



Phased investment request

 ISA, Junior ISA (JISA), Collective Investment Account (CIA), Collective Investment Bond (CIB) and Collective Retirement Account (CRA).

Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

Did you know? Your financial adviser can amend existing phased investment instructions online - in which case we do not require a paper form. See **'Giving us your instructions'** below.

With this form you can:

- provide new phased investment instructions for your account
- amend the assets for an existing phased investment instruction
- cancel an existing phased investment instruction.

Phased investment

- This is where we can drip feed your investment held in cash* into assets of your choice, in equal instalments on the first working day of each month for 3, 6 or 12 months.
- Contract notes will not be generated when each instalment takes place; details of your phased investment transactions will be in your quarterly statements.

*For CIB this will be the BlackRock Cash Fund

We regularly update our forms; your financial adviser can confirm that this August 2023 version is the latest by checking the literature library on our website.

Completing this form

- It is important that you read the notes at the end of the form before completing it. The notes contain information about our charge bases and the assets available.
- Tick/complete the form, as applicable, using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Missing or unclear information can result in delays. We are unable to correct errors or omissions retrospectively.

Giving us your instructions:

- **Online** if you have an existing phased investment instruction, your financial adviser can go online to amend the assets for, or cancel, the instruction, which means we won't need this form.
- By email send a scanned copy to ask@quilter.com or via PROMPT, our tool for uploading documents direct to us:
 - For customers, visit: quilter.com/help-and-support/tools/promptcustomer/
 - For advisers, visit: quilter.com/help-and-support/tools/new-prompt/
- **By post** to Quilter, SUNDERLAND, SR43 4IP.

Important documents you need to have received before making/changing your asset choice

- Asset list this includes information about rebates for each fund.
 - The assets available to you will differ depending on the Charge Basis for your account, and the type of account you have.
 - If you are not using a financial adviser, the column entitled 'Execution Only' shows the restricted range of assets available to self-serve investors.
 - There are separate asset lists for our different charge bases; it's important that you refer to the correct one. The notes at the end of this form explain more about our charge bases.
- **Projection/illustration**, which includes a Costs and Charges Statement.
- Key Investor Information Documents (KIIDs) or Key Information Documents (KIDs) in respect of your asset choice;
 these are produced by the asset managers.
- All of these documents are available from your financial adviser.
- In section 5 of this form, the declaration you sign will include your confirmation that you have read these documents.

1. Financial advice				
Have you received financial advice in respect of the instruction in this form? Yes No			No	
2. Your details				
Full name of investor				
Telephone number	Email address			
Full name of joint investor ▶ if applicable				
Tick below to indicate whom we My/Our financial adviser Account details		re any queries about y e contact details above	our instruction:	:
If your instructions relate to mor	e than one account, please c	complete a separate for	m for each one.	
Account type	ISA JISA	CIA CIB	CRA	
Account number	A C	-		
► Your Customer Reference Number is the f	irst 9 characters of your account numb	per, starting with AC.		
3. Phased investment in	structions			
Complete part A, B or C as applicable.				
PartA Set up a new phased investment instruction				
 Note The amount specified below: must be available in cash (ISA, JISA, CIA, CRA) or the BlackRock Cash Fund (CIB) to enable the phased investment instruction to be set up will be phased into the assets you select in section 4 in equal monthly instalments, based on the number of months you specify below. Phased investment takes place on the first working day of each month; if you do not specify a start date, phasing will begin in the next available month after we receive your request. (ISA, JISA, CIA, CRA) Where deductions are made from cash after giving the instruction to phase, for example to cover fees and charges, the final instalment of your phased investment may be less than other months. More information about phased investments is in the Terms and Conditions for your account type. 				
Complete the required phased investment start date, amount and number of months below.				
Start date	0 1			
Total amount to be phased	£	► This will be divided by the amount is phased each more	, ,	u state below so that an equal
To be phased each month for	3 6 12	months		
Now go to section 4 to provide your choice of assets.				
Part B Amend an existing phased investment instruction Tick here to amend the assets for your existing phased investment instruction (the amount and the number of months will remain unchanged). ▶ If you have more than one phased investment instruction on your account, please clarify below which one is to be amended.				

Now go to section 4 to provide your choice of assets.

Part C

Cancel an existing phased investment instruction

Tick here to cancel your existing phased investment instruction

► If you have more than one phased investment instruction on your account, please clarify below which one is to be cancelled.

Now go to section 5.

