

# Client Instruction to SWITCH



The information that you provide on this instruction to switch form will assist your intermediary to conduct business with Cofunds on your behalf. Please complete using black ink and BLOCK CAPITALS and return to your Intermediary.

## 1. Personal Details

Please complete this section in full

Mr/Mrs/Miss/Other	<input type="text"/>	Surname	<input type="text"/>		
Full First Name(s)	<input type="text"/>	Date of Birth	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Current	<input type="text"/>				
Permanent	<input type="text"/>				
Residential	<input type="text"/>				
Address	<input type="text"/>	Postcode	<input type="text"/>	Daytime Tel No.	<input type="text"/>

## 2. Switching Details

Please indicate the choice of fund(s) you wish to sell.

Fund(s) to be SOLD

Fund Management Company	Fund Name	ISA/PEP Inv. Funds	Whole Number of Units/Shares or ALL	Continue Regular Mandate
<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"/>
<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"/>

Cash Reserve†  Amount £

- Both partial and full sales of funds are permitted.
- Sale proceeds can be allocated to more than one fund if desired.

Note – for ISAs only (please tick if appropriate):

Fund(s) to be BOUGHT

Fund Management Company	Fund Name	ISA/PEP Inv. Funds	Type of Unit/Share* (Acc/Inc)	% of Proceeds to be invested (if more than one fund)	Regular Contribution
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cash Reserve†  Amount £

## 3. Income Payments

This section should be completed only if you have selected income units/shares and you wish the income to be paid to you. If this section has not been completed, any income generated from your investment will automatically be reinvested.

- I wish to have income paid as per my existing income payment mandate OR,
- I wish all income I have requested to be paid, to go to my Bank or Building Society account (please complete details below).

Name of Account Holder	Bank/Building Society Account Number
<input type="text"/>	<input type="text"/>
Bank or Building Society Name and Address	Branch Sort Code
<input type="text"/>	<input type="text"/>
Postcode	

\* Type of Unit/Share – If a fund offers a choice of income and accumulation units or share, and no option is chosen you will automatically be given accumulation units.

† Monies may be held for short periods in the Cash Reserve. Such holdings are deemed 'destined for investment'.

#### 4. Authorisation

I authorise the intermediary firm named below to Switch on my behalf the Investment type indicated overleaf.

Signature

Date

#### 5. Notes

Please note:

Your investment may be out of the market between the sale of your existing fund(s) (sold at the first appropriate valuation point) and the purchase of new fund(s). Sale proceeds will be reinvested as soon as reasonably practicable and in any event no later than the valuation point on the next business day. This means there may be the potential for loss of income or growth if the market rises whilst the switch is pending .

\*Cofunds Limited will charge a switch fee of 0.25% for each fund.

##### Nominated Intermediary details

Name

Company Name

Address

Postcode