Management, Nelson House,  
 Gadbrook Business Centre, Gadbrook Road, Northwich,  
 Cheshire, CW9 7TN.

