

**Cover sheet for ISA Transfer Form**

Please ensure (by ticking the boxes below) that you have completed and signed:

**This covering letter**

**ISA Transfer Form**

Return both documents (pages 1, 3, & 4 of this set) to us at the following address:

**first direct** shares  
PO Box 716  
Forum 1  
The Forum  
Parkway  
Whiteley  
Fareham  
PO14 9QD

**To: first direct**

Please find enclosed a duly completed ISA Transfer Form

I confirm that I would like to transfer the ISA(s) detailed in the form to **first direct** and that I have read and agree to the **first direct** ISA Terms and Conditions.

I authorise you to take all steps necessary to effect the transfer of the relevant ISA(s) to **first direct**.

Signature

Name (in Block Capitals)

Account number (10 digit number)

Date

# ISA Transfer Form

Transferring from another ISA manager

## Help in completing the Transfer Form

To ensure a quick and successful transfer of your ISA it is essential we are provided with accurate information.

### Current ISA manager's name and address details

If the ISA manager's name and address provided by you are incorrect, the transfer request will be delayed until we receive the correct details.

If you have more than one ISA account with the same ISA manager, please complete the transfer details of all ISAs to be transferred on the same Transfer Form. If you wish to transfer an ISA from a different ISA manager, you must complete a separate Transfer Form. Photocopies of this form are acceptable.

### Account details with your current ISA manager

For each ISA account being transferred to us you will need to provide the following information:

- type of ISA to be transferred eg current year cash ISA or stocks and shares ISA
- specify the tax year(s) to be transferred of 'All Years' with that ISA manager
- the Account Number
- if a full or partial transfer is required. Partial transfers are not permitted for current year ISAs  
Note: for the current tax year we can accept full transfers of cash and stocks and shares ISAs. The transfers must be for the whole amount saved, up to the day of transfer. For prior tax years we can accept full or partial transfers for cash or stocks and shares ISAs
- transfer type; you may either:  
'Transfer all eligible investments and uninvested cash'; or  
'Sell all investments and transfer as cash'.

When requesting to transfer your ISA to us, you will be subject to your current ISA manager's ISAs terms and conditions. You should check with your current ISA manager for any charges which may be levied. If you choose to transfer your investments, any investments which we don't offer as part of our Sharedealing service will be sold by your current ISA manager and the cash proceeds transferred to us.

### Partial transfer details

If you wish to partially transfer an ISA, insert 'Partial' in the 'Full/Partial' column. Once you have listed all ISAs you wish to transfer in from one ISA manager, complete the investment and/or uninvested cash details of the ISA you wish to partially transfer. If you wish to transfer investments or any investments are to be sold and transferred as cash, specify the stock name and quantity. If you wish to transfer uninvested cash, you will need to specify the exact cash amount to be transferred.

To maintain the tax efficient status of your ISA, all cash and investments must be transferred directly from your current ISA manager to **first direct**.

**When you have completed the form please sign and date it. You must also complete the attached letter of instruction to first direct. Both documents should then be returned to:**

**first direct** shares  
PO Box 716  
Forum 1  
The Forum  
Parkway  
Whiteley  
Fareham  
PO14 9QD

If you need help completing the transfer details, please call us on **03 456 100 105**. Lines are open 7.30am - 9.30pm, Monday to Friday.

Because we want to make sure we're doing a good job calls may be monitored and/or recorded, we hope you don't mind.



# ISA Transfer Form

Transferring from another ISA manager

## Partial Transfer

**Only complete this section for partial transfers.**

For partial transfers of an ISA please enter account details and state below what stock(s) or uninvested cash amount you wish to transfer to **first direct**.

**PLEASE NOTE YOU CANNOT MAKE A PARTIAL TRANSFER OF A CURRENT YEAR ISA**

Account Number	Shares to be transferred	Quantity	Uninvested cash to be transferred

### To the ISA manager named on page 3

With immediate effect I wish to transfer the ISA(s) listed on page 3 and above to **first direct**.

Subject to your terms and conditions:

1. Where 'Sell all investments & transfer as cash' is indicated for an account, all investments held in that account should be sold and the proceeds transferred to **first direct**; and
2. Where 'Transfer all eligible investments & uninvested cash' is indicated for an account, all investments held in that account should be transferred to **first direct** except where any relevant investment in the account is not eligible to be held in a **first direct** ISA in which case it should be sold and the proceeds transferred to **first direct**. Details of which investments are eligible to be held in a **first direct** ISA should be obtained from **first direct**.

### I hereby agree that

- i) You may provide any information regarding my ISA account with you to **first direct** or any associated company of HSBC UK Bank plc or transferring institution.
- ii) You may act upon instructions given by **first direct** or any associated company of HSBC UK Bank plc or transferring institution.
- iii) Any settlement cheque should be made payable to '**first direct**'.
- iv) You may deduct charges for the transfer as specified in your Terms and Conditions.

Account holder's signature

Date

**I Declare that:**

- I am applying to subscribe to a **first direct** ISA for the current tax year.
- I am aged 18 years or over.
- I am resident in the United Kingdom for tax purposes. I will inform **first direct** if I cease to be so resident.
- All subscriptions made, and to be made, belong to me.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year.
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA
- I have received and read the relevant Key Features Document, Costs and Charges Disclosure and agree to the **first direct** Terms and Conditions.
- I have not received any advice from **first direct** or any of its employees.
- This application form has been completed to the best of my knowledge and belief and I will notify HSBC UK Bank plc without any delay of any changes in my circumstances affecting any of the information given in this application.

**Account holder's signature**

**Date**