

# PILLING & Co

## STOCKBROKERS

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### Stocks and Shares Individual Savings Account (ISA) (Incorporating PEPs)

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INDEPENDENT STOCKBROKERS  
SINCE 1893

# PILLING & CO STOCKBROKERS

Pilling & Co is proud to have offered skilled Stockbroking and Portfolio Management Services for over three centuries. Our head office is named after our founder, Henry Pilling, who launched the firm in 1893. We offer a professional and friendly service to clients from around the world and have also forged excellent working relationships with many Solicitors, Accountants and IFA's. We were pleased to receive numerous awards over the last decade from the Investors Chronicle voted for by their readers, the latest being for the UK's "Best Execution Only Stockbroker" for "Customer Service".

We pioneered Personal Equity Plans (PEPs) and their replacement Individual Savings Accounts (ISAs), and defined the development of this special market nationally. Our expertise in ISAs also covers "self-invested" Personal Pensions (SIPPs) of which many clients have already taken full advantage. In recent years we have added Child Trust Funds (CTFs) to the menu and more recently Junior Individual Savings Accounts (JISAs) giving you the investment vehicles you need to look after all the family. However, we do not just give you sound information to enable you to choose your own investments, all administered by us, we also specialise in Investment Management and Discretionary Management services.



**HENRY PILLING HOUSE**  
**BOOTH STREET, MANCHESTER M2 4AF**

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Our aim is to help you achieve your investment goals with the minimum of fuss. This is why we offer an unrivalled telephone service where calls to Pilling & Co go directly to experienced staff.

The main number **0161 832 6581** is answered by qualified stockbrokers who have immediate access to the markets and can normally deal for you instantly. We also have a direct line **0161 819 4850** to our administration department to save you annoying call transfers. This makes your phone call shorter and means your needs are dealt with more efficiently.

We find this the best way of giving you an efficient service, particularly in busy periods when rapid market movements mean a surge of calls. In volatile market conditions the ability to trade instantly is critical, which gives Pilling clients a major advantage. We pride ourselves on our ability to answer promptly, even in very busy periods.

# INTRODUCTORY GUIDE AND APPLICATION FORMS

(Forming our General Terms and Conditions for Plan Investors)

## PILLING ISAs (Incorporating PEPs)

Key features include:-

- Low administration fee
- Flexible charge structure
- Minimum commission only £10
- Optional Dividend Re-Investment Plan "DRIP"
- Optional quarterly income payments direct to your bank
- Half yearly statements and valuations
- Free transfers from other managers
- Interest on cash while you wait to invest
- Self select plans with maximum flexibility
- Quarterly ISA & PEPTalk with investment guidance
- Investment Managed and Discretionary services also available

## Your Questions Answered

### **Q.** What are ISAs?

**A.** Individual Savings Accounts (ISAs) are tax free savings schemes in two separate components, Stocks and Shares (SAS) and Cash Account. We offer a Stocks and Shares ISA that also allows you to hold cash as part of your investment strategy. Investments in an ISA are free of capital gains tax.

### **Q.** What were PEPs?

**A.** Personal Equity Plans (PEPs) were introduced back in the 1980's to encourage investment in stocks and shares. PEPs were replaced by ISAs when the Government changed and in April 2008 they were merged into stocks and shares ISAs. You can transfer your ISAs that also contain your old PEPs with other managers into our ISAs.

### **Q.** Who can open a Stocks and Shares ISA?

**A.** Anyone 18 or over can open an ISA if they are resident and ordinarily resident in the UK for tax, or are Crown employees and spouse serving overseas.

**Q. What are the tax benefits?**

**A.** You pay **no capital gains tax** on investments in your ISA (incorporating PEPs). Any dividend income received **outside** of an ISA must be listed on your tax return and higher rate tax payers will have to **pay additional tax on the income not sheltered**.

**Q. How much can I invest in an ISA each year?**

**A.** you can subscribe up to **£11,280** into ISAs in the 2012/13 tax year (£10,680 2011/12). This may all go into a Stocks and Shares (SAS) ISA or, up to half can go into a Cash account ISA. Only one SAS ISA and one Cash account ISA can be subscribed to in any given tax year but you can use different providers. ISA subscription limits will increase in line with the Retail Prices Index (RPI) at the start of each tax year. The annual limits will be rounded to the nearest multiple of 120, making monthly saving easier.

