

# Employee Stocks and Shares ISA Transfer-in

## Authority and Transfer Application (Part 1 – the Letter of Authority)

### Who this form is for

This letter of authority and transfer application is for eligible investors who want to transfer a Stocks and Shares ISA or a Cash ISA from another company to an existing abrdrn Group Employee ISA. Before you sign this form you must read an up-to-date version of the Key Investor Information Document(s), for each fund in which you want to invest, the Supplementary Information Document and the Staff & Pensioners ISA Terms & Conditions.

### How to complete this form

Please ensure all sections are correct, sign Part 3 and Part 6 and post it to: abrdrn Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE.

You will need to complete a separate form for each of your current ISAs if you have more than one. For a Stocks and Shares ISA, your current ISA provider will sell all of the investments held and send the cash proceeds to us. You will be out of the market until we re-invest your proceeds. For a Cash ISA, your ISA provider will send the cash value to us.

Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you need to correct a mistake. If you do correct a mistake, please initial any changes you make.

### Part 1 – Basic transfer information

To (your current ISA provider's details) Please check the full name and postal address of your current ISA provider, along with the account number of your ISA with them.

Full Name:

Address:

Postcode:

Account No. (current ISA):

#### Nominated Person:

(if you wish to nominate a person to have access to obtain information on your account on your behalf, please fill the details below - please note this person will **not** have authority to place a dealing instruction on your account or make any other changes to your account)

Nominated person's name:

Address:

Contact number:

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## Part 1 - Basic transfer information (continued)

### From (your details)

Full Name:	
Permanent Residential Address:	
	Postcode:
Telephone no.:	
Date of Birth (DD/MM/YYYY):	
National Insurance number:	
Existing Account Number (if applicable):	

## Part 2 - Transfer instructions and cash settlement details

The box below confirms which ISA you wish to transfer. If you wish to transfer more than one ISA, you will need to complete a separate form for each ISA.

### Current Tax Year ISA

- I wish to transfer 100% of my current tax year Stocks & Shares ISA Account
- I wish to transfer 100% of my current tax year Cash ISA Account

### Previous Tax Years ISA(S)

- I wish to transfer 100% of my previous tax year Stocks & Shares ISA Account(s).
- I wish to transfer 100% of my previous tax year(s) Cash ISA Account(s).
- I wish to transfer a partial amount of my previous tax year(s) Stocks & Shares ISA Account(s).
- Amount (£)  OR Percentage %
- I wish to transfer a partial amount of my previous tax year(s) Cash ISA Account(s).
- Amount (£)  OR Percentage %

## Part 3 - Authority to transfer

By signing this form I authorise you, the above named ISA provider, to:

- Transfer my Stocks and Shares ISA(s) or Cash ISA(s) as specified above to abrdn Fund Managers Limited in cash.
- Provide any information that abrdn may require, on my behalf including, but not limited to, details of my ISA value(s) and transaction and dividend histories.
- Where a period of notice is required for closure/part transfer of my ISA, I give my consent to proceed immediately with the transfer and where there is a period of notice required for closure of my ISA, I will bear any consequential penalty which may be applied.

I also instruct you cease collections of my monthly payments with immediate effect. Please send confirmation of the transfer to abrdn Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE.

Please ensure your account number for your current ISA has been completed in Part 1. We will not be able to process your transfer without this information.

Signature:	Date (DD/MM/YY):
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## Employee Stocks and Shares ISA Transfer-in Authority and Transfer Application (Part 1 - the Letter of Authority)

### Part 4 – Investment selection for proceeds

Please select the investment fund(s) and units/shares (shares) you wish to invest in and state the percentage you wish to invest.

Please complete this section confirming the funds that you would like to be invested in once abrdn receives the transfer proceeds. Please invest my payment(s) in the following funds:

