

# CHILD TRUST FUND TO JUNIOR INVESTMENT ISA TRANSFER APPLICATION

**(STOCKS AND SHARES) 2018/2019**

for new and existing clients

This application form is to be used to transfer assets/money from an existing Child Trust Fund (CTF) to a Cofunds Junior Investment ISA. On receipt of any assets re-registered from your previous provider it will be Cofunds normal business practice (and by signing this application, you agree to such practice) to convert to the commission-free share class equivalent available to your adviser. If a commission-free share class is not available, we will be unable to transfer the assets to Cofunds. The Junior ISA allowance for all investors is **£4,260**. The minimum investment into a Cofunds Junior Investment ISA is £500.



Please complete this form and return it to:  
**Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB**



The Terms and Conditions can be found at:  
[www.cofunds.co.uk/docs/JISATerms](http://www.cofunds.co.uk/docs/JISATerms)

## Section 1

## Client Details

### 1A. New and existing child details

Existing Cofunds Client Reference

Title Mr  Mrs  Ms  Miss  Other

First and middle name(s)

Surname

Date of birth  /  /  Male  Female

CTF Unique Reference Number  /  /  /  /

Permanent residential address

Postcode

**For existing Cofunds clients, we just need client reference, name and date of birth.**

When completing date fields please use the usual **DD/MM/YYYY** format.

### 1B. Applicant Details – Registered Contact

Existing Cofunds Client Reference

Title Mr  Mrs  Ms  Miss  Other

First and middle name(s)

Surname

Permanent residential address

Postcode

The Registered Contact is a person with parental responsibility, or the child aged 16-18, if they so wish.

## Section 2

## Transfer Investment Choices - Junior Investment ISA

### 2A. What funds would you like to transfer into?

I wish to transfer the proceeds of any investments sold, in accordance with the Transfer Authority into the following investments, within a Cofunds Junior Investment ISA.

Please ensure the funds are available through Cofunds. You can only choose commission-free share class funds. If you do not indicate the share class, we'll select the commission-free share class funds, where available to your adviser.

**i**  
If your adviser has agreed exclusive share classes with a Fund Manager for your selected funds, we'll always invest in that exclusive share class and not the share class you've selected below.

Full fund manager name, fund name and <b>share class</b> (example) World Equity Z Fund	Type of unit/share <sup>1</sup>	Transfer %
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	%
Cash Reserve (this will be included as part of your JISA allowance)		%

<sup>1</sup>**ACC/INC:** if you don't specify ACC or INC in this column, and do not complete Section 2B, Cofunds will invest into accumulation units/shares where available.

We're unable to allocate specific cash amounts to funds including the Cash Reserve for the transfer investment choice. **i**

### 2B. Income options (please tick one of the following options)

**Retain in fund (default)** – reinvest any income back into the fund. We don't pay income from a Junior Investment ISA.

## Section 3

## Adviser details (for adviser use only)

Cofunds Intermediary Authorisation Code (required)

### 3A. Segmentation

Only complete this section if the client isn't currently segmented or if you wish to change their segment. All clients trading through Cofunds must be assigned to a segment. Please enter the **full** name of the segment as known by Cofunds using BLOCK CAPITALS:

**4A. I declare that**

The child named above will be the beneficial owner of the accounts investments.

I am aged 16 years or over.

I am the child/I have parental responsibility for that child.

I/the child will not have a Child Trust Fund account once it's transferred to Cofunds.

I will be the Registered Contact for the Junior Investment ISA.

The child is resident in the UK, or is a UK Crown servant, a dependant of a UK Crown servant or is married to/in a civil partnership with a UK Crown servant.

I have not subscribed and will not subscribe to another stocks and shares Junior ISA for this child.

I am not aware that this child has another stocks and shares Junior ISA.

I am not aware of other Junior ISA subscriptions that will result in this child exceeding the annual limit.

I will not knowingly make subscriptions to Junior ISAs for this child that will result in the subscription limit being exceeded.

The information contained in this application form is correct to the best of my knowledge and belief.

**4B. I authorise Cofunds Limited to**

Hold the child's subscriptions, Junior Investment ISA, interest, dividends and any other rights or proceeds in respect of those investments and cash, and;

Make on behalf of the child any claims to relief from tax in respect of Junior Investment ISA.

**4C. I confirm that**

I have viewed the Terms and Conditions of the Cofunds Junior Investment ISA and by signing this application form I agree to be bound by them.

I have viewed the relevant product Key Features and Fund specific information and/or Key Investor Information Documents (KIID) relating to my investment.

A copy of the KIID can be found via the following link (if you have difficulty locating your fund, please contact your adviser):

[https://www.cofunds.co.uk/Investors/Reports\\_and\\_Accounts\\_Investors.aspx](https://www.cofunds.co.uk/Investors/Reports_and_Accounts_Investors.aspx)

I understand that it's Cofunds normal business practice to process my conversion following receipt of my assets from my previous Fund/Plan Manager. The instruction to convert is then passed to the Fund/Plan Manager who will convert and confirm back to Cofunds upon completion. Cofunds upon receipt of confirmation will then reflect the change(s) to my accounts. This process is subject to change dependant on volumes and individual Fund/Plan Manager processing procedures. I authorise Cofunds to convert on my behalf as outlined above.

I understand that Cofunds will convert commission-included share class funds to their commission-free share class equivalent where available to my adviser.