**Q. What can I buy in a Pilling ISA?**

**A.** You can buy Qualifying shares officially listed on any recognised exchange. Qualifying Investment Trusts, Unit Trusts, Open Ended Investment Companies and UCITS are allowed. You can also buy Gilts, Permanent Interest Bearing Shares (PIBS), Bonds, Convertibles and Preference shares, if they have at least 5 years to run when bought. Extra charges may apply to some overseas stocks so you should check with us before dealing.

**Q. What's excluded from ISAs?**

**A.** Shares on the AIM and PLUS quoted markets, Options, Futures, Nil-Paid Shares and Warrants and shares in unquoted companies are **excluded**.

**Q. Can I buy and sell within my ISA?**

**A.** Yes. You can trade as often as you wish, simply ring our team of dealers who will be pleased to assist you on **0161 832 6581**.

**Q. Do you deal "instantly?"**

**A.** Yes. Unlike some ISA schemes, we will deal for you as soon as possible. We **do not** deal only "**once a day**", or even just "**on certain days of the week**". If preferred, you can often hold on the telephone while your deals are being done.

**Q. How do you confirm my deals?**

**A.** A contract note is sent to you for every deal showing price, commission etc. If you do not have a contract note, or the contract you have received is incorrect please tell us without delay and at least **within 2 business days**. Regardless of cause, we can accept no financial liability for missing or incorrect contract notes unless brought to our attention within **10 business days** of the original deal(s).

**Q. Who chooses the Investments?**

**A. You.** We try to make sure the investments you choose for your ISAs are allowed. However, we do not accept any tax consequences and/or liabilities of any kind should we

later find that, whatever the reason, you have chosen non-qualifying or unsuitable investments.

Our dealers are pleased to provide free investment guidance (always on a general "**Execution Only**" basis) to enable you to make your final investment decisions. However, you are always responsible for suitability and future investment performance. Our Investment Managers will be happy to provide more detailed personal analysis of your investment portfolio once you return our "**Client Agreement.**" Details are available on request.

**Q. Will I get Newsletters?**

**A.** Yes. We produce a monthly Newsletter which is available by email and on our website. We also post to you our "**Pilling PEP/ISA Talk**" every three months.

**Q. Can I transfer other PEPs and ISAs to Pilling?**

**A.** Yes, we make **no charge to receive** ISAs (that might also contain your old PEPs) from other managers. You should check if your manager makes a transfer penalty. You may transfer part of a plan to us. **We can now also receive "Cash" ISA transfers in to a "Stocks and Shares" ISA.** (see PEP/ISA Transfer form).

**Q. Can I transfer shares from a profit sharing or share option scheme into an ISA?**

**A.** Yes. Employees who receive shares in their company from an HMRC approved all-employee savings related share option scheme, or profit sharing scheme, may transfer them into a Pilling ISA. You can transfer up to **£11,280** worth of option shares into a ISA. Transfers must take place **within 90 days** of the stock leaving the approved scheme. (see "Charges Section" on page 12).

**Q. Can I transfer public offer shares into an ISA?**

**A.** Sorry, this is not allowed. However, you may transfer them in by our "**Bed & ISA**" scheme where we sell your shares and then buy them back into the ISA. (see below and the "Charges Section" on page 12).

**Q. Can I transfer shares in my own name into an ISA?**

**A.** Yes. We have to sell the shares and then buy them back into the ISA. This is known as a "Bed and ISA." We need your share certificate(s) and a signed CREST transfer form for each holding. You may also buy different shares in the ISA from those you sell. However, the name on the certificate must be yours, your spouse's or joint names. (see below and the "Charges Section" on page 12).

**Q. "Bed & ISA" - any special costs?**

**A.** As "arm's length" deals, you pay the **market-maker's "turn"** - ie the spread between the selling and buying prices goes to the market-maker. (We can often reduce this for you). You also pay 0.5% Government stamp duty on most purchases.

If the same holding is sold and then bought straight away in your ISA, you pay **no commission** on the sale and you just pay our normal rates on the purchase. If you do not buy the same stock in the plan as the stock you are selling, then you pay a nominal charge of **£10 per sale** as well as the normal purchase commission.

**Q. May I leave cash in an SAS ISA?**

**A.** Yes, but only as a short-term home for funds in times of market uncertainty. HMRC rules deter long term cash investment.

**Q. Do you pay interest on cash?**

**A.** Yes. Quarterly, we pay gross interest on your cash on a tiered system at rates fixed by Pilling & Co. Your cash is always held in accounts segregated from our own, and only in banks which are authorised and regulated by the FSA. We pay interest to your account after a variable administrative deduction. Interest on cash in a stocks & shares ISA is subject to a 20% flat rate charge by HMRC. Our current rates are always available on request or can be viewed on our website [www.pilling.co.uk](http://www.pilling.co.uk).

**Q. How are dividends dealt with?**

**A.** Dividends are credited to your Plan. If there is any tax due from interest payments from gilts for example, we will reclaim this from HMRC and add this to your account. Gross dividend income may be kept in the ISA or paid to you with no tax penalty. Simply **tell us on the application form** how you wish income to be treated.

**Q. Can I re-invest my dividends?**

**A.** Yes. With the Pilling Dividend Re-investment Plan ("DRIP"), where possible all your net dividends are re-invested upon receipt in the shares of the company paying the dividend. Our commission is low at 0.5% (with **no** minimum) as we may join your investment with other clients in the same stock. Simply elect on the application form for the "DRIP" scheme.

**Q. Can I have my income paid out to me?**

**A.** Yes. With the Pilling Income Distribution System all your income is automatically paid straight to your bank or building society account on a quarterly basis at the end of January, April, July and October. We send you a statement showing the dividend(s) and the amount paid to your bank account. Payments at the end of the month include only dividends credited to the account up to the 5th of the month. Simply elect on the application form to have your income paid out.

**Q. Can I make withdrawals from my ISA?**

**A.** Yes, you can take out cash and investments at any time **without liability** to Income Tax or Capital Gains Tax. All withdrawal requests **must be in writing**. Withdrawals can only be replaced up to the subscription limit for the current tax year.

**Q. How are my investments registered?**

**A.** Through CREST, where available, in our nominee “St Anns Square Nominees Limited” (SASNL). **You are always the beneficial owner of the investments.** They are never part of Pilling & Co’s assets nor, indeed, of the nominee company’s assets. There may be occasions when identical stocks are pooled together within Crest, or at another custodians, as one block under the title of SASNL. These cannot then be attributable to any individual client and ownership will be evidenced by an electronic bookkeeping entry at Pilling & Co instead of a physical certificate. In these circumstances you are warned, that in the unlikely event of an unreconcilable shortfall after the failure of a custodian, clients may share in that shortfall in proportion to their original share of the assets in the pool.

**Q. Are my investments secure?**

**A.** Yes. Pilling & Co **accepts absolute responsibility** for St Anns Square Nominees Limited. Your investments are not only protected under the Financial Services Compensation Scheme (FSCS), but, with the security of Pilling clients in mind, we also maintain additional professional financial risks insurance to cover the changing level of turnover in our business. If your investments must be held by a third party, we will use our best endeavours to make sure that only recognised and well-respected financial institutions are used. There may be further risk with non UK based custodians because of different settlement, legal and regulatory requirements. In some cases dividend payments may be briefly held in a custodians overseas bank account before payment is made to Pilling & Co. However, we do not accept responsibility for such third party safe custody obligations.

**Q. How do you deal with “Corporate Actions?”**

**A.** We write to tell you of any action effecting your investments including conversion and subscription rights, takeovers and similar offers. We process any capital reorganisations, demergers etc. You may only take up rights issues and open offers in an ISA if you have cash in the plan, or can add new cash to an ISA. If you do not have enough cash, then the funds must be raised **inside** the plan. If you can’t do this, you may still take up the entitlement **outside** your ISA. Where investments are pooled, entitlements are allocated on a “pro rata” basis and are rounded down to the nearest whole unit.

**You must give your clear instructions** (preferably in writing) **direct to the Pilling PEP/ISA Department or by email to [CAISA@PILLING.CO.UK](mailto:CAISA@PILLING.CO.UK) by the requested date, or we can accept no responsibility whatsoever for any resulting losses or liabilities.**

**Q. Can I borrow against my ISA?**

**A.** No. You must always remain the beneficial owner of your ISA investments. They may not be used as security for a loan.

