

Open Ended Investment Company (OEIC) stock transfer form and guidance notes for transfer of shares

Please complete this form if you wish to transfer shares in your existing Open Ended Investment Company (OEIC) Account to another person, or if you are an executor of an estate and wish to transfer shares to a beneficiary.

If you require legal advice regarding completion of this form, we suggest that you contact a legal adviser, you can find details on the law society website for Scotland or if resident in England, law society for England. If you require general advice on completion of the form, please contact our Client Relations team on 0800 917 2113.

The numbers below relate to the attached form.

- (1) **Full name of undertaking:** This is the name of the Open Ended Investment Company (OEIC) in which the shares are held.
- (2) **Full description of security:** This is the type of shares being transferred (for example B Accumulation).

Both box (3) and (4) must be completed.

- (3) **Words:** The number of shares being transferred in words.
- (4) **Figures:** The number of shares being transferred in figures.
- (5) **Transferor(s) details:**
In the name(s) of: The full name(s) of the current person(s) holding the shares as shown on the statement/tax voucher, together with the full address of the shareholder. If this relates to a deceased unit/shareholder, please complete the full name of the deceased person together with the names of all the executors.
- (6) **A/c designation:** If you have an account designation, this will be shown on your statement/tax vouchers as a series of up to 12 characters after the name of the sole or first named shareholder (for example John Smith A/c 1).
- (7) **Signature(s) of transferor(s):** This is the person who holds the shares currently or their executor or personal representative. All shareholder(s), their attorney or personal representative must sign here.
- (8) **Date:** Enter the date the transfer was signed by the transferor.
- (9) **Transferee(s) details:**
Full name(s), full postal address and date of birth: Enter the details of the person(s) in whose name the shares are to be registered/transferred to together with the address, postcode and date of birth.

- (10) **A/c designation:** If your account has a designation, you would have requested this when setting it up for example 'holiday account'. The designation allows you to differentiate between different accounts for savings purposes. If applicable/required, please enter the New Designation up to a maximum of 12 characters.

Note: Company Law considers it not to be good practice to register minors (under the age of 18) as members of a Company in their own name. It is recommended that the shares be registered in the name of a parent or guardian with a suitable designation, preferably the initials of the minor. You may wish to seek legal advice regarding the procedure for transferring or selling the shares in the future. We are not knowingly permitted to register shares in the name(s) of minors.

- (11) **Customer due diligence for anti-money laundering purposes:** Complete where appropriate. Please note that as we are required to verify the identities of any transferee(s)/new shareholders, we will complete the Due Diligence measures before registering the shares.
- (12) **Self-certification:** Enter the country(ies) (including the UK) in which the transferee is registered for tax purposes and their associated tax reference number(s). US citizens or residents must include United States in the table with their US tax identification number.
- (13) **Not resident for tax purposes:** If the transferee is not a resident in any country for tax purposes this box must be ticked.
- (14) **Distribution income:** All new investors who are receiving income shares should have distribution income, where applicable, paid to a bank or building society account. Where income shares are being transferred, the Request for Income Distribution form on page 5 should be completed and a document showing the payee name, sort code and account number, e.g. blank pay in slip or cancelled cheque should be provided when submitting the form. Where income shares are being transferred, we will not proceed with the transfer unless bank/building society details are provided and we receive a document to verify the bank account, this can be a voided cancelled cheque or bank statement (online statements are acceptable), pay in slip or bank statement.

Customer due diligence for anti-money laundering purposes

(11)

This section does not apply where the transferee is a regulated financial institution or other entity that satisfies the criteria necessary to permit the Manager to apply 'simplified' customer due diligence. In such cases, the Manager or Registrar may seek confirmation of the transferee's status and eligibility for these purposes.

Under UK legislation to prevent money laundering, the authorised corporate director ('the Manager') of the open-ended investment company is required to verify the identities of any transferees named overleaf. In the case of bodies corporate, trusts and other legal arrangements, it is also required to establish the identity of any trustees or other controllers that are not named as well as individuals that have a specified beneficial interest in the shares being transferred. It may also need to enquire as to the purpose of the transfer. For these purposes, the Manager, or Registrar acting on its behalf, may need to obtain independent documentary evidence of identity in respect of the transferee(s) and may undertake electronic searches of the electoral register and of other personal data, although not credit information, which may be held by credit reference agencies and others. If the Manager is unable to verify the identity of the transferee(s) electronically, identity documents will be requested. Please note that the transfer will not be completed until documents are received.