**Please note only Accumulation shares are available for investment.**

ISIN Code	Fund Name	Lump sum investment %	Regular monthly investment	ISIN Code	Fund Name	Lump sum investment %	Regular monthly investment
GB00B89Y2F78	abrdn AAA Bond Fund			GB00B98ZB171	abrdn MyFolio Market I Fund		
GB00BRJL8200	abrdn American Equity Enhanced Index Fund			GB00B8DBXT51	abrdn MyFolio Market II Fund		
GB00B7JXV88	abrdn North American Small & Mid-Cap Equity Fund			GB00B8CR0L51	abrdn MyFolio Market III Fund		
GB00BRJL7W38	abrdn Asia Pacific Equity Enhanced Index Fund			GB00B8DCVN82	abrdn MyFolio Market IV Fund		
GB00BPQFN606	abrdn Asia Pacific Equity Fund			GB00B98WMJ38	abrdn MyFolio Market V Fund		
GB00BYMMKL21	abrdn Sterling Corporate Bond Fund			GB00B994BC43	abrdn MyFolio Multi-Manager I Fund		
GB00BRK0JW36	abrdn Diversified Growth & Income Fund			GB00B7WH3M09	abrdn MyFolio Multi-Manager II Fund		
GB00B99K9849	abrdn Dynamic Distribution Fund			GB00B84H4K00	abrdn MyFolio Managed IV Fund		
GB00B24FRC55	abrdn Emerging Markets Equity Enhanced Index Fund			GB00B9912668	abrdn MyFolio Multi-Manager III Fund		
GB00B99HMR51	abrdn Ethical Corporate Bond Fund			GB00B990GN80	abrdn MyFolio Multi-Manager IV Fund		
GB00BRJL7Y51	abrdn European Equity Enhanced Index Fund			GB00B8KH1D62	abrdn MyFolio Multi-Manager V Fund		
GB00BPBR9V84	abrdn Europe ex UK Equity Fund			GB00BD38GT22	abrdn Short Dated Corporate Bond Fund		
GB00B87XTB15	abrdn Europe ex UK Income Equity Fund			GB00BP25RD93	abrdn Short Duration Global Inflation-Linked Bond Fund		
GB00B840FG25	abrdn Europe ex UK Ethical Equity Fund			GB00B3L0Q908	abrdn Sterling Money Market Fund		
GB00BYMMJJ36	abrdn Europe ex UK Smaller Companies Fund			GB00BPBR9H41	abrdn Strategic Bond Fund		
GB00B9BQ4L83	abrdn Global Balanced Growth Fund			GB00B8H5RP73	abrdn MyFolio Managed V Fund		
GB00BPQFQ500	abrdn Emerging Markets Equity Fund			GB00BZB1N416	abrdn UK All Share Tracker Fund		
GB00B8TRWT07	abrdn Emerging Markets Income Equity Fund			GB00BRJL8648	abrdn UK Equity Enhanced Index Fund		
GB00B8PR0L20	abrdn Global Infrastructure Equity Fund			GB00BPBR9S55	abrdn UK Sustainable and Responsible Investment Equity Fund		
GB00B00ZJZ29	abrdn Global Inflation-Linked Bond Fund			GB00BR1YML43	abrdn UK Income Equity Fund		
GB00B86QF572	abrdn Global Real Estate Fund			GB00B99MHN14	abrdn UK Value Equity Fund		
GB00B8DT4R48	abrdn Global Real Estate Share Fund			GB00B99NJJG10	abrdn UK Ethical Equity Fund		
GB00B777Y552	abrdn Global Smaller Companies Fund			GB00B83BLW42	abrdn UK Government Bond Fund		
GB00B994DF14	abrdn MyFolio Managed III Fund			GB00BPBR9J64	abrdn UK Mid-Cap Equity Fund		

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### Part 4 – Investment selection for proceeds (continued)

ISIN Code	Fund Name	Lump sum investment %	Regular monthly investment	ISIN Code	Fund Name	Lump sum investment %	Regular monthly investment
GB00B99G2832	abrdr High Yield Bond Fund			GB00BYPHP759	abrdr Real Estate Fund		
GB00BRJL8424	abrdr Japan Equity Enhanced Index Fund			GB00BYPHPF36	abrdr Real Estate Feeder Fund		
GB00B7VR8602	abrdr MyFolio Managed I Fund			GB00B99H3M72	abrdr UK Smaller Companies Fund		
GB00B8MZTL23	abrdr MyFolio Managed II Fund			GB00BRJL8085	abrdr World Equity Enhanced Index Fund		

Agency Code: **2STAF**

#### Investor eligibility

In order to open a staff ISA, you must be a MyFunds client with an existing staff account open with abrdr Fund Managers Ltd. One of the eligibility requirements for this ISA is for you to be an employee or pensioner. Employee means a current permanent employee (which includes fixed term employees but excludes temporary workers and contractors) of abrdr plc or each of its wholly-owned subsidiaries who has a current valid abrdr staff ID number. It also includes a person listed as a director of a company within the abrdr group on The Registrar of Companies for England and Wales, Scotland or Northern Ireland. A pensioner means an individual who was an employee immediately before his or her retirement, who is a current member of the abrdr group pension plan and who has a current valid abrdr group pension plan number. By making this application you are confirming that you meet the eligibility requirements set out in section 2.1 of the Staff & Pensioners Terms and Conditions, which include the above.

