

# CONVERSION FORM

for existing clients

This form is to be used to convert either accumulation or income units **and/or** convert share classes within funds.



Please complete this form and return it to:  
**Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY**



The Terms and Conditions can be found at:  
**www.cofunds.co.uk/platformterms**

## Section 1

### Client/Company details

#### 1A. Existing client details

Existing Cofunds Client Reference	<input type="text"/>	Designation (if applicable)	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>		
First and middle name(s)	<input type="text"/>		
Surname	<input type="text"/>		
or company name	<input type="text"/>		
Date of birth	<input type="text"/>	/	<input type="text"/>
	<input type="text"/>	/	<input type="text"/>

When completing date fields please use the usual **DD/MM/YYYY** format.

#### 1B. Nominated bank account

Complete this section to set up a new nominated bank account. We'll use the details below to pay any future income/withdrawals to.

Name of account holder	<input type="text"/>
Branch sort code	<input type="text"/>
Bank/Building Society account number	<input type="text"/>
Building Society roll number	<input type="text"/>

## Section 2

### Type of conversion (please tick one of the following options)

Please tick the applicable box below, and complete the relevant section:

<b>Income to accumulation</b> - complete Section 2A or Section 2B	<input type="checkbox"/>
<b>Accumulation to income</b> - complete Section 2A or Section 2B	<input type="checkbox"/>
<b>Share class conversion</b> - complete Section 2B only	<input type="checkbox"/>

We'll convert all funds requested in accordance with your selection unless the requested fund(s) doesn't exist on the Cofunds platform.

We'll always convert units in the same share class as your existing fund.

#### 2A. Choose your account (for unit conversions only)

##### Account level

<b>All accounts</b> – convert all accounts where I am the primary holder	<input type="checkbox"/>
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or

<b>Specific accounts</b> – convert assets from a specific account where I am the primary holder	<input type="checkbox"/>			
1. Platform Account Reference	<b>A</b>	<input type="text"/>	Designation (if applicable)	<input type="text"/>
2. Platform Account Reference	<b>A</b>	<input type="text"/>	Designation (if applicable)	<input type="text"/>
3. Platform Account Reference	<b>A</b>	<input type="text"/>	Designation (if applicable)	<input type="text"/>
4. Platform Account Reference	<b>A</b>	<input type="text"/>	Designation (if applicable)	<input type="text"/>



## Section 5

## Adviser/Intermediary details (for adviser/intermediary use only)

Cofunds Intermediary Authorisation Code (required)

### 5A. Segmentation

Only complete this section if the client isn't currently segmented or if you wish to change their segment. All clients trading through Cofunds must be assigned to a segment. Please enter the **full** name of the segment as known by Cofunds using BLOCK CAPITALS:

### 5B. Confirmation of verification of bank account details

I/We confirm that:

The sort code, bank account number and account name in Section 1B have been obtained and verified by me/us

Signed  Date  /  /

Name  FCA Reference Number (Firm)

Position

## Section 6

## Client declaration

### 6A. I agree to

The Sale for Regular Payment process in respect of the Cofunds Platform Charges in circumstances where I have an existing mandate or model portfolio.

In the situation the share class conversion is requested in preparation of transferring assets off platform to another provider, and the new provider doesn't offer the share class I am invested in, Cofunds will process the conversion in accordance with the share class specified in Section 2B.

### 6B. I authorise Cofunds Limited to

Convert on my behalf as indicated in this form.

For the Legal & General Portfolio Plus Pension/SIPP and Canada Life International Assurance (Ireland) International Portfolio Bond, where there is insufficient money in my cash account to pay the Cofunds Platform Charges and I have an existing Sale for Regular Payment Instruction or Fund Sale Instruction, I authorise Cofunds to sell funds from my Investment ISA and/or Investment Funds in accordance with this mandate to cover the charge.

### 6C. I confirm that

I have viewed the Terms and Conditions of the Cofunds Platform, relevant to my service type, and by signing this form I agree to be bound by them.

I have viewed the relevant product Key Features and fund specific information and/or Key Investor Information Documents (KIIDs) relating to my investment. A copy of the KIIDs can be found via the following link: [www.cofunds.co.uk/investorsreportsandaccounts](http://www.cofunds.co.uk/investorsreportsandaccounts)

### 6D. 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, relevant to my service type.

The Terms and Conditions of the Cofunds Platform, relevant to my service type, are the standard terms upon which Cofunds intends to rely, and it is important that I read and understand the terms before agreeing to be bound by them. If there is any term or point I do not understand or do not wish to be bound by, I understand that I can request further information before signing this application.

My signed form (once accepted by Cofunds) together with the Terms and Conditions of the Cofunds Platform, relevant to my service type, form my Customer Agreement with Cofunds Limited.

It's Cofunds normal business practice to process my conversion following receipt of my instruction. The instruction to convert is then passed to the Fund/Plan Manager who will convert and confirm back to Cofunds upon completion.

Cofunds, upon receipt of confirmation, will then reflect the change(s) to my account(s). This process is subject to change dependant on volumes and individual Fund/Plan Manager processing procedures.

Cofunds will convert commission-free share class funds to commission-free exclusive share class funds where available to my adviser/intermediary.

If applicable, any application to convert Investment ISA funds will be deemed to include all former Investment ISA and PEP products.

### 6E. Fund Sale Instruction

I confirm that my adviser/intermediary has explained to me whether a Fund Sale Instruction applies to the segment linked to my investment. If so, 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.

### 6F. Notes

Where there are two signatories for a corporate investor, please delete reference to primary and second holder.

If you require a Fund prospectus, please contact your adviser/intermediary or Fund Manager directly.

If you wish to download reports and accounts, you can do so at:

[www.cofunds.co.uk/investorsreportsandaccounts](http://www.cofunds.co.uk/investorsreportsandaccounts)

If you wish to receive paper copies of reports and accounts, product Key Features, other fund-specific information and/or KIIDs, please write to us at: Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY.

**All holders must sign and date this form.**

Primary holder signature  Date  /  /

Capacity

Second holder signature  Date  /  /

Capacity

Third holder signature  Date  /  /

Capacity

Fourth holder signature  Date  /  /

Capacity