



Wrap ISA Application Form

Application guide

Please complete this form if you wish to open a Wrap ISA within your existing James Hay Wrap.

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 contact your Service Executive Team or call our general enquiry number 03455 212 414.

Certain sections of this form must be completed and are marked 'mandatory'.

1 Personal details - MANDATORY Applicant to complete

Title

Forename(s)

Surname

Date of birth

Permanent residential address

Postcode

Telephone Mobile

Email

National Insurance number **OR** I have never had a National Insurance number

Wrap number

2 New subscription details - MANDATORY Applicant to complete

I apply to subscribe for a Stocks and Shares ISA for the tax year / and each subsequent tax year until further notice.

3 Payment details Applicant to complete

Lump sum payments

£

I wish to pay for my subscription by electronic bank transfer (please note - bank details will be available on James Hay Online once the Wrap ISA is set up, or on request).

I wish to pay for my subscription from the bank account associated with my Wrap Investment Portfolio.

Regular contributions

I wish to pay for my subscription by regular monthly payments of the following amount:

£

PLEASE NOTE: For the 2020/21 tax year, the ISA allowance is £20,000. You can split the amount you pay into an ISA between a Cash ISA, a Stocks and Shares ISA and an Innovative Finance ISA as you choose, up to the £20,000 limit. The Wrap ISA is a Stocks and Shares ISA, under ISA legislation.

Date I wish the Direct Debit to start

PLEASE NOTE: This will be the day each month that the payment is taken. The start date can only be between 1st and 28th of any month. Please complete the Direct Debit instruction at the back of this application form. Please allow 10 Business Days for James Hay Wrap Managers Limited to set up any Direct Debit Mandate.

4 Details of ISA(s) to be transferred

Applicant to complete

I wish to transfer my existing ISA(s) into a Wrap ISA Total number of ISAs to be transferred

Details of the ISAs to be transferred

ISA manager	Estimated value
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£

Important note: Your James Hay ISA is defined as a Stocks and Shares ISA under ISA regulations. If you are transferring a Stocks and Shares ISA from another provider that contains subscriptions for the current tax year, you will not be able to subscribe to your James Hay ISA until the transfer has fully completed.

This may impact your ability to fully utilise your annual ISA allowance if you are transferring current year Stocks and Shares ISA subscriptions to James Hay close to the end of the tax year.

Please complete a separate 'ISA Transfer Request Form', available from www.jameshay.co.uk, for each existing ISA plan manager. James Hay Wrap Managers Limited will then forward the form to your existing ISA manager.

5 Investment options

Applicant to complete

I wish to buy the following (tick appropriate boxes):

Investment Centre funds
Please either trade online using James Hay Online or complete an 'Investment Centre Buy Form'. Please note there is no charge for placing trades online but there is a charge if you submit paper investment instructions.

Managed Portfolio Panel
Your financial adviser can select a model portfolio on the Managed Portfolio Panel using James Hay Online.

Please note: Your financial adviser will need to agree to the investment manager's terms of business prior to investing into a model portfolio on the Managed Portfolio Panel. If you select this option you will be unable to hold any Investment Centre funds outside of one of the model portfolios on the panel.

Stocks and shares using the services of EQi (formerly Selftrade)
Please complete the 'EQi Account Application Form for Wrap'.

Non Investment Centre funds
If you wish to buy funds that are not available in the Investment Centre, please complete an 'Instruction to Trade Form' and enclose the appropriate fund manager's application form, having completed the amount to be invested, the fund choice and adviser charges details. As the investment will be made by us, we will complete the rest of the investment application form.

For full details of the range of ISA investments available, please refer to your copy of the 'Wrap ISA Permitted Investments List'.

The Investment Centre Buy Form, the Instruction to Trade Form, the EQi Account Application Form for Wrap and the Wrap ISA Permitted Investments List are available from www.jameshay.co.uk.

6 Product level recurring adviser charges

Applicant to complete

Company name Network name (if applicable) Name of financial adviser Contact name (if different from name above)

PLEASE NOTE: A maximum of 7% p.a. (including VAT) product level recurring adviser charge can be applied.
Please pay the organisation named above the same level of adviser charge as set out in my initial Wrap application form.

Yes No

If **No**, and you wish to specify a different level of adviser charges for this Wrap Product, please choose one of the three following options:

Option one

Value of assets in your Product (excluding assets selected below)

Total	Level of adviser charge
£	% p.a.

OR

Option two (Tiered)

Amount	Level of adviser charge
First £	% p.a.
Next £	% p.a.
Next £	% p.a.
Next £	% p.a.
Over £	% p.a.

OR

Option three (Monthly)

Level of adviser charge
£ per month

Transaction charges in respect of this adviser charge will be charged monthly on a pro rata basis.

Are adviser charges to be applied across all assets within the product? Yes No

If **No**, please tick which categories of assets you wish to **exclude**. Please note that we are unable to exclude individual investments or individual investment manager accounts.

