

Client name(s)	<input type="text"/>
Existing CBAM Client Reference	<input type="text"/>
<input type="checkbox"/> New payment	<input type="checkbox"/> Amend to existing instruction

1 Not available for either Close Balanced or Close Growth Portfolio Funds.

2 Available with accumulation units only.

For Fixed Income only

Unless specified your payment will be made on the 1st working day of the month.
 Please allow a minimum of 15 working days from our receipt of this instruction before the first payment is to be made. Payments can only be made between 1st and 28th of each month.
 Payment start date (Fixed Income Only) / /

Investment Funds

Wrapper (e.g. IA/ISA)	Fund name (e.g. Close Balanced Portfolio Fund)	Owner	Do you require all income? 1		OR: Do you require a fixed amount? 2 (Please state amount)	Please select frequency of payment			
			Yes	No		Monthly	Quarterly	Half yearly	Annually
					£				
					£				
					£				
					£				

Managed Portfolio Service (MPS) or Discretionary Management Service (DMS)

Wrapper (e.g. IA/ISA)	Portfolio name (e.g. MPS or DMS; Balanced)	Owner	Do you require all income?		OR: Do you require a fixed amount? (Please state amount)	Please select frequency of payment			
			Yes	No		Monthly	Quarterly	Half yearly	Annually
					£				
					£				
					£				
					£				

Glide Path Strategy – not available under DMS (please complete only if appropriate)

Type of Glide Path Strategy	Owner	Income and payment requirements				
Close Discretionary Funds (CDF) <input type="checkbox"/>		Please confirm the amount of income you will require	Please select frequency of payment			
Wrapper (eg: IA/ISA)			Monthly	Quarterly	Half yearly	Annually
		£				
		£				
		£				
		£				

Nominated bank account and evidence of bank account

Which account would you like us to send payments to?

We will use this account to make all future payments until you instruct us otherwise in writing.

Account name	<input type="text"/>									
Bank/Building society name	<input type="text"/>									
Sort code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<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"/>	<input type="text"/>	<input type="text"/>
Reference/Building society roll 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"/>	<input type="text"/>	<input type="text"/>
Evidence of bank account										
Which form of evidence of bank account have you provided?	<input type="checkbox"/>	Original postal bank statement dated within 3 months				<input type="checkbox"/>	Voided cheque			

Signatures

Signature Applicant 1/Trustee	<input type="text"/>									
Print name (BLOCK CAPITALS)	<input type="text"/>									
Date of signature	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Applicant 2/Trustee	<input type="text"/>									
Print name (BLOCK CAPITALS)	<input type="text"/>									
Date of signature	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

General notes

1. For security reasons, we may undertake electronic verification checks on the bank account details provided for receipt of payments.
2. If all or part of this form has been completed by a member of Close Asset Management Limited, by signing overleaf you are confirming that you have checked that all details are correct. Close Asset Management Limited will not be held responsible for any inaccuracies in the details provided.

Notes specific to Close Discretionary Funds

3. The 'fixed amount' option is available for all the Close Discretionary Portfolio Funds and obtained only from Accumulation Units. Units will be sold to raise sufficient funds for the required payment, which will then be transferred to your nominated bank account either monthly, quarterly, half yearly or annually.
4. The provision of income from a Close Discretionary Portfolio Fund may give rise to a capital gain or a capital loss for tax purposes. Gains may create or increase a liability to Capital Gains Tax (CGT), whereas a capital loss may be used to offset capital gains made elsewhere. This will apply to taxable investments only and full details will be provided in your Annual Tax Statement. If you make gains above your annual allowance, you will be required to declare this on your Self Assessment Tax Return.
5. The 'all income' option is available for the Close Discretionary Funds range. Currently these funds provide two payments each year, which are transferred to your nominated bank account. The amount of income you receive will vary depending on the dividend income and interest produced.

Notes specific to the Managed Portfolio Service (MPS) and the Discretionary Management Service (DMS)

6. Where the provision of income involves the sale of stock, this may give rise to a capital gain or a capital loss for tax purposes. Gains may create or increase a liability to (CGT), whereas a capital loss may be used to offset capital gains made elsewhere. This will apply to taxable investments only and full details will be provided in your Annual Tax Statement. If you make gains above your annual allowance, you will be required to declare this on your Self Assessment Tax Return.
7. If you have elected to receive 'all income', this will be payable either monthly, quarterly, half yearly or annually, as required.
8. If you have elected to receive a fixed amount, this will be payable either monthly, quarterly, half yearly or annually, as required. If the fixed amount required exceeds the cash available in the account from dividend payments and interest received, stock will be sold to raise sufficient cash to enable the payment to be made.