

If you wish to transfer your existing ISA from another ISA Manager to Bank of Scotland Share Dealing, please read the notes then complete the details, sign and return the forms to the following address  
**Specialised Products Dept, Bank of Scotland Share Dealing, Lovell Park Road, Leeds, LS1 1NS**  
 Please print all details in CAPITALS

**Your Personal Details**

Title:  Forename(s):  Surname:

Address:  Daytime phone number:

Evening phone number:

\*National Insurance Number:

Postcode:  Date of birth:

E-mail

**Your Bank of Scotland Share Dealing ISA Details**

Account Code:

Please select the ISA you wish to transfer into (Please select only one ISA)

Self Select Stocks & Shares ISA

\*\*Self Select Funds ISA

If you do not already have an ISA with Bank of Scotland Share Dealing you can register online at [www.bankofscotlandhalifax.co.uk/sharedealing](http://www.bankofscotlandhalifax.co.uk/sharedealing) or call us on 0845 606 1188.

**Your Current ISA Manager's Details**

Name:

Address:

Postcode:

Telephone number:

Account number:

**Details about your ISA to be transferred**

**Which type of ISA do you want to transfer from (please only select 1)**

- Stocks and Shares ISA (Complete section A)       Cash ISA (Complete section B)

**A) Stocks & Shares ISA**

**1. How much of your ISA do you want to transfer?**

- Current year ISA subscriptions and the investments bought with those subscriptions in whole, and/or
- Previous years ISA subscriptions in whole or in part
- Entire ISA

**2. How do you want the transfer to be made?**

NB some ISA Managers will only offer one. (Please tick 1 box only)

- Cash only (holdings to be sold prior to transfer)
- Shares & Residual Cash

**2. If previous years ISA, how much you would like to transfer?**

£

**B) Cash ISA**

**1. How much of your ISA do you want to transfer?**

- Current year ISA subscriptions, and/or
- Previous years ISA subscriptions in whole or in part (continue to section 2)
- Entire ISA

**2. If previous years ISA, how much you would like to transfer?**

£

**Request and Authorisation to existing ISA Manager**

I authorise my existing ISA Manager (as specified above) to transfer the ISA (account number above) to Bank of Scotland Share Dealing. I authorise my existing ISA Manager to provide Bank of Scotland Share Dealing with any information, written or non-written concerning my ISA and to accept any instructions from them relating to the ISA being transferred.

**Signature:**

**Date:**

**Please see below for some Important Notes.**

\*You should be able to find your NI number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP, or pension order book.

\*\* Only Funds (e.g. Unit Trusts and OEICs) and cash can be transferred into a Self Select Funds ISA.

The transfer will be subject to the terms and conditions of both your current ISA and the Bank of Scotland Share Dealing ISA. Subject to these and your instructions the transfer can take place either by transferring investments to your Bank of Scotland Share Dealing ISA, in cash or a combination of investments and cash.

The terms of the transfer should be agreed between you, your current ISA Manager(s) and us. It is important that you are aware exactly what is being transferred and how it will be managed as a Bank of Scotland Share Dealing ISA.

No additional subscriptions may be made to your Bank of Scotland Share Dealing ISA until the transfer of your existing ISA has been completed.

Your current ISA Manager may impose exit charges and other costs associated with the transfer and you should ascertain to what extent you would be required to pay prior to instructing any transfer. You are responsible for any exit charges or other costs imposed by your current ISA Manager(s).

Before instructing a transfer you should examine all costs/charges in connection with the operation of your ISA. Certain elements of our products may be priced differently than those of your current ISA Manager.

Your current ISA Manager may allow transfers to other managers but only in the form of cash. Prior to instructing any transfer you should ascertain whether or not this would apply as you may suffer losses as a result of buying back the shares, units etc. sold.

Transfers of ISAs between ISA Managers may take several weeks to complete. You should be aware that you might be unable to deal for a period whilst the transfer is pending.

There is the potential for a loss of income or growth following a rise in the markets whilst the transfer is in the course of being completed. We accept no liability for any loss of opportunity during a transfer.

Your current ISA Manager will agree a transfer date with us. Within 30 calendar days after the transfer date they must give us a notice in writing containing essential information and a declaration.

You are responsible for ensuring all information in the application form completed by you and all other information supplied from time to time to us by you is correct when supplied.