**Q. Do I get valuations and statements?**

**A.** Yes. At no extra cost, as at **5th April and 5th October** each year, we send you **six-monthly statements and valuations** as soon as possible after these dates.

**Q. Can I have Company Reports and Accounts?**

**A.** Yes. We can arrange this but, to keep down costs, we suggest you get these from the Company Registrars direct.

**Q. Do I have the same rights as an ordinary shareholder?**

**A.** Yes. By negotiation, we can arrange for you to attend company meetings, to vote and to receive any other relevant information that is sent to share or unitholders direct.

**Q. Can my ISA be "voided"?**

**A.** Yes. We regret that if your plan fails the provisions of the ISA Regulations, it may have to be cancelled ("voided") and we will tell you as soon as possible. However, this is a rare occurrence and we make every effort to ensure this does not happen.

**Q. Does Pilling administer its own ISAs?**

**A.** Yes. All our ISAs are administered "in-house" by our own staff and we never delegate our ISA role to a third party.

**Q. How are Pilling ISAs "Low Cost"?**

**A.** The annual charge for your Pilling ISA can be **as low as only £13.50** (two processed dividends of £6.75).

**Q. Why choose the "Dividend Fee" basis?**

**A.** If you have a **small number** of holdings, or are a more **active trader** who rarely holds a stock long enough to have dividends, this could be for you.

**Q. Why choose the "Annual Fee" basis?**

**A.** This can be a good choice where you have a large number of holdings in your Pilling ISAs with **lots of dividends**, as our maximum annual fee is only **£150 + VAT**. You may also combine your account with your partner for fees purposes only and pay a maximum of only **£200 + VAT** with a minimum of **£60 + VAT**. (See "choose your charges" section on page 11)

**Q. Can I switch between the two Pilling Charge Structures?**

**A.** Yes. Just write to us at the start of the tax year ( 6th April ).

**Q. Any charges to close or transfer a Pilling ISA?**

**A.** Cash can be withdrawn at no cost on closure, or on **full or part** transfer to another ISA manager. You may prefer to sell investments at our normal dealing rates to convert them into cash. Shareholdings can be transferred from Pilling ISAs at **£20 + VAT** per holding. Investors withdrawing from our "Annual Fee" ISAs are charged on a "**pro rata**" basis for the part of the tax year the plans were open with us. Plans that are closed and have never been invested will be charged a "failure to invest" fee of **£20 + VAT**. Please note that transfers of ISAs can take up to a month to process.

**Q. What are the dealing charges?**

**A.** With a **minimum of only £10**, our commission per deal is 1.65% of the first £10,000 value, 0.5% of the next £90,000 and 0.4% of any excess. We must charge you Government stamp duty at 0.5% of the value when buying shares, preference stocks and convertibles.

**Q. Any commission on unit and investment trust deals?**

**A.** Yes. The commission for buying and selling investment trusts is our normal scale, as are unit trust sales. **No commission** will be charged on buying unit trusts when we are paid commission from the managers direct.

**Q. Are there any extra charges on overseas securities?**

**A.** Whenever possible we trade and hold overseas securities through Crest and although the handling costs are higher than UK securities, Pilling & Co absorb the fees and no extra charge is made.

However, if you choose an investment which cannot be traded or held via Crest and a third party has to be used, the cost incurred will be passed on to you. This currently is £70.00 per trade and £70.00 annual holding fee.

**Q. Can my investments be sold without my permission?**

**A.** We reserve the right to sell or realise any investment which we are holding (or entitled to receive) on your behalf in order to meet any liabilities you may have incurred to us. Our right to sell any such investment will arise immediately upon default by you in making payment of any amount due to us and in that event we are entitled to sell or dispose of all or any part of such investment (whether these be investments in respect of which the default arises or any other investments for the time being held by us or which we are entitled to receive on your behalf) *after the expiry of any statutory notice period.*

We shall not be liable to you in respect of any loss arising nor in respect of any choice made by us in selecting the investments to be sold. We will apply the proceeds of sale (net of costs) in or towards discharge of your liabilities to us and will account to you for the balance. In the event that such proceeds are insufficient to cover the whole of your liabilities to us, you remain liable for the balance.

