

# Selected Investment Funds (SIF) Stocks and Shares ISA Transfer Form

## Notes on completing this form

- This Application Form should only be used for the following reasons:
  - If you don't already hold a SIF Account, or if you opened a SIF Account through the World Selection ISA, you will only be able to transfer existing cash ISAs and Stocks and Shares ISAs into one of the following funds through the World Selection ISA – World Selection Balanced Portfolio – clean accumulation share class, World Selection Cautious Portfolio – clean accumulation share class, World Selection Dynamic Portfolio – clean accumulation share class, or World Selection Income Portfolio – clean income share class.
  - If you are an existing SIF customer you can transfer existing cash ISAs and Stocks and Shares ISAs to the Selected Investment Funds Stocks and Shares ISA.
- Please note that we will not accept re-registrations of legacy share class holdings into your SIF ISA. If we receive a request to re-register legacy share class holdings into your SIF ISA we will instruct your ISA manager to sell those holdings and transfer the value in cash. Alternatively, you may be able to agree with your ISA manager for your legacy share classes to be converted to clean share classes prior to re-registration. Please see the Fund Information Document for the list of funds available.
- Please read the Selected Investment Funds Key Features Document, Selected Investment Funds Terms and Conditions, Fund Information Document, relevant Costs and Charges Disclosure Document and the relevant Key Investor Information Document for the fund(s) you want to invest in before completing this form. The Costs and Charges Disclosure Documents and Key Investor Information Documents can be found on our website [www.hsbc.co.uk/costs-and-charges](http://www.hsbc.co.uk/costs-and-charges).
- Please send completed applications to: HSBC Trust Company (UK) Limited, PO Box 6189, Coventry CV3 9HS.
- If you have any queries about completing this form, please call us on 03457 456 123 (textphone 03457 660 391). Lines are open 8am to 6pm Monday to Friday (excluding public holidays in England). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.
- If you have not previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC Bank plc, you will be required to provide evidence before we can process your application. This may delay your application for a Selected Investment Funds account. You should take suitable identification to your local HSBC bank branch.
  - Acceptable forms of identification include a current and valid passport or driving licence. Acceptable forms of address verification include a bank or credit card statement (excluding statements from HSBC Bank, First Direct, M&S or John Lewis Partnership Card) or a utility bill. These documents must be dated within the last four months.
  - Please note that we can accept a full, valid, UK photocard driving licence to confirm both your identity and address. If you don't hold one, we'll require separate documents.
- Where you have previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC Bank plc, you may still be required to provide additional evidence before we can process your application. This may delay your application for a Selected Investment Funds account. You should take suitable identification to your local HSBC bank branch. We will contact you if this is required.
- **For customer information – In order to process your application we will require a valid Common Reporting Standards self certification from you. This can be obtained at [www.crs.hsbc.com/en/rbwm/uk](http://www.crs.hsbc.com/en/rbwm/uk).**
- You must complete a separate Selected Investment Funds ISA Transfer Authority form (included within this Application Form), for each ISA you are transferring to us.

# 1. Personal details

# Part 1

**🔒 For more details on how we will use your personal information, please read our Privacy Notice Overview which is provided with this application form.**

Title  Mr  Mrs  Miss  Ms Other (please specify)

Gender  Male  Female

Surname

First name(s)

Have you had any other previous names or are you known by any other names? (Please provide details below):

Permanent residential address

Postcode

Home telephone  Mobile telephone

Work telephone  (Please provide at least one contact number)

Email address

When did you move in?

If you have lived at your present address for less than three years, please complete your previous address below

Postcode

Nationality/Citizenship

If multiple nationalities or citizenships are held please provide details.

In which country are you resident for tax purposes?

If you are resident for tax purposes in more than one country, include these below

Date of Birth

Place of Birth

Do you have a National Insurance (N.I.) Number?  Yes  No **(If you have a temporary N.I. Number you should tick 'No'. )**

Please note if you have ticked yes but are unable to provide your N.I. Number on your application, you must provide your N.I. Number within 30 days of the date of your application, otherwise we will void your ISA.

N.I. Number

You should be able to find your N.I. Number on a payslip, P45 or P60, a letter from HM Revenue & Customs, a letter from the Department for Work and Pensions, or a pension order book.

### What is your employment status?

Employed  Full time  Employed – key/part time  Graduate – employed  Graduate – unemployed

Homemaker  Other full time education  Receiving pension / Disability benefit

Self employed  Student qualifying for package  Unemployed  Unknown

Employer name – only applicable if customer ticks full time / part time employment.

Employer name

Employer address – only applicable as above.

Employer address

Postcode

Gross personal annual income

Residential Status

**Purpose of Account:**

Children's Education  Savings for retirement  Investment

Other (please provide reason)

Please provide your existing SIF Plan and/or SIF ISA account number, if applicable.       \*  1

Are you permanently resident outside the UK?  Yes  No

If yes, you may need to complete a Non Resident Regulatory Details Form, which is available from your local HSBC Bank branch. Alternatively you can call us on 03457 456 123 to request a copy of the form. Lines are open 8am to 6pm Monday to Friday (excluding public holidays in England). To help us continually to improve our service and in the interests of security, we may monitor and/or record your communications with us.

**2. Fund Choice (cash transfers only)**

- **You should complete this section to tell us which funds you want to invest in following the transfer in of your existing Cash ISA(s) or the cash proceeds from the sale of investment funds in a Stocks and Shares ISA(s).**
- **If you want to transfer funds from your existing stocks and shares ISA(s) without selling them first, you should complete Section 1 of the Selected Investment Funds ISA Transfer Authority Form and leave the section below blank.**
- **Before supplying details of the fund(s) you require please refer to the Fund Information Document for the list of funds available.**  
You should read the most recent version of the Costs and Charges Disclosure Document and Key Investor Information Document ("KIID") for the fund(s) you wish to invest in. The KIID is provided for your information by the investment company administering the fund. These documents can be found on our website [www.hsbc.co.uk/costs-and-charges](http://www.hsbc.co.uk/costs-and-charges).
- **Any cash investment you make will be placed in to clean share classes within your chosen fund(s). Clean shares have a charging structure in which you pay a charge to the fund provider for managing the fund. The payments that you make to us for our services will be charged separately as the Account Fee, details of which can be found in the Key Features Document and the relevant Costs and Charges Disclosure Document.**
- Further details of which funds are available can be found in the Fund Information Document.
- The minimum investment amount is £1,000 per fund for lump sums.
- If you wish to make subscriptions following the transfer, you will need to complete a Selected Investment Funds New Investment Application Form unless you have already subscribed to a Selected Investment Funds ISA in the current tax year or the previous tax year. Please see the Key Features Document for further details.
- Please indicate what you would like us to do with any income and any interest from your investment. It can be accumulated to maximise any growth or paid out to your chosen bank account. Please note that not all funds allow income to be paid out – refer to the Fund Information Document for further information.





## 5. Declaration and Signature(s)

### I authorise HSBC Trust Company (UK) Limited:

- To hold 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; and
- To make income payments to the bank/building society account indicated in this ISA Transfer or the Transfer Authority Form where I have requested this.
- To remove any ineligible ISA subscriptions from my Selected Investment Funds ISA and place those ineligible subscriptions either into an existing Selected Investment Funds Plan in my name or into a new Selected Investments Funds Plan that will be opened for me. I agree that any new Selected Investment Funds Plan that is opened for me will be subject to the Selected Investment Funds Terms and Conditions (which have already been provided to me), as updated from time to time.

### I declare that:

- I have received the relevant Key Features Document, Key Investor Information Document\* (where available), relevant Costs and Charges Disclosure Document, Fund Information Document, and agree to the Selected Investment Funds Terms and Conditions.  
\*The KIIDs are provided for your information by the investment company administering the fund. HSBC Trust Company (UK) Limited is not responsible for the reliability or accuracy of the data provided by third parties.
- This transfer Application Form has been completed to the best of my knowledge and belief and I will notify HSBC Trust Company (UK) Limited without any delay of any changes in my circumstances affecting any of the information given in this application. Where the information I have supplied relates to other people, I declare that I am authorised by them to disclose that information and agree to the Selected Investment Funds Terms and Conditions on their behalf.
- I am aged 18 years or over.
- I give consent for information in relation to Selected Investment Funds to be provided to me electronically through the [hsbc.co.uk](http://hsbc.co.uk) website.

Please note that if you are not the applicant, but are signing on behalf of the applicant, please enter your name in the box below and describe the legal capacity in which you are signing this form. If you are applying for an ISA transfer for someone else, please note that you are only entitled to sign this form under the following circumstances:

- If the applicant is mentally or physically incapacitated and you are the applicant's appointed attorney, then a Property and Financial Affairs Lasting Power of Attorney must be registered with the Office of the Public Guardian (Enduring Powers of Attorney made prior to 1 October 2007 must be registered with the Court of Protection where the applicant is mentally incapacitated). Alternatively you may be appointed as a deputy by the Court of Protection. A certified copy of the Power of Attorney or a stamped copy of the Court of Protection Order will be required in order to process the application; or

- You have a valid Power of Attorney granted for other reasons. A certified copy of the Power of Attorney will be required and must have been granted within the last twelve months.

Name

Capacity

If you are signing the form as attorney because the applicant is physically incapacitated, please tick this box.

If you are signing the form as attorney because the applicant is mentally incapacitated, please tick this box.

If you are signing the form as attorney granted for other reasons, please tick this box.

### Information about Products, Services and Promotions

The HSBC Group may use and share relevant information about you, your transactions and your relationships with the HSBC Group, to give you information about products, services (including mortgages) and promotions available from members of the HSBC Group and selected third parties which may interest you by post, telephone, electronic and other means. By completing this application you will be allowing the use of your information for this **unless** you tick the appropriate box(es) below to indicate that you do not wish to receive such information;

No Post

No Email

No Telephone

No Mobile messaging

By signing this application, you understand that we will use your personal information as set out in our Privacy Notice Overview.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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## 6. Customer Check List

Please ensure you do the following:

- Complete and sign your ISA Transfer Form.
- Select whether you want income (including any interest) paid out or reinvested in Section 2 or Section 1 of the Transfer Authority. Where you have selected income to be paid out, select a payment frequency and complete the account details in Section 4.
- Sign and date the declaration in Section 5.
- You have received the Key Investor Information Document\* (where available) for the fund(s) you wish to invest in.  
\*The KIIDs are provided for your information by the investment company administering the fund. HSBC Trust Company (UK) Limited is not responsible for the reliability or accuracy of the data provided by third parties.
- You have received the Costs and Charges Disclosure Document for your chosen fund(s) and share class(es).
- Complete and sign the Selected Investment Funds ISA Transfer Authority form (one for each ISA you transfer to us).
- Have you provided at least one form of identification and one proof of address if required? (see notes on page 1). Acceptable forms of identification include a current and valid passport or a current and valid driving licence. Acceptable forms of address verification include bank or credit card statement (excluding statements from HSBC Bank, First Direct, M&S or John Lewis Partnership Card) or a utility bill. These documents must be dated within the last four months.  
  
Please note that we can accept a full, valid, UK photocard driving licence to confirm both your identity and address. If you don't hold one, we'll require separate documents.
- If you have further queries relating to identification and verification, please call us on the telephone number on the first page.
- Return your transfer Application Form to HSBC Trust Company (UK) Limited, PO Box 6189, Coventry CV3 9HS.

# Selected Investment Funds ISA Transfer Authority Form

If you require the transfer of more than one ISA please complete one authority for each account you are transferring and attach the additional authorities to this form. Photocopies of the authority are acceptable, however each must bear an original signature.

**To be signed and dated in all cases. Please do not detach.**

**Provider details**

ISA Manager

Address

Postcode

ISA Account Number

**Customer details**

Your Name

Address

Postcode

If requesting a partial transfer please check with your existing ISA Manager that this is possible.

Type of ISA and subscriptions to be transferred.

Type of ISA

Cash  Stocks and Shares

**a) Current tax year subscriptions**

Do you want us to transfer current tax year subscriptions?

Yes  No

If yes, all current tax year subscriptions must be transferred.  
Please enter the actual or an estimated transfer value:

£

**b) All previous tax year subscription(s)**

Do you want us to transfer all previous tax year subscriptions?

Yes  No

Please indicate the estimated total value of previous tax year subscriptions being transferred in the box provided.

£

Additionally you may use the box below to give further instructions to your current ISA manager with regard to what specific amount or tax years(s) should be transferred and/or what investments should be realised to meet the transfer.