4. Asset selection

Note

- (ISA, JISA, CIA or CRA) If your request includes any Exchange Traded Instruments (ETIs), a Dealing Charge will be applied to
 each ETI each time it is purchased for phased investment. Stamp duty and other costs might also apply.
- (ISA, JISA, CIA or CRA) You cannot phase back into cash, so cash cannot be an asset choice in this section.
- (CIB) You cannot phase back into the BlackRock Cash Fund, so it cannot be an asset choice in this section.

Tick here if you wish us to invest into the 'bundled' version of assets selected (if available)

Note (b) at the end of this form has more information about 'bundled' and 'unbundled' funds

Asset/Portfolio into which you want us to phase your investment	Inc/Acc	%	
	Total	100%	

5. Authorisation and signature(s)

Complete (a) or (b) as applicable

(a) Investor declaration and signature

This authorisation is given by each account/bond holder/authorised signatory, or the appointed Lead Account Holder where applicable.

- 1. I have been given the opportunity to read and keep the following, and to have any questions concerning them answered to my satisfaction:
 - a) a Costs and Charges Statement,
 - b) all available Key Investor Information Documents or Key Information Documents in respect of my investment and asset choice, and
 - c) information about rebates, in respect of my new asset choice.
- 2. I am aware that any existing servicing fees will continue to be paid to my adviser, even if I have ticked in section 1 to say that I have received no financial advice for this instruction.
- 3. I declare that:
 - a) I am the legal owner or joint legal owner of the account detailed in section 2, or
 - b) I am an authorised signatory for the account detailed in section 2 and I have authority to request the instruction given in this form, and

- 4. I authorise Quilter to carry out the instructions in this form in accordance with the Terms & Conditions of my account.
- 5. I confirm that Quilter has brought to my attention the importance of reading the notes at the end of this form.

Signatures of inve	estors/authorised signatories, (or Lead Account Holder, where applicable).
Signature	Date
Print full name	Capacity ▶ e.g. account holder, lead account holder, trustee, signatory
Signature	Date
Print full name	Capacity ▶ e.g. account holder, lead account holder, trustee, signatory
Signature	Date
Print full name	Capacity ▶ e.g. account holder, lead account holder, trustee, signatory
(b) Financial advis	ser declaration and signature
	is signing on behalf of the investor(s) e investor(s) named in section 2:
Ü	and request Quilter to carry out the instructions detailed in this form
b) Thave prov	ided the investor(s) with the appropriate Asset List and, where relevant, any Key Investor Information or Key Information or Key Information Documents in respect of the investment and asset choice
2. I understand a	nd accept that the instructions in this form will be carried out in accordance with the Terms and Conditions of stailed in section 2.
Adviser's signatu	Date
Print name	Adviser's firm name



Important notes

Charge Basis information

The Charge Basis for your account will determine the assets you can invest in. More information about each Charge Basis is below, as well as in the product Terms & Conditions.

Charge Basis 3

- This applies to:
 - all ISAs, JISAs and CIAs
 - CRAs and CIBs opened from 18 December 2012
 - CRAs opened before 18 December 2012 which have been converted to Charge Basis 3 by request.
- They are subject to the Product/Service Charge and Adviser Charging, where financial advisers are paid by fees (if required).

Charge Basis 2

- been converted from Charge Basis 1.
- They are subject to the Investor Charge and Adviser Charging, where financial advisers are paid by fees (if required).

Charge Basis 1

- This applies to CRAs and CIBs that have This applies to CRAs and CIBs opened before 18 December 2012, which have not been converted to Charge Basis 2.
 - They are subject to the Investor Charge.

Assets

a) Inc/Acc (income/accumulation) – if you do not state the unit type required, accumulation units (where available) will automatically be applied. Where accumulation units have been selected and they are not available, income units will automatically be applied. For more information about income and accumulation units/shares, refer to our asset lists, or speak to a financial adviser.

b) Bundled/Unbundled funds

- 'Bundled' funds are those with full Annual Management Charge (AMC) and rebates.
- 'Unbundled' funds are those which typically have a lower AMC and reduced rebates.

Charge Basis 3: If both 'bundled' and 'unbundled' assets are available, we will automatically default to the unbundled versions, even if you currently already hold the bundled version in your account. However, each section in the form allows you to tick if you wish us to use the bundled version instead (if available).

Charge Basis 2: If you choose an unbundled fund, which is not available for your Charge Basis, we will use the bundled version instead.

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Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

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^{*}The Terms and Conditions outline which transactions convert accounts.