We shall be entitled, without further reference to you, to buy any investment in the market to close any short position created by you and then, *subject to any statutory notice period*, sell or dispose of any other investments held by us or which we are entitled to receive on your behalf to satisfy in whole or in part the sums due on settlement of any such purchase and its associated costs. We shall not be responsible for advising you about the investment merits of any transactions effected by us pursuant to this section which in all cases will be treated as *execution only* deals.

## Choose Your Charges

Unlike most ISA Managers, Pilling & Co lets you choose the charge structure to suit your needs making our ISAs as cost effective as possible for you. Also, you can switch between charging structures as your circumstances change. **You don't have to change your ISA manager to change the charge structure at Pilling.**

### Dividend Fee:-

This is our simplest charge which is also good for the "first time" buyer.

You pay only £6.75 for each dividend (including "DRIP" Scheme dividends) we receive and process for you to a maximum of two fees per holding per year. You pay no more annual costs with this, our most popular charge.

If you hold only one investment in the ISA, your total yearly cost would be **no more than £13.50** (ie two dividends).



### Annual Fee:-

By choosing our "Annual Fee" you can receive **a large number of dividends without our normal £6.75 Dividend Processing Fee.** This is ideal if you are switching to us from other ISA managers with a higher annual fee or if you hold a large number of stocks.

You pay **only 0.5% of the total value + VAT.** Our **minimum is £40 + VAT** and, the **maximum is £150 + VAT.** The fee is charged to our plan(s) in arrears on a quarterly basis. The fee can be met from outside your plan(s) by cheque, if preferred. Partners can combine their accounts for fee purposes for a **maximum fee of only £200 + VAT with a minimum of £60 + VAT** across the two ISAs.

The annual fee is also payable on a pro-rata basis, when you close or transfer the ISA.

**You may prefer to pay the annual fee  
outside of the ISA**

# CHARGES AT A GLANCE

## ISAs (incorporating PEPs) COMMISSIONS & CHARGES

### DEALING COMMISSION (per Deal)

#### 1. UK Equities, Preference Shares, Convertibles, Investment Trusts, Overseas Transactions, UK Gilts, Debentures and Loan Stocks etc.

Minimum	£10
1.65% on the first	£10,000
0.50% on the next	£90,000
0.40% on the excess over	£100,000

UK purchases add 0.5% Stamp Duty

For Overseas transactions please add any Overseas Tax or Stamp Duty, plus transaction and annual charge of £70 where a 3rd party settlement agent is required. (As stocks vary, please enquire at the time of dealing).

#### 2. Unit Trusts/OEICS

Sales are on the same scale as (1) above. Purchases are usually nil commission due to a rebate to Pilling & Co by the Managers, otherwise they are charged as (1) above.

#### 3. Bed & ISA Charges

Sales are free of commission, purchases are charged at normal rates. The minimum is £10. For sales of a different security to that repurchased we make a flat £10 charge.

#### 4. Dividend Reinvestment Plan (DRIP Scheme)

0.5% (no minimum) plus UK purchases add 0.5% Stamp Duty

#### 5. ISA Administration

Transfer in PEP/ISA	Free
Income distribution	Free
Rights issues, takeovers, open offers	Free
Half yearly statement & valuation	Free
Transfer stock out of the ISA	£20 + vat (per stock)
Transfer of Option shares into ISA	£20 + vat (per stock)
Failure to invest plan (on closure)	£20 + vat

