

# cash ISA transfer authority

STOCKS AND SHARES INDIVIDUAL SAVINGS ACCOUNTS



Version 2

### Instruction to the ISA holder

Please complete all sections on page 3, 4 and 5 and return to:

**Financial Services  
Ecclesiastical Investment  
Management Limited,  
Beaufort House,  
Brunswick Road,  
Gloucester GL1 1JZ**

Telephone 0845 777 3322

Fax 01452 311690

Email [financial.services@ecclesiastical.com](mailto:financial.services@ecclesiastical.com)

Authorised and regulated by the  
Financial Services Authority (FSA)

- (i) You must use a new ISA transfer authority form for each existing plan manager from whom you are transferring to an Ecclesiastical ISA
- (ii) You can only use this form to transfer a cash ISA to an Ecclesiastical stocks and shares ISA
- (iii) If you wish to transfer your stocks and shares ISA to an Ecclesiastical stocks and shares ISA you will need to contact us for an ISA transfer authority form

- (iv) A completed Ecclesiastical cash ISA transfer authority form and an ISA application form must be returned to:

**Financial Services  
Ecclesiastical Investment  
Management Limited,  
Beaufort House,  
Brunswick Road,  
Gloucester GL1 1JZ**

Please note that we will arrange the transfer of your ISA directly with your existing ISA manager, who will require the details provided.

**Please do not send this form to your existing ISA manager**

### Instruction to the existing ISA manager

Please complete all sections on page 6, ensuring that you give us the customer's full name, account number, date of birth and National Insurance number.

Once complete return this form to us together with the proceeds cheque made payable to 'EIM Limited' and send to:

**Financial Services  
Ecclesiastical Investment  
Management Limited,  
Beaufort House,  
Brunswick Road,  
Gloucester GL1 1JZ**

# cash ISA transfer authority form

This is an application to transfer your existing cash ISA to the Ecclesiastical stocks and shares ISA. Please note Ecclesiastical does not offer a cash ISA. You must also complete an ISA application form in order to transfer your existing cash ISA to the Ecclesiastical stocks and shares ISA and return it to Ecclesiastical Investment Management Limited, Beaufort House, Brunswick Road, Gloucester GL1 1JZ.

## Personal details

**1 Full name**

**2 Permanent residential address**

  
  
 Postcode  
 Telephone  Email

**3 Date of birth**

**4 Do you have a National Insurance (NI) Number?**

Yes  No If Yes, please enter here

You should be able to find your NI number in a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from DWP, or pension order book.

**5 I apply to transfer my existing cash ISA to the Ecclesiastical stocks and shares ISA**

**Account number**

**It is important to note that under HM Revenue & Customs ISA Regulations, only whole transfers of current tax year subscriptions and interest can be accepted.**

Please specify how much of your cash ISA you want to transfer:

If only current year subscription plus interest is to be transferred, tick here

OR specify £  or %  or all

**From (old manager)**

  
  
 Postcode

**To (new manager)** **Ecclesiastical Investment Management Limited**

## Declaration

### I declare that:

- All subscriptions made, belong to me
- I am 18 years of age or over
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash ISA and a stocks and shares ISA in the same year
- I have not subscribed and will not subscribe more than the cash ISA subscription limit to one cash ISA
- I have not subscribed to another cash ISA in the tax years to which this transfer relates
- I understand that if I am transferring this tax year's subscriptions they will still count to my overall ISA subscription limit as stocks and shares subscriptions
- I am resident and ordinarily resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to or in a civil partnership with a person who performs such duties

### I authorise Ecclesiastical Investment Management Limited:

- To hold my cash subscriptions, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
- To make on my behalf any claims to relief from tax in respect of ISA investments

I authorise my existing ISA Manager (as specified overleaf) to transfer the ISA (account number overleaf) to Ecclesiastical Investment Management Ltd. I authorise my existing ISA Manager to provide Ecclesiastical Investment Management Ltd with any information, written or non-written, concerning the cash ISA and to accept any instructions from them relating to the cash ISA being transferred.