The Staff & Pensioners Terms and Conditions (including the availability of the special unit class) are not part of your contract of employment and can be changed in accordance with the Staff & Pensioners Terms & Conditions.

PLEASE NOTE: Family members, spouses and/or partners are not eligible.

For the full definition of 'employee' or 'pensioner' see the glossary of the Staff & Pensioners Terms & Conditions.

### Part 5 – Confirmation

I apply to transfer my existing ISA from  to abrdr Fund Managers Limited.

Please read the notes and terms, declarations and checklist below before you sign and date your transfer form.

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## Part 5a – Data Protection and Money Laundering

We will collect and use personal information about you (and other named individuals, where applicable) as provided on this application in order to provide this product or service and manage our relationship with you.

The information collected may be shared with other parts of abrdn plc, and other companies we work with to support us in the provision of this product or service. We may also share your information with our regulators and HM Revenue & Customs, where necessary and lawful to do so. Whenever we share your personal information, we will do so securely and only where necessary to provide the agreed service.

The majority of your information is processed in the UK or European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with in countries outside of the UK or the EEA. Where your information is being processed outside of the UK or the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK or EEA Data Protection Laws e.g. we will put in place legal agreements with third parties and abrdn affiliates with ongoing oversight to ensure they meet these obligations.

For more information on how abrdn processes personal information and what your rights are, please see our Privacy Notice online at [www.abrdn.com/en-gb/privacy-notice](http://www.abrdn.com/en-gb/privacy-notice).

### Money Laundering Information

To comply with Money Laundering Regulations, we may verify your identity, by carrying out an online check with a reference agency. Where an online check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. If the online check does not confirm your identity, we will carry out a manual check and we may need to contact you for further information. We regret we cannot offer any alternative process.

**Acceptance of this application is subject to satisfactory completion of identity verification checks within 30 days of the application date.**

## Part 5b – Notes and Terms

I understand that by signing this form I recognise that:

- If I have not supplied investment instructions, I accept that any monies received from the current ISA provider will remain un-invested, or 'out of the market'. This will remain so until I have confirmed my investment instructions.
- abrdn Fund Managers Limited will consolidate all my previous tax years ISA(s) together.

## Part 5c – Declarations

By signing this form I authorise abrdn Fund Managers Limited to:

- Transfer the cash proceeds from my current ISA to my abrdn Fund Managers Limited Stocks and Shares ISA.
- Hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- Make on my behalf any claims to relief from tax in respect of ISA investments.

I understand that I can access the Key Investor Information Documents (KIIDs) for my chosen funds (where available) by calling abrdn, and have read them prior to finalising my investment decision.

**Before signing this form you should read the Staff & Pensioners Terms & Conditions carefully, as this is the document on which we rely. You should also read the Key Investment Information Document(s) for your chosen fund or funds. If you have any questions, you should ask us before signing.**

**I agree to the Staff & Pensioners Terms and Conditions.**

I agree and understand that abrdn Fund Managers Limited may use the Delivery versus Payment exemption as detailed in the Staff & Pensioners Terms & Conditions.

I authorise you to carry out electronic identification checks if required.

I declare that this investment instruction has been completed to the best of my knowledge and belief.

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## Part 6 – Checklist and signature

Have you:

- Given us your current ISA providers details.
- Completed and read all the appropriate information in sections 1, 2, 3, 4, and all of 5 where applicable.
- Signed and dated** this transfer form both on page 2 and below.
- Check your name, address, date of birth, and National Insurance Number.

You will need to re-establish any regular withdrawal instructions.

I confirm all the information I have provided in this form to be correct and I agree to the Declarations above.

Signature:

Date (DD/MM/YY):

If you have any queries, please contact the customer support helpline detailed below.

## Useful information

**Customer information 0345 113 6966 (Call charges may vary)**

<https://www.abrdn.com/en-gb/myfunds>

Mail your form to: abrdn Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE