

PILLING & Co

STOCKBROKERS LTD

HENRY PILLING HOUSE, BOOTH STREET, MANCHESTER M2 4AF
TELEPHONE : 0161 832 6581 FAX : 0161 832 0815

Stocks and Shares Individual Savings Account (ISA)

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STOCKBROKERS
SINCE 1893

PILLING & CO STOCKBROKERS LTD

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 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*

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 part our General Terms and Conditions)

Pilling ISAs (Incorporating PEPs)

Key features include:-

- Low administration fee
- Minimum commission only £10
- Optional Dividend Re-Investment Plan “DRIP”
- Optional quarterly income payments direct to your bank
- On line statements and valuations
- Free transfers from other managers*
- Self select plans with maximum flexibility
- Quarterly newsletter with investment guidance
- Discretionary Managed services also available

* ask us about a contribution towards your current managers exit fees

Your Questions Answered

Q. What are ISAs?

A. Individual Savings Accounts (ISAs) are tax efficient savings schemes. 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. Who can open a Stocks and Shares ISA?

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

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

A. You can subscribe up to £20,000 into ISAs in the current tax year. This may be split across Stocks and Shares (SAS) ISAs, Cash ISAs and Lifetime ISAs.

Q. What are the tax benefits?

A. Income received on ISA investments should **not** be included on your tax return. No tax is payable on income received in an ISA. Also, you pay **no capital gains tax** on investments in your ISA. Any dividend income received **outside** of an ISA must be listed on your tax return and may attract tax.

Q. What can I buy in a Pilling ISA?

A. You can buy Qualifying shares officially listed on any recognised exchange. AiM shares, 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. 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 Aquis quoted market, 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. If preferred, you can often hold on the telephone while your deals are being done.

Q. How do you confirm my deals?

A. If you are registered for Client Web Access (CWA), an email is sent to you informing you that a contract note is on your CWA account for you to view. Alternatively, a contract note is posted 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 can ask us to manage your investments or you can do it yourself. Just let us know how you wish to proceed.

If you would like us to manage your investments, please complete and return our "**Client Agreement**". Our Investment Managers will manage your investment portfolio on an ongoing basis. Details are available on request or on our website www.pilling.co.uk.

If you choose the investments, we try to make sure the investments you choose for your ISA 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 assistance (always on a general "**Execution Only**" basis) to help you

to make your investments. However, you are always responsible for suitability and future investment performance.

Q. Will I get Newsletters?

A. Yes, we will produce a quarterly publication. For “Client Web Access” (CWA) clients this is viewable on line. We will also produce periodic news bulletins which will only be viewable on CWA.

Q. Can I transfer other 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 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 **£20,000** 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 10).

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 & ISA.” Before we can do this we need to be in receipt of your shares. You can either send us your share certificates together with signed CREST transfers or via electronic transfer. 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 10).

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 only pay commission on one of the trades. If you do not buy the same stock in the plan as the stock you are selling, then you also pay a nominal charge of **£10 per sale**.

Please note that Bed & ISAs are traded extended settlement of T+5 (trade date plus 5 days) rather than the standard T+2. This is because the stock is registered in your own name and must be delivered to allow the sales time to settle to pay for the purchases you are making. If the stock you are selling is already registered in our nominee then standard T+2 will apply.

Q. May I leave cash in an SAS ISA?

A. Yes, cash is now accepted as a qualifying 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 FCA. We pay interest to your account after a variable administrative deduction. Our current rates are always available on request or can be viewed on our website www.pilling.co.uk. Amounts less than £1.00 will not be credited.

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. Dividends paid by cheque in foreign currencies are subject to a minimum cheque value of £100 applied by the processing bank. Foreign cheques over £100 are subject to a £28 bank fee.

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 DRIP commission is only 0.5% (with **no** minimum). 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 towards 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 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. You can also switch your ISA to a Flexible ISA. Under the terms of Flexible ISAs where a withdrawal is made (including income payments as above), any subsequent subscriptions in the same tax year that would otherwise count towards the subscription limit will do so only to the extent that previously withdrawn amounts have been fully replaced.

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. On the rare occasion we are not notified by the company, its registrar, CREST or our third party data provider of a Corporate Action (or are not provided with sufficient information in a timely manner) and as a result are unable to pass on the details to you, we will not be liable to you for any loss suffered.

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 direct to the Pilling ISA Department by phone or by email to **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. In January, April, July and October each year, we provide you with a statement and valuation on “Client Web Access” (CWA). You will be able to view your valuations on line as often as you wish once you have registered to do so. If you are not registered for CWA, simply email your account numbers to us at **client.data@pilling.co.uk** and we will send you instructions and a password. These are also available in paper form by request.

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. They are also usually available on the company websites.

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

A. Yes. By negotiation, for UK assets 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.

The European Securities and Markets Authority (ESMA) introduced a new directive for Shareholder Rights under which Pilling & Co is required to notify you in relation to forthcoming General Meetings on your European assets (excluding assets based in the United Kingdom). If we were to implement the directive, it would drive up costs resulting in significant administration fees being passed onto you.

Therefore we have decided to opt out of the requirement. As we will not be offering this service, if you do not wish to opt out and wish to receive future General Meeting notifications and/or vote on your European asset(s), you will have to transfer the respective holding(s) to a provider who offers proxy voting services.

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 six monthly custody fee for your Pilling ISA is just **0.25%** of the value with a **minimum of £25.00** and a **maximum of £90.00** for clients registered to use our on-line portal Client Web Access (CWA). For clients who request postal documents the **minimum fee is £30.00** and a **maximum of £100.00**. However, this charge not only covers your Pilling ISA but any other account you have with us including SIPP, Nominee, PIPs and Own Name services. We will add the value of all your accounts with us and apply no more than the maximum cap.

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 **£24** per holding. You will be charged our Custody Fee on a "**pro rata**" basis upon closure for the charging period the plans were open with us. Plans that are closed and have contributions which have never been invested will be charged a "failure to invest" fee of **£24**. 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. These rates apply to all securities. We must charge you Government stamp duty at 0.5% of the value when buying shares, preference stocks and convertibles.

Q. Are there any extra charges on overseas securities?

A. Whenever possible we trade and hold overseas securities through Crest and although the costs are higher than UK securities, Pilling & Co absorb the fees.

If you choose an investment which has to be traded and held with an overseas custodian, the cost incurred will be passed on to you. Please enquire at time of dealing for applicable additional charges.

Due to the reporting requirements of the IRS, US domiciled securities* will attract an additional annual custody fee of £25 per security (capped at £200 pa) and will be charged six monthly in arrears. A US Compliance Charge of £10 will be applied on all purchases of US domiciled securities* (excluding DRIP trades).

* US domiciled securities exclude Global Depository/shares and American Depository receipts/shares.

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.

Q. Can my surviving spouses inherit my ISA tax advantages when I die ?

A. Yes. This is known as an ISA Additional Permitted Subscription (APS). However the following criteria applies. The death has to be on or after 3rd December 2014. Where the date of death is on or before 5th April 2018 the additional allowance amount will be the value of the ISA as at the date of death. Where the date of death is on or after 6th April 2018 the ISA will be designated a 'continuing account of a deceased investor' and if the value of the assets increase during the estate's administration it will still be possible to transfer them all to the surviving spouse's ISA. The specific assets held in your ISA do not have to be used for the additional allowance i.e. your spouse could use a separate cash source up to the allowance value. In the case of 'in specie' transfers, the additional subscription has to be made within 180 days of beneficial ownership passing to the surviving spouse. In the case of cash subscriptions, the additional subscription has to be made within 3 years of the date of death, or if later, 180 days of the completion of the administration of the estate.

