

Unit Conversion Form



This form is to be used for unit conversions.

Please complete this application form using black ink in BLOCK CAPITALS and return to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

1 Adviser Details (For adviser use only)

You will require a Cofunds Authorisation Code before being able to transact business. If you do not include this we will not be able to process this application. Please note our system will be updated to link the client to this Intermediary Authorisation Code.

Cofunds Intermediary Authorisation Code	<input type="text"/>	Adviser Client/Deal Ref.	Marketing Code
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CONFIRMATION OF VERIFICATION OF BANK ACCOUNT DETAILS

I confirm that:

The Sort Code, Bank Account Number and Account Name within the Nominated Bank Account section was obtained and verified by me in relation to the customer(s) below.

Full name of regulated firm	Signed	Date
FCA ref no.	Name	
	Position	

2 Personal/Company Details (Please complete this section in full)

Personal/Company Investor(s) primary holder.

Existing Cofunds Client Reference	<input type="text"/>	Current permanent residential address
Mr/Mrs/Ms/Miss/Other		
Surname/company name		
Full first name(s)		Postcode

3 Nominated Bank Account

Complete this section if you have not provided us with your nominated bank account details. If you are an existing customer, only complete this section if you would like to change your nominated bank account details. Any change to your nominated bank account will not be applied to your regular monthly investments.

You can only have one nominated bank account at any given time.

The details you provide here will be applied to all accounts indicated in Section 6.

Name of account holder	Branch Sort Code
Bank or Building Society name and address	<input type="text"/> - <input type="text"/> - <input type="text"/>
Postcode	Bank/Building Society Account Number
	<input type="text"/>
	Building Society Roll Number
	<input type="text"/>

4 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 the products applicable in Section 7.

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

The details you provide here will be applied to all accounts indicated in Section 6.

If you have selected the option to 'Retain in fund' this will only be applied to the commission-free share classes you hold, any commission-included share classes you hold will continue to pay income in accordance with your previous instruction.

- 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.

If your client chooses to convert commission-included fund(s) from, ACC to INC, the 'Retain in fund' option is only allowed if your existing income choice is 'Retain in fund'.

5 Type of Conversion

Please select the type of unit conversion you require. We will move all funds requested in accordance with your selection unless the requested fund(s) do not exist on the platform, in which case we will not be able to fully complete your request for these fund(s). Please note: we'll always unit convert into the same share class as your existing fund. If you would like to convert the share class of the fund(s) you hold, please also complete the Share Class Conversion Form.

Unit conversion

Income to Accumulation

OR

Accumulation to Income

6 Choose Account

Account Level

All Accounts – convert all accounts where the client is the primary holder

OR

If you wish to convert assets from a specific account you must state below the account details. You must be the primary holder of each account.

Please state the platform account reference or designation of the account(s) you wish to convert.

1)	A	<input type="text"/>	Designation (if applicable)	<input type="text"/>
2)	A	<input type="text"/>	Designation (if applicable)	<input type="text"/>
3)	A	<input type="text"/>	Designation (if applicable)	<input type="text"/>

7 Choose Product/Funds

Please specify the type of conversion you wish to complete by selecting one of the options below.

We will move all funds requested in accordance with your selection unless the requested fund(s) are not available to be converted, in which case we will not be able to fully complete your request for these fund(s). Go to <http://www.cofunds.co.uk/docs/GBUB/cofunds-fund-list-gbub.pdf> for a full list of available funds.

If this section is not complete all assets in the account(s) stated in Section 6 will be converted.

All Products ISA - Includes Mini, Maxi & PEP Investment Fund Other (please specify)

OR

Fund Level

Please indicate funds in the table below

Fund manager, fund name and share class	Product	% of units	Number of units

8 Convert Existing Regular Contribution

Convert the existing regular contribution in accordance with the option and accounts as indicated above.

Do not convert the existing regular contribution.

If you **DO NOT** tick one of these boxes we will convert your existing regular contributions in accordance with the options and accounts as indicated above.

9 Authorisation

It's Cofunds normal business practice to process your conversion following receipt of your instruction. The instruction to convert is then passed to the Fund Manager who will convert and confirm back to Cofunds upon completion. Cofunds upon receipt of confirmation will then reflect the change(s) to the client's accounts. This process is subject to change dependant on volumes and individual Fund Manager processing procedures.

Authorisation

I authorise Cofunds to convert on my behalf as indicated above. I understand that if applicable, any application to convert ISA funds will be deemed to include all former ISA and PEP products. I confirm that I have received the relevant product Key Features/Fund specific information and/ or Key Investor Information Documents relating to my investment.

Signature

X

Date