Beneficial ownership and control

- (a) If the transferee(s) (new shareholder(s)) is/are the individual beneficial owner(s), please state 'TRANSFEREE' or 'TRANSFEREES', as appropriate, in the first name space of the table below.
- (b) If the transferee is a body corporate or a partnership, it must enter in the table below the names of any persons that own or control more than 25% of the voting rights in the body or partnership, or are entitled to more than 25% of its capital or profits, or otherwise exercise control over the management of the body or partnership*.
- (c) If the transferee(s) is/are acting as trustee(s) (or similar), they must enter in the table below the names of any further trustees or others that have control over the management of the trust or arrangement and any individuals that have an entitlement to at least 25% of the property of the trust or otherwise have control over the trust**.

*Please note in certain scenarios we may be required to identify beneficial ownership at 10%.

**If no individual has a specified interest that exceeds the above limits, please state 'NONE' in the name column and an appropriate description (e.g. shareholder, beneficiary etc.) on the right. In the case of entities and arrangements that are not established for the benefit of any specified individual(s), the table should be used to provide a description of the nature of those who will benefit from the entity or arrangement ('the class of beneficiary').

Name		Address
Date of birth		
Capacity**		

Name		Address
Date of birth		
Capacity**		

Name		Address
Date of birth		
Capacity**		

Name		Address
Date of birth		
Capacity**		

Name		Address
Date of birth		
Capacity**		

Name		Address
Date of birth		
Capacity**		

**e.g. Trustee, partner, shareholder, beneficiary etc.

Please complete the table in BLOCK CAPITALS. If there is insufficient space above to list all the relevant individuals, please tick here and continue onto a separate sheet of paper, which should be stapled to this form.

† The term ‘Tax Regulations’ refers to regulations created to enable automatic exchange of information and include FATCA (The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010), various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

Tax Regulations† require us to collect information about each investor’s tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax adviser. Should any information provided change in the future, please ensure you advise us of the changes promptly.

Tax residency (12)

Please indicate all countries (including the UK) in which you are resident for tax purposes and the associated Tax Reference Numbers in the table below. If you are a US citizen or resident, please include United States in this table along with your US Tax Identification Number.

To be completed by all transferees (new holders) (including UK resident transferees and beneficial owners):

†† For UK tax residents this will be your National Insurance Number. UK tax residents do not need to provide a Tax Identification Number if you are not tax resident anywhere else and are not a US citizen.

Applicant (please print name)*	Country/Countries of Tax Residency	Tax Identification Number††

If you are not resident for tax purposes in any country, please tick this box (13)

Declaration – individuals

I/We hereby certify that I/we have provided a complete list of the beneficial owners and controllers as described in the Beneficial Ownership and Control section of this form and that they are known to me/one or more of us or, in the case of a class of beneficiary, that the description is appropriate and accurate.

I/We declare that the information provided on this form is to the best of my/our knowledge and belief, accurate and complete.

I/We agree to notify the Registrar immediately in the event the information in this form changes.

To be signed by all of the transferees (new holders) in whose names the shares will be registered:

Signature(s):

1.
2.
3.
4.

In the event of doubt as to how to complete the table, please contact the Registrar. If the table and declaration above are not completed, the Manager or Registrar may need to contact the transferee(s) prior to registering the transfer in order to fulfil their obligations under UK money laundering and data protection legislation.

The Registrar may refuse to register the transfer or allow further disposal of the shares by the transferee(s) until such time as the above due diligence measures have been completed to the Manager’s satisfaction.

Entity Self-Certification

Tax regulations require us to collect certain information about each investor’s tax residency and tax classifications. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC.

Please complete the Tax Reporting – Entity Self-Certification form with the Stock Transfer Form. Please confirm that you have completed and returned this form with the Stock Transfer Form.

se contact us on 0800 917 2113 if you require a copy of the Tax Reporting Form. If we do not receive a completed Tax Reporting Form we may reject the Stock Transfer Form.