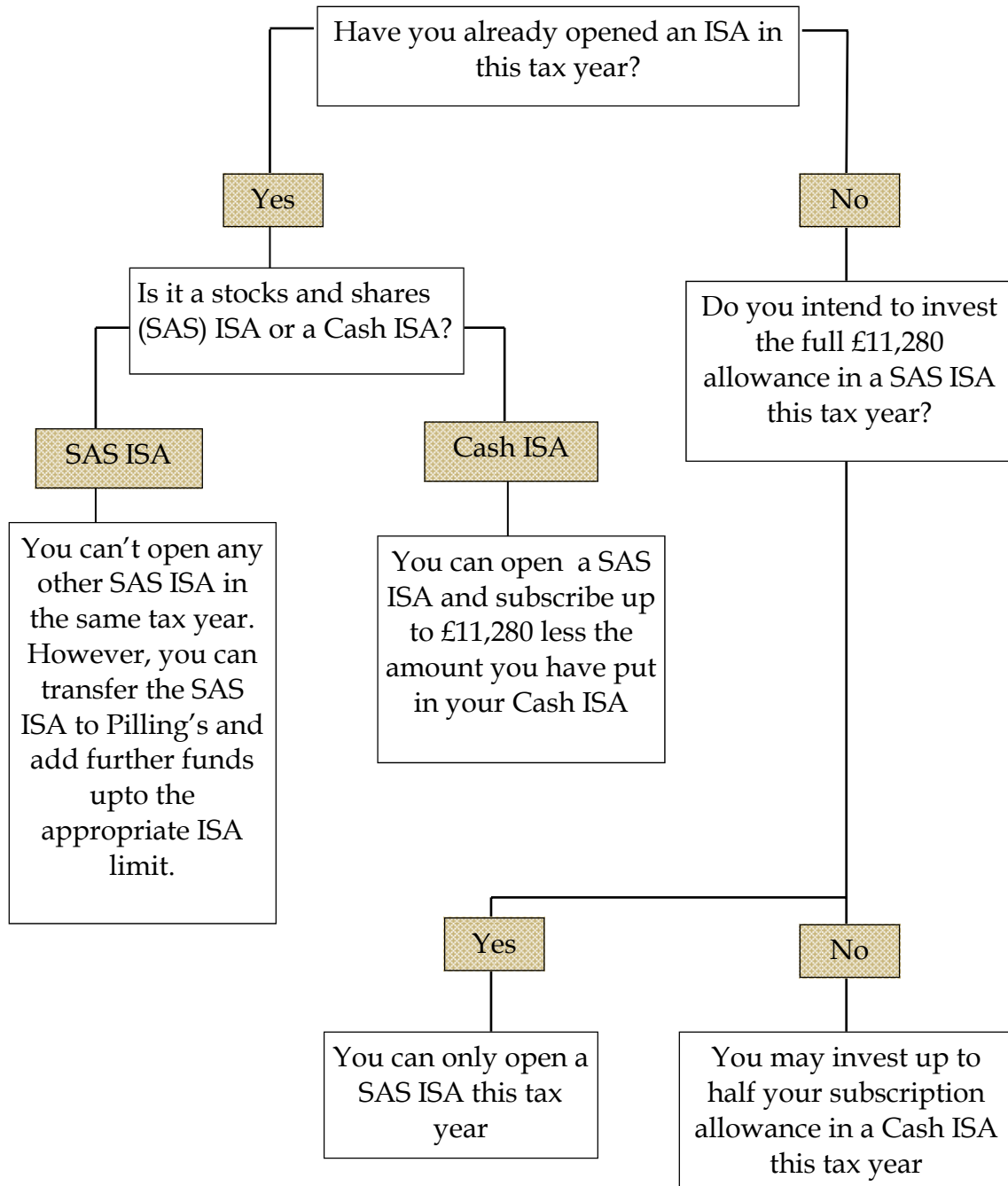
#### 6. Charges to "Dividend Fee" ISAs only

Dividend Handling Fee £6.75 (max 2 per year per stock)  
No Annual Fee

#### 7. Charges to "Annual Fee" ISAs only

No Dividend Handling Fee  
Annual Fee 0.5% + vat (minimum Fee £40 + vat maximum Fee £150 + vat)  
Joint Annual Fee (2 ISAs) 0.5% + vat (minimum £60 maximum £ 200 + vat)

# Can you open an ISA this tax year?



## WHAT TO DO NEXT

To open an ISA account with Pilling & Co, simply complete the relevant form which is enclosed. Please ensure that you complete all sections of the form to enable us to process your application as swiftly as possible.

To simply deal with no advice, please send the Application Form with either a cheque payable to Pilling & Co or share certificates with signed transfers (available on request or by download from our website). If you wish us to contact you before dealing please indicate this with your application and our dealing department will be happy to call you and discuss your requirements.

Feel free to call us with any questions you may have on **0161 832 6581** between 8.00am and 5.15pm on any business day when there is always somebody here to help you.

