

6 Switching Details

FUND(S) TO BE SOLD

Please indicate the share class and unit type of fund(s) you wish to sell.

Fund manager, fund name and share class	ISA ¹ , ex PEP, ex Mini OR inv. funds	% to be Sold or ALL	OR	Whole number of units	Continue monthly saving ² (Y/N)
		%			
		%			
		%			
		%			
		%			
		%			
		%			
		%			
CASH RESERVE	ISA	%			

Both partial and full sales of funds are permitted. Sale proceeds can be allocated to more than one fund if desired.

¹ If you select ISA and you hold more than one Cofunds Investment ISA (i.e. ISAs and PEPs from previous years) we will switch the required percentage/number of units in the following order: first: PEP, second: Mini ISA, third: Cofunds Investment ISA. Where no product is stated and if the fund(s) specified is/are only available in one product Cofunds will action the request from that product.

² If you would like to continue your monthly savings in the funds being sold, please indicate in the table above. If you leave this section blank, Cofunds will continue with your most recent Direct Debit instruction.

FUND(S) TO BE BOUGHT

Please indicate the share class and unit type of fund(s) you wish to buy. Please ensure the funds are available through Cofunds. You can only choose commission-free share class funds. If you do not indicate the share class, we'll select the commission-free share class fund, where available.

Please note: if your intermediary has agreed exclusive share classes with a Fund Manager for your selected funds, we'll always invest in that exclusive share class and not the share class you've selected below.

Fund manager, fund name and share class	ISA, ex PEP, ex Mini OR inv. funds	Type of unit/share (ACC/INC) ⁴ (delete as appropriate)	% of proceeds to be invested (if more than one fund)	Monthly saving ⁵
(example) World Equity A Fund		N/A	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
		ACC/INC	%	£
CASH RESERVE ³	ISA	N/A	%	£

100%

³ Cash Reserve

Please note: this will be included as part of your ISA allowance and not placed into your cash account.

⁴ If you do not specify ACC or INC in this column, and do not complete Section 7, Cofunds will invest into accumulation units/shares where available.

⁵ If you are already making regular contributions into this product and would like to start contributions in the funds being bought, please indicate the monetary amount. **This will be considered an addition to the existing regular contribution.** To amend your monthly savings amount, please use the Investment Funds or ISA Regular Contribution Amendment Form.

7 Income

Complete this section if you have requested income units/shares ('INC'). The option you choose will be applied to all income units/shares you hold within this product. If you have selected the option to 'Retain in fund' this will only be applied to the commission-free share class funds you hold, any commission-included share class funds you hold will continue to pay income in accordance with your previous instruction.

Please note: if you are taking regular withdrawals from your cash account you may only select the 'Cofunds Cash Account' or 'Retain in fund' options.

- Consolidated monthly income**
Income generated from your investment funds will be consolidated into your cash account and paid to your nominated bank account on a monthly basis.
- Cofunds Cash Account**
Income generated will be paid into your cash account to be held on platform for withdrawals or future investment.
- Retain in fund**
Income generated from this investment will be retained in the fund.

If you do not already hold income units/shares within this product and you do not tick one of these boxes we will select the 'Retain in fund' option by default. If you already hold income units/shares within this product and you do not tick one of these boxes we will apply your existing income option to all funds within this product.

8 Service and Subscription Charge (For intermediary use only)

This section is used to agree a Service and/or Subscription Charge allowing payments to be made to you, the intermediary. Please ensure the charge model applies to the segment the client is being assigned to.

8A. SERVICE CHARGE

Service Charge model name	Annual Service Charge* %	VAT**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*If you have a tiered Service Charge you should enter the highest priced tier.

8B. SUBSCRIPTION CHARGE

Subscription Charge model name	Subscription Charge £	VAT**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Frequency: Monthly Quarterly Bi-annually Annually

**Cofunds will use the VAT rate that is in place at the end of the month for which the calculation is being performed

9 Declaration and Authorisation

Switches between funds usually take two business days to complete, depending on the valuation point for your chosen fund(s) so you should be aware that your investment may be out of the market for a period of time while the switch is taking place. This means there may be the potential for loss of income or growth if the market rises whilst the switch is pending.

Authorisation

I understand and accept that if the fund(s) selected in this form are not available to my intermediary, Cofunds will automatically select a comparable fund available to my intermediary when processing my application. I understand and accept that I am entitled to cancel my application in accordance with the Key Features applicable to the product I am investing in and that if I chose to cancel my application, my investment shall be subject to market movement during the period from the date when my application is processed to the date my investment is sold.

I understand that if applicable, any application to switch will be deemed to include all former ISA and PEP products. I authorise Cofunds to switch on my behalf the investment fund(s) indicated above. I confirm that I have received the relevant product Key Features/Fund specific information and/or Key Investor Information Documents (KIID) relating to my investment. A copy of the KIID can be found via the following link: https://www.cofunds.co.uk/Investors/Reports_and_Accounts_Investors.aspx

I understand that there are fees (the Cofunds Platform Charges) for the use of Cofunds services. I authorise Cofunds to collect these fees from my Cofunds Cash Account. If there is insufficient money in my account, I authorise Cofunds to sell enough of my platform assets to pay these fees in accordance with the 'Our Charges' section of the Terms and Conditions of the Cofunds Platform (Self-directed Explicit Pricing).

All holders must sign and date this application.

Primary holder signature	X	Date
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Capacity (if applicable)

Second holder signature	Date
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Capacity (if applicable)

Please note: this form will be returned if it's not signed and dated.

If you are completing this as a company you must include a copy of the Articles of Association.

Fund Sale Instruction

If a Fund Sale Instruction applies to the segment linked to my investment, I accept and agree that funds will be sold to settle any outstanding fees and charges which have accrued prior to this date and all fees and charges payable hereafter.

Service and Subscription Charge

I confirm that I have received my Fees and Charges Schedule and understand which fees and charges are applicable to my investment. I hereby instruct Cofunds to pay my intermediary the Service Charge and/or Subscription Charge specified in Section 8 of this form and in my Fees and Charges Schedule from my relevant payment account.

Cofunds will accept authority from the primary holder only, in most circumstances. For trusts and Powers of Attorney more than one signature may be required.

If I have an active Sale for Regular Payment mandate or the segment linked to my investment applies to a Fund Sale Instruction (as described in my Fees and Charges Schedule) and there is insufficient money within the relevant payment account, I authorise Cofunds to sell enough of my platform assets to pay the Service Charge and/or Subscription Charge in accordance with the relevant Terms and Conditions of the Cofunds Platform or Customer Agreement applicable to my investments/assets.

Third holder signature	Date
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Capacity (if applicable)
