



# ISA Application/Transfer Form

This form is required to open a Stocks & Shares ISA and/or transfer an ISA to Redmayne Bentley.

If you are an existing client, or are in the process of opening a portfolio with us and have completed an *Agreement Form*, please use our *Ancillary ISA Form*.

The current annual ISA allowance is £20,000. Please ensure you have read the appropriate *Schedule of Charges, Ancillary Charges* and *Terms of Business* (available at [www.redmayne.co.uk/terms](http://www.redmayne.co.uk/terms)).

Please complete all details in **CAPITALS**.

If you would like your portfolio to be held at a specific office location, please give the name of that office here\*: \_\_\_\_\_

*\*Please note that if you do not specify an office, your portfolio will be held at our Head Office*

## PERSONAL DETAILS

Title \_\_\_\_\_ Surname \_\_\_\_\_ Residential Address \_\_\_\_\_

First Name(s) (In full) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Postcode \_\_\_\_\_

Country & Place of Birth \_\_\_\_\_/\_\_\_\_ Tel \_\_\_\_\_

Country(ies) where taxed \_\_\_\_\_ Tel (Mobile) \_\_\_\_\_

National Insurance Number\* \_\_\_\_\_ Email \_\_\_\_\_

**\*If you do not have a National Insurance Number we will unfortunately be unable to open an ISA for you.**

Occupation (previous, if retired) \_\_\_\_\_

Employer (previous, if retired) \_\_\_\_\_

Nationalities \_\_\_\_\_ National Identifier\*\* \_\_\_\_\_

**\*\*If your Nationality is British, this is your National Insurance Number; if you have dual Nationality, please see [www.redmayne.co.uk/NID](http://www.redmayne.co.uk/NID) for further information on the details you need to provide for the National Identifier.**

Is there anything you want us to know about your health, or any other matter, which may impact the way we provide our service to you?

☐ Yes ☐ No

If yes, please provide details: \_\_\_\_\_

Considering the above, please confirm if there are any helpful adjustments you would like us to make to our service.

☐ Yes ☐ No

If yes, please provide details: \_\_\_\_\_

☐ Please tick here to confirm that you consent to us processing the information provided above, or you provide in the future, that relates to your health for the purposes of providing a service to you and in accordance with our *Privacy Policy* ([www.redmayne.co.uk/privacy](http://www.redmayne.co.uk/privacy)). If you do not consent to us processing this information, please do not provide it to us.

## INVESTMENT INSTRUCTIONS

I apply to subscribe for a Stocks & Shares ISA for tax year 20\_\_ / \_\_ and each successive year until further notice.

As part of this application/transfer I wish to subscribe £\_\_\_\_\_

Please tick all which apply:

- ☐ I will make a secure online debit card payment via *myRB*
- ☐ I enclose a cheque for £\_\_\_\_\_ made payable to Redmayne Bentley LLP
- ☐ I would like to be contacted by Redmayne Bentley to make a debit card payment over the telephone
- ☐ I will arrange a standing order with my bank
- ☐ I would like to Bed and ISA existing investments (see the **BED AND ISA** section overleaf)

## TRANSFER INSTRUCTIONS

- ☐ I would like to transfer in my existing ISA(s) (see the **TRANSFER MY EXISTING ISA(S)** section on page 3).

## SERVICE LEVEL

- ☐ My ISA will be Execution-Only. Please refer to our *Stockbroking: A Summary of Key Information* available at [www.redmayne.co.uk/terms](http://www.redmayne.co.uk/terms) or in hard copy upon request.

For our Investment Management or Dealing with Advice services, please contact us to obtain the relevant agreement form (if required) and/or *Ancillary ISA Form*.

## BED AND ISA

Please complete this section if you wish to transfer (by way of a sale in the market and re-purchase within your ISA) all or part of your existing holdings of stocks and/or shares into a Redmayne Bentley ISA.

- ☐ Please sell and re-purchase stock as detailed below as soon as practicable following receipt of this form and all relevant documentation.
- ☐ Please use the sale proceeds as a cash subscription to my ISA for the current tax year to cover the purchase value:

SELL	
Name of Stock	Quantity or Value

BUY	
Name of Stock	Quantity or Value

- ☐ I have enclosed my share certificate(s) and signed CREST Transfer Form(s) to satisfy the sale(s) in the market (if applicable).

## EMPLOYEE SHARE TRANSFER SERVICE (SAYE)

If you wish to effect the transfer-in of shares arising from an Approved All-Employee Savings-Related Share Option and/or Profit Sharing Scheme within 90 calendar days of exercise please contact your Redmayne Bentley office.

## WITHDRAWING FUNDS FROM YOUR ISA

We require details of your personal bank/building society so that we can make a BACS payment when a withdrawal is requested. We require evidence of the Bank or Building Society account, including hard copy documents sent from your Bank or Building Society detailing your name, account number and sort code, such as a statement with full headers, recent correspondence or a spoiled cheque.

Name of Bank or Building Society \_\_\_\_\_

Branch Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Bank Account Holder's Name(s) \_\_\_\_\_

Bank Sort Code \_\_\_\_/\_\_\_\_/\_\_\_\_ Bank Account Number \_\_\_\_\_ Roll Number \_\_\_\_\_

Additional requirements for Non-UK Bank Accounts:

IBAN \_\_\_\_\_ SWIFT/BIC Code \_\_\_\_\_

## MONTHLY INCOME SERVICE

If you would like to receive monthly withdrawals of your income (when income is available), please tick the box below and we will arrange for your payments to be paid direct to the Bank/Building Society account detailed above. Income is made up of dividends, interest and bank interest, and is transferred directly to your chosen bank account until Redmayne Bentley is instructed otherwise. Distributions are made on the last working day of each calendar month.