## ENCLOSURES

Enclosed are the following documents which you may need. Photocopies of all these forms are acceptable providing that all copies contain an original signature. Additional copies are also available from our website [www.pilling.co.uk](http://www.pilling.co.uk) or by request by phoning **0161 819 4850**.

- **ISA Application Form**
- **ISA Transfer Form**

## IMPORTANT NOTICE PLEASE READ CAREFULLY

Pilling & Co is authorised and regulated by the Financial Services Authority (FSA) No. 141242 and therefore subject to the jurisdiction of the Financial Ombudsman Service (FOS).

A leaflet detailing our own internal Complaints Handling Procedure is available on request together with booklets describing the operation of the FOS and the Financial Services Compensation Scheme (FSCS) and how to get in touch with them.

Information in this brochure is for guidance only. It is not a recommendation for ISAs or any other product or to join the Pilling Investment Management or Discretionary Service without proper consideration of your personal financial circumstances and investment needs. Whilst every effort is made to ensure accuracy, we cannot be held liable for any errors or omissions in this brochure. The past is not a guide to future performance, and the tax treatment of investments depends on individual circumstances and is subject to statutory change. Since the value of investments and the income they produce can go down as well as up, you may not always get back the full amount originally invested.

# Pilling & Co Stocks & Shares ISA Application Form Tax Year 12/13

Title  First Names (in full)

Surname

Permanent Residential Address

Postcode

Tel (Home)  E-Mail

Tel (Work)  Tel (Mobile)

Date of Birth    Your Pilling ISA/PEP number (if known)

**Only complete the following if you are a new ISA client**

Do you have a National Insurance Number? Yes  No  If Yes, you must enter it below

You can find your NI number from a payslip, form p45 or p60, a letter from HM Revenue & Customs, or the DWP, or your pension book

**Charges** (please tick one only) I elect for :-

the dividend handling fee of £6.75 per dividend

the annual fee of 0.5% (min £40 + vat max £150 + vat)

the joint annual fee with my spouse  for a combined fee of 0.5% (min £60 + vat max £200 + vat)

**I wish to open a Pilling & Co Stocks and Shares ISA and subscribe as follows:**

I enclose my cheque payable to Pilling & Co for £   
I understand I may invest up to £11,280 including dealing costs

I enclose my share certificate(s) for a "BED & ISA" together with one signed CREST transfer form per stock (A cheque to cover costs can be included, payable to Pilling & Co)

I enclose my shares from an approved all-employee savings related share option or profit sharing scheme, together with documentation detailing the exercise of option date, a signed CREST transfer form and a cheque for £24.00 payable to Pilling & Co to cover the transfer charge

**Dividends** (Only complete if you are a new ISA client or if you wish to change your existing instructions)

I wish to retain any dividends as cash in my ISA

I wish to elect for the "DRIP" scheme

I wish to have my dividends paid quarterly directly into my bank or building society account (give details below)

Bank  Branch  Sort Code

Account Number  *8 digits only* Customer Ref (if required)

# ISA 2012/13 APPLICATION FORM

## I DECLARE THAT :-

- All subscriptions made, and to be 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 tax year. If I open a SAS ISA with Pilling & Co I will not open another SAS ISA in the same tax year with another manager.
- I am resident and ordinarily resident in the United Kingdom for tax or perform duties or I am the spouse of a Crown employee performing duties, which, by virtue of section 28 of Income Tax (Earnings & Pensions) Act 2003 are treated as being performed in the UK, and will tell Pilling & Co if I cease to be so resident and ordinarily resident or to perform such duties or my circumstances change.
- To the best of my belief the detail in this form is correct, and I will inform Pilling & Co of any change that may affect this information.

## I AUTHORISE PILLING & CO :-

- To hold my cash subscriptions, ISA investments, interest, dividends and any other rights or proceeds from those investments and any other cash.
- To make any claims for me to relief from tax in respect of ISA investments.
- On my written request and within a time frame stipulated by me (not less than 30 days) to transfer (full or part), or pay to me, ISA investments, interest, dividends, rights or other proceeds from such investments or any cash.
- To hold my plan investments in CREST, where possible, in the name of St Anns Square Nominees Limited.
- I agree to Pilling & Co's Terms & Conditions for this plan as set out in the "Introductory Guide" (enclosed or available on request) and that they may alter to comply with changes to ISA regulations.