Assets will be able to be directly transferred from your ISA into your spouse's ISA as part of the additional allowance. The additional allowance will be on top of the normal allowance of **£20,000**. Note that this is about giving the surviving spouse an additional ISA allowance only. It is not related to the assets in the ISA other than being determined by their value. The actual assets will be distributed in the usual way according to the will. The spouse will be entitled to the additional allowance even if the assets have been left to someone else, or have been used to meet expenses from the estate. No one else will be entitled to this allowance, even if they have received the assets from the ISA.

CHARGES AT A GLANCE

ISAs COMMISSIONS & CHARGES

1. Dealing commission per deal, UK Equities, Preference Shares, Convertibles, Investment Trusts, Overseas Transactions, UK Gilts, Debentures, Loan Stocks and Unit Trusts/OEICS

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

Although most overseas transactions can be accommodated within these rates, please enquire at time of dealing as additional charges may be applicable. A US Compliance Charge of £10 will be applied on all purchases of US domiciled securities* (excluding DRIP trades).

2. 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.

3. Dividend Reinvestment Plan (DRIP Scheme)

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

4. ISA Administration

Transfer in PEP/ISA	Free
Income distribution	Free
Rights issues, takeovers, open offers	Free
Half yearly statement & valuation	Free
Transfer of ISA to Surviving Spouse	Free (Additional Permitted Subscription)
Transfer stock out of the ISA	£24 (per stock)
Transfer of Option shares into ISA	£24 (per stock)
Failure to invest plan (on closure)	£24
Cash withdrawal via BACs to bank	Free
Cash withdrawal by cheque	£5 plus VAT
CHAPS payments	£25 plus VAT
Probate/Certified Valuations (Nominees)	£12.50 plus VAT per stock (min £37.50)
Probate/Certified Valuations (own name)	£20 plus VAT per stock (min £60)
Transfer of beneficial ownership	£20 plus VAT per stock plus stamp duty
Returned cheques	£20 plus VAT
Safe Custody of Foreign Stocks	£tba enquire at time of deal
Individual CREST account	£500 plus VAT per annum