**c) Total estimated transfer value of a) and b) above**

£



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

Please list all funds that you hold with the above ISA manager that you wish to re-register to HSBC Trust Company (UK) Limited without selling the investments. This can only be done if the shares you wish to re-register to us are clean shares, if we offer the same fund and share class in the SIF ISA and if the existing manager agrees to re-registration. You should read the most recent version of the Costs and Charges Disclosure Document and KIID for the fund(s) you wish to invest in. These documents can be found on our website [www.hsbc.co.uk/costs-and-charges](http://www.hsbc.co.uk/costs-and-charges).

- If HSBC Trust Company (UK) Limited does not offer the fund and clean share classes within SIF then we will not be able to re-register those funds unless we agree with your existing ISA manager that the shares can be converted otherwise we will ask your ISA manager to sell the funds and transfer the proceeds to HSBC Trust Company (UK) Limited. You can find an available list of the funds in the Fund Information Document, a copy of which is available by calling us on 03457 456 123. Lines are open 8am to 6pm Monday to Friday (excluding public holidays). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.

By signing this form you authorise HSBC Trust Company (UK) Limited to ask your ISA provider to sell those funds and share classes that are not offered and transfer the proceeds to HSBC Trust Company (UK) Limited as cash.

Fund name	Number of shares/units or specify "All" to transfer all shares/units	Income paid out* (Y/N)

\* If you have indicated that income is currently paid out on your existing holdings, please complete Section 4 (income instruction) to ensure that income continues to be paid out to you after the holdings are re-registered to us.

If you need to specify more than five funds from the same ISA please print and complete another copy of this form with the additional funds, sign and date the form and submit with your application.

## 2. Funds that you wish to SELL (cash transfer)

Please list all the funds that you hold with the above ISA manager that you wish to sell and transfer the proceeds to HSBC Trust Company (UK) Limited. You should complete Section 2 of the SIF ISA Transfer Form (Fund Choice) to tell us which fund(s) you want to invest the cash proceeds into.

Fund name	Number of shares/units or specify "All" to transfer all shares/units

If you need to specify more than five funds from the same ISA manager please print and complete another copy of this form with the additional funds, sign and date the form and submit with your application.

## 3. Declaration and authority

**By signing and dating this ISA authority I am giving my authorisation to the following**

### **If transferring a cash ISA**

I authorise my existing ISA manager as specified above to transfer the ISA specified above to HSBC Trust Company (UK) Limited. I authorise my existing ISA manager to provide HSBC Trust Company (UK) Limited with any information, written or non-written, concerning the cash ISA and to accept any instruction from them relating to the cash ISA being transferred.

### **If transferring a stocks and shares ISA**

I authorise my existing ISA manager as specified above to transfer the ISA specified above to HSBC Trust Company (UK) Limited. I authorise my existing ISA manager to transfer the appropriate investments and/or cash as detailed in Sections 1 and 2 above as appropriate directly to HSBC Trust Company (UK) Limited. Where the funds and share classes indicated in Section 1 above are not available in SIF or the fund(s) have no clean share class available, I authorise you to ask my existing ISA manager to either agree to convert my shares to another share class that can be re-registered or to sell those funds and share classes and transfer the proceeds to HSBC Trust Company (UK) Limited as cash. I authorise my existing ISA manager to provide HSBC Trust Company (UK) Limited with any information, written or non-written, concerning the stocks and shares ISA and to accept any instruction from them relating to the stocks and shares ISA being transferred.

**For both cash ISAs and stocks and shares ISAs**

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

1. Serve the full notice period before this instruction can be processed

OR

2. Proceed immediately with the transfer and bearing any consequential penalty which may be applied.

**Authority**

Signature

Date

**Transfer acceptance (to be completed by new ISA manager)**

In circumstances where the current tax year subscriptions being transferred exceed

please notify me as I may not be able to accept the transfer.

Otherwise I (HSBC Trust Company (UK) Limited) am willing to accept this investor's ISA funds, subject to HM Revenue & Customs rules (the ISA Regulations). I deem the date shown below to be the transfer date of this ISA.

Date

Telephone

Name

Address

Postcode

HSBC Trust Company (UK) Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England number 106294.  
Registered office: 8 Canada Square, London E14 5HQ.

**hsbc.co.uk**

Issued by HSBC Trust Company (UK) Limited

PO Box 6189, Coventry CV3 9HS

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