

## STOCKS AND SHARES ISA TRANSFER AUTHORITY FORM

This form should be completed if you wish to transfer stocks and shares ISA funds to The Cambridge Building Society.



**THE  
CAMBRIDGE**  
Building Society

Head Office, PO Box 232, 51 Newmarket Road, Cambridge CB5 8FF

Please return this form with a completed cash ISA application form (if applicable), to either your nearest branch or our Head Office.

If you've got any questions, please feel free to contact us on 0345 601 4021.

If you need additional information or are unsure about transferring your stocks and shares ISA funds we recommend that you seek independent financial advice.

**PLEASE USE BLOCK CAPITALS**

### SECTION 1: YOUR ACCOUNT DETAILS

Title	
Surname	
Forename(s)	
Date of birth	
National insurance number	
Address	
Postcode	
Contact number	
Email address	

### SECTION 2: INFORMATION ABOUT THE ISA YOU WANT TO TRANSFER

Name of existing ISA provider	
Head office address	
Postcode	
ISA provider bank account number (if applicable)	
ISA provider sort code (if applicable)	
Stocks and shares ISA number	

## SECTION 2: CONTINUED

As well as being subject to the terms and conditions of the cash ISA receiving the transfer funds, the transfer will also be subject to the terms and conditions that apply to your current stocks and shares ISA. For example:

- Some stocks and shares ISA products don't allow part of an ISA to be transferred, or may place conditions on how such a transfer is undertaken, e.g. when deciding which investments are sold to facilitate the transfer
- There may be outstanding fees to pay before the transfer goes ahead
- Your existing ISA provider may need to contact you if they need further information

If you're unsure which conditions apply please check with your existing stocks and shares ISA provider before completing this form.

1) Have you subscribed to your stocks and shares ISA in the current tax year?

- Yes  
 No

**Please note that the amount in your account representing current tax year subscriptions can only be transferred in whole and not in part.**

2) Do you want to transfer your current year's subscriptions only? (This will mean selling any investments made with the subscription from the current tax year)

- Yes  
 No

If you choose '**Yes**' please go directly to **question 5**.

3) Do you want to transfer all or part of your ISA?

- All  
 Part

If you choose '**All**' this means all investments currently held being sold. The sale proceeds, together with any uninvested cash currently held, will be transferred to your new provider in full. Please go directly **Section 3**.

4) If you wish to transfer part of your ISA please select one of the following:

- I want to transfer all of my subscriptions from previous tax years  
 I want to transfer some of my subscriptions from previous tax years  
 I want to transfer some of my subscriptions from previous tax years and the current year's subscriptions

5) Stocks, shares and / or funds that you wish to sell and transfer

*Please check your selection is permitted by your existing stocks and shares ISA provider prior to submitting this form. You may be contacted by your existing ISA provider to agree what to sell.*

Please use the space below to give instructions to your current stocks and shares ISA provider about what specific value or tax year(s) you would like to transfer and/or what investments should be realised to meet the transfer.

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If needed, please list all investments that you hold with your current ISA provider that you wish to sell and transfer. Alternatively, you may provide this information by supplying a separate list, e.g. by annotating a valuation statement from your provider.

Description of investment	Investment indicator e.g. ISIN, SEDOL, CUIP (if known)	Number or value of stocks, shares, units or specify who to sell the entire holding

6) Uninvested cash to be transferred

Please state how much of the uninvested cash balance in your stocks and shares ISA you would like to transfer

£ \_\_\_\_\_

If you want to transfer all of your uninvested cash balance, tick here

**SECTION 3: YOUR TRANSFER AUTHORITY**

I authorise my existing ISA provider as specified in this form to sell investments and transfer the ISA in cash to The Cambridge Building Society.

I authorise my existing ISA provider to provide The Cambridge with any information, written or non-written, concerning the stocks and shares ISA and to accept any instruction from them relating to the stocks and shares ISA being transferred.

Where I must give notice to close or transfer part of the existing stocks and shares ISA, or the existing stocks and shares ISA contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing ISA provider to either: (tick the appropriate box)

Wait for the full notice period to end, or wait until redemption (whichever is relevant) before going ahead with this transfer or;

Depending on the terms and conditions, carry out the transfer as soon as possible – I accept any consequential loss of income or capital and any charges that may be applied.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION 4: TRANSFER ACCEPTANCE (OFFICE USE ONLY)

The Cambridge is willing to accept this ISA transfer inline with the customer's instructions given in this form, as long as the following conditions are met:

- The transfer proceeds are made up of cash deposits only
- We must receive all the transfer proceeds no later than \_\_\_\_\_
- Where the customer has shown that they want to transfer subscriptions from the current tax year, these must not be more than £ \_\_\_\_\_
- We don't accept residual income payments

For the purposes of the transfer of the ISA wrapper under the ISA regulations, the date shown below will be the transfer date.

Date: \_\_\_\_\_

Name of new ISA provider: The Cambridge Building Society

#### SECTION 5: TRANSFER DETAILS (OFFICE USE ONLY)

ISA transfer to be credited to account number \_\_\_\_\_

Branch name \_\_\_\_\_

Date request letter sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Date funds received \_\_\_\_/\_\_\_\_/\_\_\_\_

Adviser name \_\_\_\_\_