

# The SIT ISA - Transfer Instruction Form

## Transferring Your ISA

To transfer an existing ISA with another manager to The SIT ISA, simply complete this Transfer Instruction Form, and if you are **not** an existing SIT ISA investor a SIT ISA Application Form, in BLOCK CAPITALS and send it to:

**Freepost RRRXS-HLAZ-BUGY,  
The SIT ISA,  
Halifax Share Dealing Ltd,  
P O Box 93,  
1 Lovell Park Road,  
Leeds LS1 1NS**

**or** use the reply paid envelope provided.

Please note, whilst SIT makes no charge for transfers in, your previous manager may impose a charge for administering the transfer out. As with all shares, a different buying and selling price and compulsory government stamp duty of 0.5% apply. This form may not be used for the transfer of existing certificated SIT shares into an ISA.

## Risks

Please remember that the capital value of shares and the income from them can go down as well as up as a result of market and currency fluctuations and cannot be guaranteed. Investors may not get back the amount originally invested. Past performance may not be repeated and is no indicator of future performance. Freedom from tax in an ISA applies directly to the investor. The tax treatment of your investment depends on your individual financial circumstances. Tax legislation may change.

Investors should note that during an ISA transfer the transfer proceeds will be uninvested for a period of time (between the sale of their existing holding and the receipt and reinvestment of the proceeds) and therefore they are exposed to the risk of missing any rise in the market during that time. You should be aware that in the case of a ISA transfer, if you change your mind, your previous ISA manager is under no obligation to accept your proceeds back. In this case, all tax benefits will be lost. If your previous ISA manager accepts your money back, there may be costs involved.

## Investor Information

Full Name

Permanent Residential Address

Post Code

Daytime Telephone Number

Evening Telephone Number

Current SIT ISA Account Code (if applicable/known)

## Information about the ISA being transferred

### Current ISA Manager's Details

Name of ISA Manager

Full Address

Post Code

Telephone Number

ISA Reference Number at the above Manager (if known)

## Transfer Details

What ISA type do you want to transfer?

Stocks and Shares ISA (complete section **A**)

Cash ISA (complete section **B**)

### A Stocks and 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

### 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

Entire ISA

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

Please tick one box only (NB: some ISA Managers will only offer one option)

Cash only (holdings to be sold prior to transfer)

In specie - shares and residual cash

**(NB: only existing holdings of The Scottish Investment Trust PLC shares can be transferred in specie)**

2. If previous years' ISA, amount to be transferred £

3. If previous years' ISA, amount to be transferred £

## Request and Authorisation to existing ISA Manager

Please transfer the ISA shown above to The SIT ISA, a Stocks and Shares ISA managed by SIT Savings Ltd and administered by Halifax Share Dealing Ltd (HSDL). I wish the entire proceeds to be invested in shares of The Scottish Investment Trust PLC.

**I authorise you** to provide SIT Savings Ltd / Halifax Share Dealing Ltd with any information that they request about my ISA(s).

### I authorise SIT Savings Ltd / Halifax Share Dealing Ltd

- 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 agree to The SIT ISA terms and conditions.

I declare that:

(i). I am 18 years of age or over.

(ii). 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;

(iii) 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

(iv). I am resident and ordinarily resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) 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 SIT Savings Ltd if I cease to be so resident and ordinarily resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.

Signed

Date

**Please Note: You will need to complete a SIT ISA application form if you are not an existing SIT ISA investor.**

**The SIT ISA, Halifax Share Dealing Ltd, Lovell Park Road, Leeds LS1 1NS Helpline 0845 850 0181**

Halifax Share Dealing Limited is registered in England No. 3195646. Registered Office: Trinity Road, Halifax, West Yorkshire, HX1 2RG. Authorised and regulated by the Financial Services Authority, FSA Registration Number: 183332. A member of the London Stock Exchange and HM Revenue & Customs approved ISA Manager.

**SIT Savings Ltd. Registered Office: 6 Albyn Place, Edinburgh EH2 4NL**

**Telephone: 0131 225 7781 Fax: 0131 226 3663 E-mail: info@sit.co.uk www.sit.co.uk**

SIT Savings Limited, a wholly-owned subsidiary of The Scottish Investment Trust PLC, is the plan manager of The SIT ISA and is authorised and regulated by the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS.