



# VT TEVIOT UK SMALLER COMPANIES FUND

## ISA TRANSFER FORM

THIS FORM DULY COMPLETED SHOULD BE SENT TO:

Valu-Trac Investment Management Limited, Orton, Fochabers, Moray IV32 7QE

Tel: 01343 880344, Fax: 01343 880267, or for email, please refer to the relevant fund page at [valu-trac.com](http://valu-trac.com)

If sent by fax or email, please confirm to Valu-Trac Investment Management Limited by telephone immediately and forward the original application form to 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 Investment Management Limited to be applied to purchase shares in VT Teviot UK Smaller Companies Fund. I authorise my existing ISA Manager to provide Valu-Trac Investment Management Limited 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"/>
Country	<input type="text"/>
Mobile Number*	<input type="text"/>
Email*	<input type="text"/>
Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/> n/a <input type="checkbox"/>

**\*IT IS MANDATORY TO PROVIDE BOTH A CONTACT NUMBER AND AN EMAIL ADDRESS TO ALLOW US TO PROCESS INVESTOR VERIFICATION (DETAILS BELOW)**



**BANK DETAILS OF APPLICANT**

Name of Bank

Address



Account Name

Account Number

Bank Sort Code

or Bank Swift Address

or Bank ABA Number

Distributions (if applicable) will be paid to the bank account above

**FUND SELECTION**

FUND:

VT TEVIOT UK SMALLER COMPANIES FUND

SHARE CLASS:

ACCUMULATION

INCOME



**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). Your data will be shared with our investor verification partner Smartsearch for investor verification purposes only. The Smartsearch privacy policy can be found at [smartsearch.com/privacy-notice](http://smartsearch.com/privacy-notice). Please refer to our website for further information on Smartsearch and our investor verification process.

**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 Investment Management Limited and which will be stated on the Contract Note issued to you by Valu-Trac Investment Management Limited. If funds are received on any date other than this agreed settlement date they may be returned by the Bank.

**INVESTOR VERIFICATION 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 an existing investor but have not yet completed the investor verification process via Smartsearch you will need to follow the details below as for a new shareholder.

If you are a new shareholder you will need to complete full investor verification via SmartSearch, please see below for more detail;

Valu-Trac Investment Management Limited has partnered with SmartSearch UK to complete our investor verification.

For further details about Smartsearch and the investor verification process please refer to our website.

On receipt of the completed application form stating an email address and mobile phone number you will receive an email from [clientservices@smartsearchuk.com](mailto:clientservices@smartsearchuk.com), you will also receive an SMS from Smartsearch with instructions on how to complete the verification process.

This will usually require you to upload a photo of a proof of ID document, such as driving licence or passport, and completing the facial recognition process involving capturing a live image of yourself.

Please note that for joint applicants, documentation in respect of each applicant is required.

Until the verification process is fully completed by us, we will not be able to process your subscription or undertake any transactions on your behalf. Please ensure you complete the investor verification process detailed above to minimise any inconvenience.

You will be verified by us, in association with our identity verification partner Smartsearch based on the information provided above, and you do not need to provide any further documentation unless we specifically request more details from you.



### 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 Investment Management Limited 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 Investment Management Limited 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 Investment Management Limited:

- 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



ADDITIONAL PERMITTED SUBSCRIPTIONS (if applicable)

Deceased Spouse/Civil Partner Details:

Name:

Permanent Residential Address as at date of death:

Date of Birth:

Date of Death:

National Insurance Number (if known):

Date of Marriage/Civil Partnership:

Existing ISA Manager Details:

I,  hereby declare that:-

- I am the surviving Spouse or Civil Partner of the deceased
- I was living with the deceased within the meaning of section 1011 of the Income Tax Act 2007 at the date of the deceased's death
- The Subscription is made under the provisions of regulation 5DDA of the ISA regulations
- The Subscription is being made:
  - i) For "in specie" transfers, within 180 days of beneficial ownership passing to the surviving spouse or civil partner
  - ii) For cash subscriptions, within 3 years of the date of death
  - iii) If later than 3 years, 180 days of the completion of the administration of the estate

Signature of surviving spouse/civil partner

Date:

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 Investment Management Limited.

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.