I understand that Cofunds will convert commission-free share class funds to commission-free exclusive share class funds where available to my adviser.

I understand that the Terms and Conditions of the Cofunds Junior Investment ISA are the standard terms upon which Cofunds intends to rely, and it is important that I 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 my signed application form (once accepted by Cofunds) together with the Terms and Conditions of the Cofunds Junior Investment ISA form my customer agreement with Cofunds Limited.

I understand and accept that I am entitled to cancel my application in accordance with the relevant Key Features of the Cofunds Junior Investment ISA and that if I choose 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.

**4D. Notes**

If you require a Fund prospectus, please contact your adviser or Fund Manager directly.

If you wish to attend/vote at unit holder or shareholder meetings, please tick this box

If you wish to receive reports and accounts, you can download them free of charge at: [https://www.cofunds.co.uk/Investors/Reports\\_and\\_Accounts\\_Investors.aspx](https://www.cofunds.co.uk/Investors/Reports_and_Accounts_Investors.aspx)

If you wish to receive paper copies of reports and accounts please speak to your adviser.

You can also request to receive paper copies of reports and accounts by writing to us at Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY.

Signed  
(Registered Contact)

X

Date

/

/

# CHILD TRUST FUND TO JUNIOR INVESTMENT ISA TRANSFER AUTHORITY

This transfer authority should only be used to transfer a Child Trust Fund (CTF) into a Cofunds Junior Investment ISA.

I hereby instruct my current Child Trust Fund provider to either transfer my holdings to Cofunds Nominees Limited or liquidate the assets within my Child Trust Fund with immediate effect, and forward the proceeds as specified below to my new Plan/Account Manager at Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY. I confirm that the re-registration of the funds listed will not change the beneficial ownership from the current holder. I confirm that this transaction is exempt from SDRT by virtue of paragraph 6 of Schedule 19 of the Finance Act 1999.

Existing Cofunds Client Reference

Name of existing Child Trust Fund provider

Address

Postcode

Type of Child Trust Fund with current provider to be transferred:

Cash	<input type="checkbox"/>
Stocks and Shares	<input type="checkbox"/>
Stakeholder CTF	<input type="checkbox"/>
CTF Unique Reference Number	<input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/>

## Section 1 Client Details

### 1A. New and existing child details

Existing Cofunds Client Reference

Title Mr  Mrs  Ms  Miss  Other

First and middle name(s)

Surname

Date of birth  /  /  Male  Female

National Insurance Number (if held)  /  /  The child **does not** have a National Insurance Number

**For existing Cofunds clients**, we just need client reference, name and date of birth. **i**

When completing date fields please use the usual **DD/MM/YYYY** format. **i**

You should be able to find the child's NI Number on a letter from HM Revenue & Customs, a letter from the DWP, a payslip, form P45 or P60. **i**

### 1B. Applicant Details – Registered Contact

Title Mr  Mrs  Ms  Miss  Other

First and middle name(s)

Surname

Signature  Date

The Registered Contact is a person with parental responsibility, or the child aged 16-18, if they so wish. **i**

### 1C. Transferring a stakeholder ctf (only complete if relevant)

The following stakeholder CTF features will **NOT** be included in a Junior Investment ISA:

- Lifestyling from age 15
- Minimum subscriptions of £10 allowed
- Annual charge cap of 1.5%

I confirm that I understand the above and wish to proceed.

## Section 2

## Funds that you wish to KEEP via re-registration (stock transfer)

Please list full names and ISIN references (if known) of the funds that you hold with the Child Trust Fund provider, that you wish to keep when you transfer your investment to Cofunds.

All funds held in the CTF must be transferred to a Cofunds Junior Investment ISA at the same time.

Full fund manager name, fund name and share class (example) World Equity Z Fund	Fund ISIN references	CTF A/C or plan nos.	Type of unit/share <sup>1</sup>
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC
			<input type="checkbox"/> ACC <input type="checkbox"/> INC

<sup>1</sup>ACC/INC: if you don't specify ACC or INC in this column, and don't complete Section 3C, Cofunds will invest into accumulation units/shares where available.

## Section 3

## Funds that you wish to SELL (stocks and shares cash transfer)

Please list full names and ISIN references (if known) of the funds you'd like to sell and transfer the proceeds to Cofunds.

Full fund manager name, fund name and share class (example) World Equity Z Fund	Fund ISIN references	CTF A/C or plan nos.

## Section 4

## Client declaration

### 4A. I declare that

I am the Registered Contact for the Child Trust Fund.

I am the child / I have parental responsibility for that child.

### 4B. I authorise my existing Child Trust Fund provider (as specified above):

Transfer the Child Trust Fund which the Unique Reference Number listed refers to, to Cofunds.

Provide Cofunds with any information, written or non-written, concerning the Child Trust Fund and to accept any instruction from them relating to the Child Trust Fund being transferred.

### 4C. I authorise Cofunds to:

Hold the child's subscriptions, Junior Investment ISA, interest, dividends and any other rights or proceeds in respect of those investments and cash, and;

Make on behalf of the child any claims to relief from tax in respect of Junior Investment ISA.

Where I must give notice to close or transfer part of the existing Child Trust Fund, or the existing Child Trust Fund contains an investment which is designed and intended to be held for full terms and has yet to reach redemption, I instruct my existing Child Trust Fund provider to either (please tick one box):

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

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

Signed  
(Registered Contact)

X

Date

/  /

/  /