

Withdrawal Instruction Form



Please complete one application form per client reference.

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

1 Adviser/Intermediary Details (For adviser/intermediary use only)

Cofunds Intermediary Authorisation Code

CONFIRMATION OF DESTINATION OF FUNDS (IF APPLICABLE)

I/We confirm that:

The Sort Code, Bank Account Number and Account Name within the withdrawal instruction section were obtained and verified by me/us in relation to the customer(s) below.

Full name of regulated firm
FCA ref no.

Signed	Date
Name	
Position	

2 Personal Details (Please complete this section in full)

Existing Cofunds Client Reference

Designation (if applicable)

Mr/Mrs/Ms/Miss/Other
Surname/company name
Full first name(s)

3 Joint Holders (All joint holders MUST complete this section)

Please include the full name and address of each holder. All correspondence will be sent to the primary holder above.

Joint holders must have the same investment service as the primary holder.

Second named holder

Mr/Mrs/Ms/Miss/Other
Surname
Full first name(s)

Third named holder

Mr/Mrs/Ms/Miss/Other
Surname
Full first name(s)

Fourth named holder

Mr/Mrs/Ms/Miss/Other
Surname
Full first name(s)

4 Withdrawal Instruction

Please indicate where you would like the withdrawal to be paid to. Cofunds permits withdrawal proceeds to be sent to your Cofunds Cash Account, nominated bank account or to your registered home address. In the absence of any instruction, we will pay the proceeds of your withdrawal in the form of a cheque to your registered home address.

Please note: for Self-directed clients you will need to verify this bank account before it can be used in conjunction with your Cofunds account. If you are paying by cheque then no action is required. For all other funding options you can send a void signed cheque or 3 months bank statements with this application. 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.

Option 1 – Cofunds Cash Account

Tick this box if you would like the proceeds of your withdrawal to be paid into your Cofunds Cash Account. Please ensure that the holders and designation of the cash account match that of the investment the withdrawal is coming from.

Option 2 – BACS transfer to your nominated bank account

Tick this box if you would like the proceeds of your withdrawal to be paid to your nominated bank account. If you do not have a nominated bank account and would like to nominate one, please enter the details below. The account will become your nominated bank account for all existing ISA and investment funds investments held within your platform account.

Name of account holder

Bank/Building Society Account Number

Bank or Building Society name and address

Branch Sort Code

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Building Society Roll Number (if applicable)

Option 3 – Cheque

Tick this box if you would like the proceeds of your withdrawal to be paid in the form of a cheque to your registered home address.

5 Withdrawal Details

Please indicate the choice of fund(s) you wish to sell.

Please note if you do not indicate how your investment(s) should be withdrawn, we will automatically withdraw proportionately across your investment funds.

This will maintain your current fund percentage.

Fund(s) to be SOLD

Fund manager, fund name and share class

	ISA ¹ or inv. funds	Continue regular mandate ² (Y/N)	Cash amount £ ³	% to be sold or ALL	OR	Whole number of units
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Both partial and full sales of funds are permitted.

¹If you wish to sell your ISA and hold more than one type (e.g. Cofunds Investment ISA, ex-Mini/Maxi, ex-PEP) your instruction will be deemed to cover all ISA products held unless you specify otherwise. We will withdraw the required percentage/number of units in the following order: first: PEP; second: Mini ISA; third: Maxi ISA; last: Cofunds Investment ISA.

²If you are subscribing by monthly Direct Debit to the fund(s) that you have selected to sell, please specify whether you wish to continue subscribing to those fund(s).

Note: If you are withdrawing 100% of all the holdings, we will also close your regular savings mandate unless you request otherwise.

The minimum investment in a fund permitted by Cofunds is £1,000. If your sale will leave a holding of less than this value, you must sell all of the holding.

Please note that your investment will be sold as soon as is reasonably practical and in any event no later than the valuation point on the next business day following receipt of this form at Cofunds, and the proceeds will be released to you within five business days.

³Please note units are forward priced. We cannot precisely guarantee the amount that your deal will realise, which may result in over/under payment in respect of the withdrawal amount you require.

6 Authorisation (All joint holders MUST sign)

I understand that if applicable, any application to withdraw will be deemed to include all former ISA and PEP products. I authorise Cofunds to withdraw on my behalf the investment fund(s) indicated above.

Primary holder signature
Date

Third holder signature
Date

Second holder signature
Date

Fourth holder signature
Date

Issued and approved by Cofunds Limited. Authorised and regulated by the Financial Conduct Authority.
Registered Office: One Coleman Street, London, EC2R 5AA. Registered in England and Wales No. 3965289.

CA19GBUB 03/14