

# VT Teviot UK Smaller Companies Fund

## ISA Transfer Form

**This form duly completed should be sent to:**  
Valu-Trac Administration Services, Orton, Fochabers, Moray IV32 7QE Scotland  
Tel: 01343 880344, Fax: 01343 880267

If sent by fax, please confirm to Valu-Trac Administration Services by telephone immediately and forward the original application form to them at the address above

### ISA Transfer Authority (to be completed by the ISA investor)

To the existing ISA Manager	<input type="text"/>
For the attention of	<input type="text"/>
Contact telephone number	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
ISA Plan Reference	<input type="text"/>
Transfer Amount	£ <input type="text"/>
or Percentage	<input type="text"/> %

**Please note all transfers are to be cash-only and will be invested solely in VT Teviot UK Smaller Companies Fund shares.**

I authorise my existing ISA Manager to transfer my ISA (account number above) to Valu-Trac Administration Services to be applied to purchase shares in VT Teviot UK Smaller Companies Fund. I authorise my existing ISA Manager to provide Valu-Trac Administration Services with any information, written or non-written, concerning the ISA and to accept any instructions from them relating to the ISA being transferred.

Where a period of notice is required for closure/part transfer of the existing ISA, I give my consent to either:

- serve the full notice period before this instruction can be processed; or
- proceed immediately with the transfer and apply any consequential charges

### Details of Applicant

Title	<input type="text"/>
Surname	<input type="text"/>
Forenames	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Country	<input type="text"/>
Email	<input type="text"/>
Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/> n/a <input type="checkbox"/>

### **Share Class Selection**

**Fund:** VT Teviot UK Smaller Companies Fund

**Share Class:** Net Accumulation

Net Income

### **Payment Method – Payment is by wire transfer only**

Funds should be wired for value on the settlement date of this transaction which will have been agreed in advance with Valu-Trac Administration Services and which will be stated on the Contract Note issued to you by Valu-Trac Administration Services. If funds are received on any date other than this agreed settlement date they may be returned by the Bank.

### **Data Protection**

For full information on how VT processes personal information and what your rights are, please see our Privacy Policy online at [www.valu-trac.com](http://www.valu-trac.com).

### **Anti-Money Laundering Requirements**

If you are an existing shareholder, please insert your account number:  
(This can be found on your annual statement or contract note.)

If you are not an existing shareholder, please provide the following documents to Valu-Trac Administration Services:

- Certified\* copy of passport or drivers' licence;
- Two original/certified\* true copies of utility bills (not older than 3 months and with the same address as that on the application form).

**\*Only a Commissioner of Oaths, a notary public, a lawyer / solicitor, an accountant, or a police official, acting in their official capacity as a representative of the applicant may certify identity.**

## **ISA Transfer Declaration and Authorisation**

I apply to transfer a stocks and shares ISA.

I declare that:

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I am resident and ordinarily 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 Valu-Trac Administration Services if I cease to be so resident and ordinarily resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties;
- the information I have given is correct to the best of my knowledge and belief. I will inform Valu-Trac Administration Services if any information provided in this ISA Application and Declaration changes;
- I understand that an application to transfer from a previous ISA manager is subject to acceptance by the current ISA Manager;
- I have received and read the Key Investor Information Document that has been provided to me; and
- I agree to the ISA Terms and Conditions

I authorise Valu-Trac Administration Services:

- to control my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash; and
- to make on my behalf any claims to relief from tax in respect of ISA investments

Full name of Authorised Person

Signature of Authorised Person

Date

If you have any questions please contact Valu-Trac Administration Services on 01343 880344 or [teviot@valu-trac.com](mailto:teviot@valu-trac.com).

## **ISA Terms & Conditions**

An ISA is a scheme of investment managed in accordance with the ISA regulations by the ISA manager under terms agreed between the ISA manager and the investor ("ISA Terms and Conditions"). In this case, the ISA manager is Valu-Trac Administration Services.

The ISA investments will be, and must remain in, the beneficial ownership of the investor and must not be used as security for a loan.

The title to the ISA investments will be registered in the name of the investor and will be invested solely in VT Teviot UK Smaller Companies Fund shares.

Contract notes or other documents evidencing title to ISA investments will be held by the investor.

The ISA manager will arrange for the investor to receive a copy of each annual and interim report and accounts of VT Teviot UK Smaller Companies Fund issued from the date of their investment.

The ISA manager is under an obligation (subject to any provisions made by or under any other enactment), if the investor so elects, to arrange for the investor to be able to attend shareholders' meetings, to vote, and to receive, in addition to the annual report and accounts, any other information issued to shareholders.

The ISA manager will satisfy himself that any person to whom he delegates any of his functions or responsibilities under the terms agreed with the investor is competent to carry out those functions and responsibilities.

The ISA manager must notify the investor if, by reason of any failure to satisfy the provisions of the ISA regulations, an ISA has, or will, become void.

On the instructions of the investor and within the time stipulated by the investor, an ISA, or part of an ISA, shall be transferred to another ISA manager in accordance with the ISA regulations relating to transfers. The ISA Manager may place a minimum period on the time stipulated by the investor for transfer. This period, which represents the period the manager requires for practical implementation of transfer requests, will not exceed 30 days.

On the instructions of the investor and within the time stipulated by the investor (not exceeding 30 days), all or part of the investments held in the ISA and proceeds arising from those investments shall be transferred or paid to the investor.