

# Request to Re-Register Investments into your Modular GIA or Wrap Investment Portfolio



JHAY0180

## Application guide

Please complete and sign this form if you have existing investments that you wish to hold in your Modular GIA or Wrap Investment Portfolio.

Before completing this form, please check that the investments you wish to re-register can be held in your Modular GIA/Wrap Investment Portfolio. You can do this by referring to the relevant Permitted Investments List for your product (available on our website at [www.jameshay.co.uk](http://www.jameshay.co.uk)) or by speaking to your financial adviser.

For details of the charges applicable to re-registering your investments, please refer to the relevant product Charges Schedule.

Investments held in joint names cannot be re-registered into a Modular GIA/Wrap Investment Portfolio.

Once this form is completed, please post it to the address below, enclosing all original documents for the investments listed in Section 3.

**Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.**

**If you require any assistance, please call your Service Executive Team or our general enquiry number 03455 212 414.**

## 1 Personal details

Applicant to complete

 Mr  Mrs  Ms  Miss  Other 

Forename(s)

Surname

Address

  
  


Postcode

Telephone

Email

Product type

 Modular GIA  Wrap Investment Portfolio 

Modular GIA/Wrap number

## 2 Important information

### Unit Trusts/OEICs

Upon receipt of a valuation from the existing provider, we will check and review the permissibility of the funds for your product. These investments can then be registered into the name of James Hay Wrap Managers Limited's nominee. It is the understanding of James Hay Wrap Managers Limited that no stamp duty is payable on the transfer of Unit Trusts.

### Stocks and shares

All stocks and shares must be re-registered into the nominee name of an approved investment manager or stockbroker. You should read the appropriate clauses in your James Hay Modular GIA/Wrap Terms and Conditions and provide James Hay Wrap Managers Limited with written confirmation of your choice of investment manager or stockbroker.

In order to open an account with an investment manager or stockbroker, please refer to the 'Investment Manager Appointment Form', available on our website [www.jameshay.co.uk](http://www.jameshay.co.uk). Once the account has been set up, James Hay Wrap Managers Limited will advise you of the nominee's details.

If shares are held by an existing nominee, they can be transferred electronically to the new nominees. Otherwise, the asset holders will need to complete Stock/Crest Transfer Forms and send them with the share certificates to the new nominees.

Please note that stamp duty of 0.5% of the value of the stock, rounded up to the nearest £5, may be payable. If the value is under £1,000 then no stamp duty is payable.

### Life bonds

These investments will not need to be assigned into the name of James Hay Wrap Managers Limited's nominee and will remain in your name. However, under the Power of Attorney completed in your initial application form, James Hay Wrap Managers Limited will carry out transactions on your behalf in respect of the policy as part of the service. You will need to send the policy documents to James Hay Wrap Managers Limited for safe custody. Some Life Bond providers may, however, require a specific Power of Attorney to be set up. If this is required we will contact you at a later date.

James Hay Wrap Managers Limited will then write to the bond provider to confirm we have Power of Attorney over the bond and, unless otherwise specified in Section 3c, any income from the bond must be paid into your Modular GIA/Investment Portfolio Bank Account.

PLEASE NOTE: If the Life Bond is currently held under Trust it will not be able to be held in your Modular GIA/Investment Portfolio.



**3b Stocks and shares**

Applicant to complete

If you wish to re-register stocks and shares or bonds, you may provide a current valuation from the existing fund provider and submit it with this document. Alternatively, please fully complete the table(s) below.

Name of share and type	ISIN or SEDOL code	Reference number (if applicable)	Name in which asset is currently registered	Name and address of current stockbroker/investment manager	Number of shares held	Current value £	Name of receiving stockbroker/investment manager

Please ensure that the original share certificates provided with this form match the transfer information provided in the table above.

**3b Life bonds (also Offshore Bonds)**

Applicant to complete

Product name and provider	Policy reference number (if applicable)	Name(s) in which asset is currently registered	ISIN or SEDOL code (if applicable)	Current unit holding	Current value £	Date valued	If income is being taken from your bond, is it to be paid into your Modular GIA/ Investment Portfolio Bank Account? Yes/No

Before signing this declaration, you should carefully read the terms and conditions relating to the operation of the Investment Centre as set out in your Modular GIA/Wrap Terms and Conditions and your Modular GIA/Wrap Charges Schedule. These documents give you important information about your Modular GIA/Wrap Investment Portfolio and together represent the client agreement upon which we intend to rely.

If you do not understand any point, please contact your Service Executive Team or our general enquiry number on 03455 212 414, or speak to your financial adviser.

I hereby authorise the providers of the investments listed in Section 3, as soon as reasonably practicable, to transfer investments into my Modular GIA/Wrap Investment Portfolio. This transfer will be made by re-registering the assets (except life bonds), subject to acceptance.

I further instruct the providers of the investments named in Section 3 to provide James Hay Wrap Managers Limited with any information requested in respect of my investments, including but not limited to transaction and dividend histories and details of the current portfolio and its value.

Signed

Date







Print name

We are able to provide literature in alternative formats. For a Braille, large print or audio version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)