☐ I would like to withdraw income from my ISA on a monthly basis.

## CLIENT PORTAL: *myRB*

If you have provided an email address, we will register you for *myRB* our online client portal. You will be issued with an email detailing information about how to activate and log-in to *myRB*.

*myRB* enables you to:

- View all portfolio balances, holdings, valuations, activity and performance.
- Send/receive secure messages to/from your Redmayne Bentley executive/office.
- View portfolio documents, for example Contract Notes and Statements.
- Make secure payments to your portfolio(s).

## PRIVACY POLICY

Our *Privacy Policy* contains information on how we will store and use your personal information and your rights in relation to this. You can view the full policy online at [www.redmayne.co.uk/privacy](http://www.redmayne.co.uk/privacy) or in hard copy on request.

## MARKETING COMMUNICATIONS

We would like permission to contact you by email with relevant marketing information about the services we provide. Please note that if you have already provided your consent then we will use this unless you inform us that you wish to withdraw your consent. If you have not already provided your consent for us to contact you with relevant marketing information, and have provided an email address, please indicate which type of communications you would be happy to receive from us by ticking the boxes below.

Services and products that may be of interest to you: ☐

Stock market investment news and investment opportunities: ☐

Details of investment seminars and events: ☐

We may use personal data based on legitimate interest to contact you occasionally for marketing purposes by post. If we do so we will aim to ensure the content is relevant. If you do not wish to receive such information by post, please contact us.

SUBSCRIBE TO OUR INVESTMENT PUBLICATIONS

*Market Insight* is our monthly publication. It is published on two months in each quarter. The aim of *Market Insight* is to explore a current investment theme by looking at the UK and global backdrop, to provide insight as well as give ideas for gaining exposure. *Market Insight* is available only by email.

☐ By ticking this box I consent to being sent *Market Insight* by email from Redmayne Bentley

*1875* is published in the remaining month of each quarter. It includes *Market Insight*, but with additional articles covering topical features and the macro-economic environment. *1875* is available by email by default. However, if you require a printed copy, please contact your Redmayne Bentley office or executive and they will be able to arrange this.

☐ By ticking this box I consent to being sent *1875* by email from Redmayne Bentley

TRANSFER MY EXISTING ISA(S)

Subscribed to a Cash ISA in the current tax year ☐ Yes £\_\_\_\_\_ ☐ No

Subscribed to a Stocks and Shares ISA in the current tax year ☐ Yes £\_\_\_\_\_ ☐ No

If you have ISAs to transfer from more than one provider, please copy and complete this page, including signing the declaration, for each provider.

ISA Manager’s Name \_\_\_\_\_

Portfolio Holder’s Name \_\_\_\_\_

ISA Manager’s Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ISA(S) TO BE TRANSFERRED

TAX YEAR (If applicable, otherwise ALL.):	REF:
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YOUR AUTHORITY

Please change, with immediate effect, the administration of my ISA(s) detailed and arrange the transfer to a Redmayne Bentley ISA in the form of:

☐ FULL CASH; or ☐ STOCK and CASH; or  
☐ PARTIAL CASH TRANSFER - Amount £\_\_\_\_\_

Please remember to consult with your existing ISA Manager with regards to their terms and conditions of transfer.

## DECLARATION

- All subscriptions made, and to be made, belong to me.
- I am 18 years of age or over.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year.
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Redmayne Bentley if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- The information which I have given on this form is true and correct to the best of my knowledge and belief and I will inform Redmayne Bentley without delay of any changes in my circumstances affecting any of the said information.
- I authorise Redmayne Bentley:
  - a) to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
  - b) to make on my behalf any claims to relief from tax in respect of ISA investments.
- I understand that this is Redmayne Bentley's standard agreement for Stockbroking services and this agreement form, along with the appropriate Terms of Business and Schedule of Charges, constitute a legally binding agreement in English law.
- I have read and agree to the charges stated in the appropriate Schedule of Charges and Redmayne Bentley's Ancillary Charges.
- I understand that Redmayne Bentley will execute orders in line with the Order Execution Policy (available at [www.redmayne.co.uk/orderexecution](http://www.redmayne.co.uk/orderexecution)).
- I confirm that I am not a United States 'person' as defined by FATCA, or Canadian resident.

## PLEASE SIGN HERE



SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_

DATE

Please return this form to your usual office or contact, or to ISA & Pensions Team, Redmayne Bentley, 3 Wellington Place, Leeds LS1 4AP

FOR OFFICE USE ONLY

Party ID(s) \_\_\_\_\_

Managing Team \_\_\_\_\_

Primary Executive (if applicable) \_\_\_\_\_

Role Communication Medium      Paper ☐      Portal ☐

Commission Code \_\_\_\_\_

Agent 1 \_\_\_\_\_ Commission split \_\_\_\_\_%

Agent 2 \_\_\_\_\_ Commission split \_\_\_\_\_%

Agent 3 \_\_\_\_\_ Commission split \_\_\_\_\_%