Where a period of notice is required for closure/part transfer of the existing cash ISA, I give my consent to either: (ISA investor to 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.

### I agree to the ISA terms and conditions

### I declare that this authority form has been completed to the best of my knowledge and belief

Signed

Date

### Transfer Acceptance (to be completed by new ISA Manager)

In circumstances where the funds to be transferred are not cash deposits, please notify me as I may not be able to accept the transfer. Otherwise I ( ) am willing to accept this investor's cash ISA funds, subject to HM Revenue & Customs rules (the ISA Regulations). I deem the date shown below to be the transfer date of this cash ISA.

Name	Date
Address	
	Postcode
Telephone	Email

## Data protection

Ecclesiastical will always act responsibly with your personal data. By submitting your personal details you consent to us using this information in the ways described in our Privacy Policy, which includes sending you emails from time to time, telling you about offers, discounts or other information which we think may be of interest to you, about our business partners which we have carefully selected and from ourselves. You can opt out at any time. Our privacy policy can be found at [www.ecclesiastical.com/privacypolicy](http://www.ecclesiastical.com/privacypolicy) or by writing to us at our registered office address.

Please tick if you do not wish to receive marketing information by email about our business partners

Please tick if you do not wish to receive marketing information by email from members of the Ecclesiastical Group

### Electronic Verification

Current Legislation and Regulations state that we must check your identity and the source of the money invested. The checks may include an electronic search of information held about you on the electoral roll and using credit reference agencies. If you fill in the application form you are giving us permission to ask for this information in line with the Data Protection Act 1998. If you invest through a financial adviser they must fill an identity verification certificate on your behalf and send it to us with your application.

### Personal Data

We may transfer your personal information to countries located outside of the European Economic Area (the EEA). This may happen when our servers, suppliers and/or service providers are based outside of the EEA. The data protection laws and other laws of these countries may not be as comprehensive as those that apply within the EEA. In these instances we will take steps to ensure that your privacy rights are respected. Details relevant to you may be provided upon request.

# cash ISA transfer history form

To be filled in and returned by the existing ISA manager

## Personal details of investor

### 1 Name

Title (Mr/Mrs/Miss/Ms/Dr/Rev'd)

Surname

First names

### 2 Date of birth

### 3 National Insurance number

### 4 Permanent residential address

Postcode

Telephone

## ISA details

**Account number** (of old ISA manager):

**Type of ISA:** 'A' Cash or 'X' if only previous years' subscriptions are being transferred

**Date of transfer:**

**Amount transferred:**

£

**Total amount of current year subscriptions**    **Date of first subscription in current year**

## Declaration

I declare that

- I have fulfilled all the obligations imposed on me by the ISA Regulations
- I have transferred to you or your nominee any ISA investments that are being transferred by virtue of the transfer of this ISA and, if appropriate, I have taken the necessary steps to ensure that the ISA investments can be registered in your name or the name of your nominee
- The information supplied with this notice is correct

Signature

Date

For and on behalf of

# Notes

Savings & Investments  
Life Assurance  
Protection products  
Retirement planning  
Mortgages  
Home insurance  
Car insurance  
Travel insurance  
Wedding insurance  
Church insurance  
Church Hall insurance  
Charity insurance

For further information on any  
of our products, call us on

**0845 777 3322**

Monday to Friday 8am to 6pm. We may  
monitor or record calls to improve our service

You can email us at

**[financial.services@ecclesiastical.com](mailto:financial.services@ecclesiastical.com)**

Or visit us at

**[www.ecclesiastical.com](http://www.ecclesiastical.com)**

If you would like this booklet in large print,  
braille, on audio tape or computer disc  
please call us on 0845 777 3322. You  
can also tell us if you would like to always  
receive literature in another format.



Beaufort House, Brunswick Road,  
Gloucester GL1 1JZ

Ecclesiastical Investment Management Limited (EIM) Reg. No. 2519319. This company is registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ, UK. EIM is authorised and regulated by the Financial Services Authority and is a member of the Financial Ombudsman Service and the Investment Management Association.