**SIGNED**

**DATE**

PLEASE NOTE :- For us to accept instructions on this account from a third party (eg. Spouse, partner etc.) please enclose a signed letter of authority with this form, unless a letter has already been sent to us.

This application is valid for subscriptions made to a Pilling & Co "Stocks & Shares" ISA in the next and consecutive tax years.

For the plan to be invested straight away, please write below your investment choice(s) and the amount(s) to be put into each security (or only one if you prefer).

Name of Security	No of Shares	Invest £ ? Cash

**Please return this form to: -**

**Pilling & Co. Henry Pilling House, 29 Booth Street, Manchester. M2 4AF**

# Pilling & Co. Cash ISA and/or Stocks & Shares ISA Transfer Request

Title  First Names (in full)

Surname

Permanent Residential Address

Postcode

Tel (Home)  E-Mail

Tel (Work)  Tel (Mobile)

Date of Birth    Your Pilling ISA/PEP number (if known)

**Only complete the following if you are a new ISA client**

Do you have a National Insurance Number? Yes  No  If Yes, you must enter it below

You can find your NI number from a payslip, form p45 or p60, a letter from HM Revenue & Customs, or the DWP, or your pension book

**Charges** (please tick one only) I elect for :-

the dividend handling fee of **£6.75** per dividend

the annual fee of **0.5%** (min **£40** + vat max **£150** + vat)

the joint annual fee with my spouse  for a combined fee of **0.5%** (min **£60** + vat max **£200** + vat)

**I apply to transfer my existing ISA to Pilling & Co from: -**

Existing Managers Address

Postcode

Your Account Number  Telephone

With existing Manager

If you are transferring the current year's ISA please state your ISA contributions in this box £

Please tick this box if this request is for a part transfer only

If you are transferring part of a ISA, please supply with this form full details of what is to be transferred

**To the above Plan Manager (tick one box only)**

Please transfer the above ISAs immediately in their current form to Pilling & Co

**OR**  Please liquidate the above ISAs immediately and transfer the cash to Pilling & Co

Please deduct any charges for this service from the cash in my Plan

Name  Signed  Date  PTO

**Dividends** (Only complete if you are a new ISA client or if you wish to change your existing instructions)

- I wish to retain any dividends as cash in my ISA       I wish to elect for the "DRIP" scheme
- I wish to have my dividends paid directly into my bank or building society account (**give details below**)

Bank  Branch  Sort Code   
Account Number  *8 digits only* Customer Ref (if required)

I am 18 years of age, or over, and resident and ordinarily resident in the UK, or perform duties, or I am the spouse of a Crown employee performing duties, which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 are treated as being performed in the UK, and will inform Pilling & Co if I cease to be so resident or to perform such duties or my circumstances change. All subscriptions made, and to be made, belong to me. I have not subscribed and will not subscribe more than the overall subscription limit to a cash ISA and a stocks and shares ISA 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 authorise Pilling & Co to hold cash, plan investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash on my behalf. I understand plan investments will be registered in CREST, where possible, in the name of St Ann's Square Nominees Limited. I authorise Pilling & Co to make on my behalf any claims to relief from tax in respect of ISA investments and on my written request and within a time frame stipulated by me (not less than 30 days) to transfer (full or part), or pay to me, ISA investments, interest, dividends, rights or other proceeds from such investments or any cash. I understand that gross interest on cash balances will be credited to my account quarterly at rates fixed by Pilling & Co.

I declare that the above information is true and correct to the best of my knowledge and belief, and undertake to inform the Plan Manager of any change in circumstances affecting the information given in this form. I accept that the terms and conditions applicable to this plan may be changed to comply with any amendments made to ISA Regulations.

**Signed**

**Date**

**We do not accept dealing instructions for Securities or Cash that form part of a Plan to be transferred until they are actually received by us.** All investors are accepted only on the basis of this form and their acceptance of the current and later revised versions of the terms and conditions in our "ISA Introductory Guide," which is attached or available on request.

**Pilling & Co  
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Manchester  
M2 4AF**

**ISA Administration**

**Direct Line  
0161 819 4850**

**Fax  
0161 819 4848**