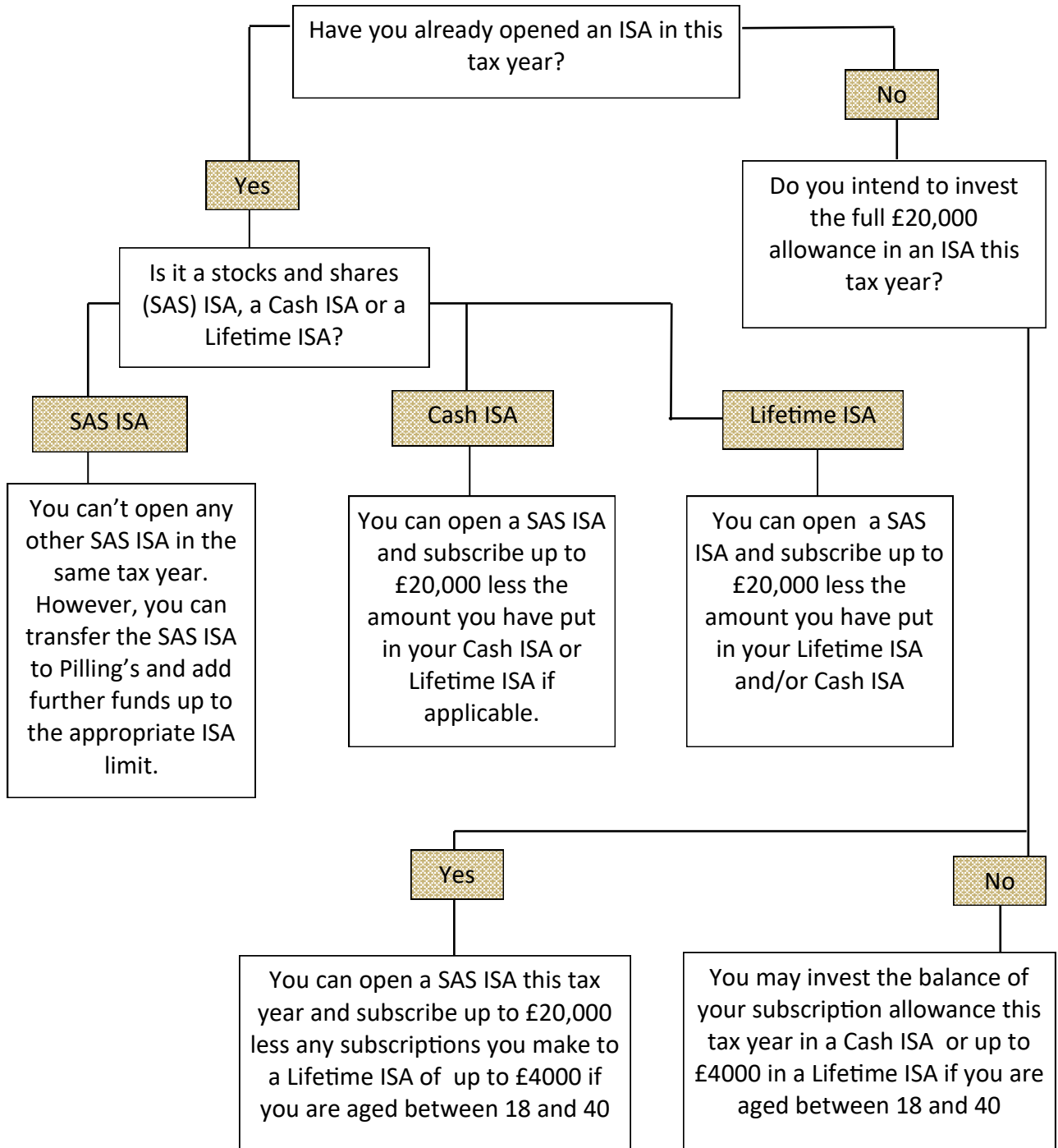
5. Custody Fee

0.25% charged six monthly in arrears on the total value of ALL your accounts with Pilling & Co. The fee has a **minimum of £25.00** and a **maximum of £90.00** if you are registered for using our on-line portal Client Web Access (CWA). For clients who request postal documents the **minimum fee is £30.00** and a **maximum of £100.00**. In other words, any value over £40,000 (non CWA) and £36,000 (CWA) is free so you may wish to consolidate your investments from other managers.

US domiciled securities* will attract an annual custody fee of £25 per security (capped at £200 pa) and will be charged six monthly in arrears.

* US domiciled securities exclude Global Depository/shares and American Depository receipts/shares.

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.

If you are not an existing client of Pilling & Co, you will also need to provide verification of identity documentation, details of which are on the application form. For existing clients the firm may conduct an online identity verification check.

To simply deal with no advice, please send the Application Form and any required identity documentation 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 or by request by phoning **0161 819 4850**.

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

IMPORTANT NOTICE

PLEASE READ CAREFULLY

Pilling & Co Stockbrokers Ltd is registered in England and Wales No. 9220456 and is authorised and regulated by the Financial Conduct Authority (FCA) No. 652114 and are members of the London Stock Exchange.

A leaflet detailing our own internal Complaints Handling Procedure is available on request together with booklets describing the operation of the Financial Ombudsman Service (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.

Title First Names (in full)

Surname Your Pilling A/C number

Permanent Residential Address

Postcode

You must supply an email address to receive your statements, valuations, contracts and newsletters on line. Email

Instructions will be sent to this email address on how to set up your Client Web Access (CWA). If you do not have access to a computer or an email address, paper versions are available by ticking this box.

Tel Work:- Home: - Mobile: -

Only complete the following if you are a new ISA client or you need to update your details

Your Bank details for payments to you.

Bank

Sort Code

A/C No. **8 digits only**

Customer ref (if applicable)

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 HMRC or the DWP, or a pension book

Date of Birth DD/MM/YYYY

Please provide two different forms of identification, one from list A which must also be photo ID, and a second from either list:

- | | |
|---|---|
| <p>List A</p> <ul style="list-style-type: none"> Valid full UK passport (or certified copy)* Valid full UK driving Licence (or certified copy)* Recent evidence of entitlement to a state or local authority-funded benefit HMRC demand/statement/notification | <p>List B</p> <ul style="list-style-type: none"> Current council tax demand letter or statement Current bank statement (not printed from the internet) Current credit/debit card statement (not printed from the internet) Utility bill from the last 3 months (not printed from the internet) |
|---|---|

*Certified copies must be signed by a professional person such as solicitor, accountant, GP or teacher, etc.

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 **£20,000.00** including dealing costs
- I have/will make a bank transfer of £ into HSBC bank, **Sort Code 40-05-30**
a/c Number 83692450 quoting my Pilling a/c number as the reference
- I enclose my share certificate(s) or shareholding statement for a "BED & ISA" together with the appropriate signed transfer form(s), one form per stock (A cheque to cover costs can be included, payable to Pilling & Co)

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 above**)

ISA 2024/25 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 cash ISAs, stocks and shares ISAs and innovative finance ISAs in the same tax year.
- I am 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 or to perform such duties or my circumstances change.
- I confirm that I am not a US person, resident or green card holder.
- 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 STOCKBROKERS LTD :-

- 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 General Terms & Conditions and that they may alter to comply with changes to ISA regulations.

SIGNED

DATE

New Clients Only:- Please ensure you have enclosed your two forms of identification to avoid delaying this application.

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 Stockbrokers Ltd.
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 Your Pilling A/C number

Permanent Residential Address

Postcode

You must supply an email address to receive your statements, valuations, contracts and newsletters on line. Instructions will be sent to this email address on how to set up your Client Web Access (CWA). If you do not have access to a computer or an email address, paper versions are available by ticking this box.

Email

Tel Work:- Mobile:- Home:-

Only complete your bank details below, for payments to you, if you are a new ISA client or you need to update your details

Bank A/C No. **8 digits only**

Sort Code Customer ref (if applicable)

Do you have a National Insurance Number? Yes No

If Yes, you must enter it here

Date of Birth DD/MM/YYYY

You can find your NI number from a payslip, form p45 or p60, a letter from HMRC, or the DWP, or a pension book

I apply to transfer my existing Stocks & Shares ISA or Cash ISA to Pilling & Co from: -

Existing Managers Name & Address

Postcode Telephone

Your account number 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 deduct any charges for this service from the cash in my Plan

- 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

Name Signed Date

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 overleaf**)

I am 18 years of age, or over, and 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. I confirm that I am not a US person, resident or green card holder. 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 Stockbrokers Ltd 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

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," and our General Terms & Conditions which is attached or available on request.

New Clients Only :- Please provide two different forms of identification, one from list A which must also be photo ID, and a second from either list:

List A

Valid full UK passport (or certified copy)*
Valid full UK driving Licence (or certified copy)*
Recent evidence of entitlement to a state or local authority-funded benefit
HMRC demand/statement/notification

List B

Current council tax demand letter or statement
Current bank statement (not printed from the internet)
Current credit/debit card statement (not printed from the internet)
Utility bill from the last 3 months (not printed from the internet)

*Certified copies must be signed by a professional person such as solicitor, accountant, GP or teacher, etc.

Pilling & Co Stockbrokers Ltd
Henry Pilling House
29 Booth Street
Manchester
M2 4AF

ISA Administration Direct Line 0161 819 4850 Fax 0161 819 4848