- All Investment Centre funds (including Managed Portfolio Panel)
- All assets held with EQi
- Cash held in the product bank account
- All other permissible investments

6.1 Initial adviser charge on investment trades

Applicant to complete

This is the maximum amount that may be paid on any investment buy or switch trade in your Wrap ISA.

If you have already indicated a maximum amount in your Wrap Investment Portfolio application form, that amount will be applied to all your Wrap products, including your Wrap ISA.

The initial investment level adviser charge will need to be confirmed on each investment instruction.

A maximum of 5% (including VAT) investment level adviser charge will be facilitated from your Wrap ISA.

Percentage %

7 Declaration - MANDATORY

Applicant to complete

Before signing this declaration, it is important that you carefully read the Wrap ISA Specific Terms and Conditions; the Wrap Charges Schedule; the Wrap ISA Permitted Investments List; the James Hay Online Terms and Conditions; and the Key Features of the products within the James Hay Wrap Service. These documents specify important information about your Wrap ISA, how the product works, the benefits and risks and the charges you will pay.

There is a lot of information for you to consider so, if you are in any doubt about whether the Wrap ISA is right for you, we strongly recommend that you seek advice from your financial adviser.

If you have any queries, please direct them to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, Wiltshire, SP2 7BF, or telephone us on 03455 212 414.

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, Stocks and Shares ISA and an Innovative Finance 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, and

- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pension) Act 2003 (Crown employees serving overseas) are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform James Hay Wrap Managers Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.

I authorise James Hay Wrap Managers Limited as the ISA Manager:

- to set up and administer my Wrap ISA
- to arrange any transfer of an ISA that I may request from time to time
- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
- to make on my behalf any claims to relief from tax in respect of ISA investments.

I accept that James Hay Wrap Managers Limited will not assess me against an investment manufacturer's target market when I make any investments. My financial adviser will make such an assessment.

I hereby consent to James Hay Wrap Managers Limited obtaining details from my existing ISA manager and authorise the giving of any such details to James Hay Wrap Managers Limited.

I accept the Wrap ISA Specific Terms and Conditions.

I declare that to the best of my knowledge and belief, the particulars given on the application form are correct and complete and I undertake to inform James Hay Wrap Managers Limited, without delay, if there are any changes in the information contained in this form.

I authorise James Hay Wrap Managers Limited to send copies of all statements issued in respect of my ISA and to disclose details of that ISA to my financial adviser as named on my initial Wrap Application (or as subsequently amended by me as applicable). I acknowledge that my financial adviser may receive adviser charges from James Hay Wrap Managers Limited in respect of my ISA.

I confirm I have read and accept the Investment Centre section of the Wrap Terms and Conditions.

If applicable I have read and accept the Investment Centre Key Features. A copy of this is available on our website www.jameshay.co.uk, or on request.

Data Protection Statement

You can access full details on what to expect when we process your personal data under your product in the Data Protection Statement - James Hay Products document, which is available on our website at www.jameshay.co.uk or by calling us on 03455 212414. If you have any questions about data protection, please contact us using the contact details in the Data Protection Statement.

At James Hay, we conduct market research to improve our products and services. Please tick this box if you do not wish to receive invitations to participate.

You can change your mind at any time by contacting us.

This application form must be completed by you or an FCA authorised financial adviser who holds the appropriate permissions.

If completed by an FCA authorised financial adviser, you must still check that the completed information is correct, as by signing below you are confirming this.

I accept it is a serious offence to make false statements and that the penalties are severe and could lead to prosecution.

By signing this Application Form below, I confirm:

- **My financial adviser has provided me with the following documents: the Wrap ISA Specific Terms and Conditions; the Wrap Charges Schedule; the Wrap ISA Permitted Investments List; the James Hay Online Terms and Conditions; the Key Features of the products within the James Hay Wrap Service; and the Data Protection Statement - James Hay Products.**
- **I agree to be bound by, and to at all times comply with, the Wrap ISA Specific Terms and Conditions; the Wrap Charges Schedule; the Wrap ISA Permitted Investments List; the James Hay Online Terms and Conditions and the above Declaration.**

Applicant name

Applicant signature

Date

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text 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)

www.jameshay.co.uk

**Wrap Investment Portfolio, Wrap ISA
Modular GIA, Modular ISA**

**Instruction to your Bank or
Building Society to pay by
Direct Debit**

Please fill in the whole form using a ball point pen and send it to:

James Hay Wrap Managers Limited Dunn's House St Paul's Road Salisbury SP2 7BF

Service User Number

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Name(s) of Account Holder(s)

Reference

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Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay James Hay Wrap Managers Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with James Hay Wrap Managers Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, James Hay Wrap Managers Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request James Hay Wrap Managers Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by James Hay Wrap Managers Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when James Hay Wrap Managers Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.