

Transfer Method - Internal transfer of stock and in specie (in their current form)

Please complete this table where you wish to transfer stocks to another portfolio in specie. 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	% to be transferred OR Exact amount to be transferred if partial ³	Portfolio/Account type and reference where known	Investment type	Owner	% to be transferred OR Exact amount to be transferred if partial ³
e.g. ISA AAA901	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. 100% OR £20,000	e.g. ISA or Investment Account	e.g. Close Discretionary Funds - Balanced Portfolio Fund	e.g. Mr A Beneficiary	e.g. 100% OR £20,000

Notes:

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

Balance payment instructions

If there is a cash balance 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

Account name	<input type="text"/>
Bank/Building society name	<input type="text"/>
Branch	<input type="text"/>
Sort code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reference/Building society roll number	<input type="text"/>

Please read the important statements below and then sign **4**

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 Capital Gains Tax may incur capital gains over and above the annual exemption allowance. This could give rise to a liability to Capital Gains Tax on the estate, for which as personal representatives, you are responsible for reporting to HMRC.

Transfers of stock in specie (in their current form)

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.

Data Protection

17. Close Asset Management Limited 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/

Signature	Print name	Date of signature

Please send this form and any supporting documentation to:

Close Brothers Asset Management, Nelson House,
Gadbrook Business Centre, Gadbrook Road,
Northwich, Cheshire, CW9 7TN.

4 All personal representatives, including the Client's executor(s), personal representative(s), or any other duly authorised persons, must sign this declaration and confirm that they agree to adhere to the Close Brothers Asset Management Terms and Conditions which are available in the online Document Library and at closebrothersam.com/legal-centre/terms-and-conditions

