# Share Class Conversion Form self-directed, explicit pricing

This form is to be used for Self-directed Explicit Pricing Model clients only.

This form is to be used for share class conversions. This includes conversion between commission-included to commission-free share class funds and  $between \ commission-free \ share \ class \ funds. \ Please \ complete \ this \ application \ form \ using \ black \ ink \ in \ BLOCK \ CAPITALS \ and \ return \ to:$ Chelsea Financial Services, St James Hall, Moore Park Road, London SW6 2JS

1 Intermediary Details	
Cofunds Intermediary Authorisation Code 7 7	
Personal Details (Please complete this section in full)	
I have not received financial advice in relation to this investment.	
Primary holder	Secondary holder
Existing Cofunds Client Reference	Existing Cofunds Client Reference
Mr/Mrs/Ms/Miss/Other	Mr/Mrs/Ms/Miss/Other
Surname	Surname
Full first name(s)	Full first name(s)
Current permanent residential address	Current permanent residential address
Postcode	Postcode
Segmentation (For intermediary use only)  Please enter the name of the segment in full using BLOCK CAPITALS:  STANDARD SELF DIRECTED SEGMENT (only apply if client is not already segmented).  4 Choose Account  Please note: These instructions will convert all funds to commission-free as available to your intermediary.  Account Level  All Accounts - convert all accounts where the client is the primary holder	
5 Choose Product/Funds We will move all funds requested in accordance with your selection unless the requested fund(s) are not available to be converted, in which case we will not be able to fully complete	
your request for these fund(s). Go to http://www.cofunds.co.uk/docs/GBUB/cofunds-fund-list-gbub.pdf for a full list of available funds.  All Products	
6 Convert Existing Regular Contribution	
Convert the existing regular contribution in accordance with the option and accounts as indicated above (if applicable).	
7 Service charge (To be completed by the intermediary)	
Service Charge model name: SEGMENT 1	Annual Service Charge*: 0.4%
	*This is an annual charge taken on a monthly basis.





# 8 Authorisation and Platform Charge

It is Cofunds' normal business practice to process your conversion following receipt of your instruction. The instruction to convert is then passed to the fund manager who will convert and confirm back to Cofunds upon completion. Cofunds upon receipt of confirmation will then reflect the change(s) to the clients Accounts. This process is subject to change dependant on volumes and individual fund manager processing procedures.

### **Authorisation**

I authorise Cofunds to convert on my behalf as indicated above. I understand that if applicable, any application to convert ISA funds will be deemed to include all former ISA and PEP products. I confirm that I have received the relevant product key features/fund specific information and/or Key Investor Information Documents relating to my investment.

I confirm that I have been provided with the Terms & Conditions of the Cofunds Platform (Self-directed Explicit Pricing Model) (the Customer Agreement) and, by submitting this application form, I agree to be bound by that agreement.

I understand that the Customer Agreement sets out the standard terms upon which Cofunds intends to rely, and it is important that I should read and understand the terms before agreeing to be bound by them. If there is any term or point I do not understand or do not wish to be bound by, I understand that I can request further information before signing this application.

I understand that there is a fee associated with the Cofunds Explicit Pricing Model (the Platform Charge). I authorise Cofunds to collect the Platform Charge from my applicable Cofunds Cash Account/Trading Account.

For the L&G Portfolio Plus/SIPP and L&G International Portfolio Bond, where there is insufficient money in my cash account to pay the Platform Charge and I have an existing Sale for Regular Payment mandate or Fund Sale Instruction, I authorise Cofunds to sell funds from my ISA and/or Investment Funds in accordance with this mandate to cover the charge. I understand that this may result in commission-included share class funds being sold to cover this charge.

### I agree to

- The Platform Charge
- The Sale for Regular Payment Process in respect of the Platform charge in circumstances where I have an existing mandate or model portfolio.

I understand and accept that if the fund(s) selected in this form are not available to my intermediary, Cofunds will automatically select a comparable fund available to my intermediary when processing my application. I understand and accept that I am entitled to cancel my application in accordance with the relevant Terms and Conditions of the Cofunds Platform or Customer Agreement applicable to the product I am investing in and that if I chose to cancel my application, my investment shall be subject to market movement during the period from the date when my application is processed to the date my investment is sold.

### **Fund Sale Instruction**

If a Fund Sale Instruction applies to the segment linked to my investment, I accept and agree that funds will be sold to settle any outstanding fees and charges which have accrued prior to this date and all fees and charges payable hereafter.

## Service Charge

I confirm that I have received my Fees and Charges Schedule and understand which fees and charges are applicable to my investment. I hereby instruct Cofunds to pay my intermediary the Service Charge specified in Section 7 of this form and in my Fees and Charges Schedule from my relevant payment account.

Cofunds will accept authority from the primary holder only, in most circumstances.

For trusts and Powers of Attorney more than one signature may be required.

If I have an active Sale for Regular Payment mandate or the segment linked to my investment applies to a Fund Sale Instruction (as described in my Fees and Charges Schedule) and there is insufficient money within the relevant payment account, I authorise Cofunds to sell enough of my platform assets to pay the Service Charge in accordance with the relevant Terms and Conditions of the Cofunds Platform or Customer Agreement applicable to my investments/assets. I understand and accept that this may result in commission-included share class funds being sold to cover the Service Charge, if I have an account level SfRP instruction.

Primary Holder Signature Date

Secondary Holder Signature Date