Quilter

Phased investment request

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

Did you know? Your financial adviser can amend existing phased investment instructions online.
This means that you will not need to complete this 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 regular statements.

– More information about Phased Investment is in your product Terms and Conditions.

*For CIB this will be the BlackRock Cash Fund (ISIN GB0005849467).

We regularly update our forms; you or your financial adviser can confirm that this **October 2026** version is the latest by checking our website ***quilter.com***

Completing this form (if you cannot give your instructions online)

- **Option 1 (electronic)**: Save the form to your desktop, open it in **Adobe Acrobat** to complete the editable fields, then print and sign it.
- **Option 2 (by hand)**: Print the form and complete it in BLOCK CAPITALS using blue or black ink.
- **Date Format**: please use **DD/MM/YYYY**.
- Missing or unclear information can result in delays. We are unable to correct errors or omissions retrospectively.
- **It is important that you read the notes at the end of the form before completing it. The notes contain information about the assets available, and the documents you need to have received before making/ changing your asset choice.**

Giving us your instructions

- **Online:** if you have an existing phased investment instruction, your financial adviser can amend the assets for, or cancel, the instruction online. This means you don't need to send us this form.
- **If your adviser is unable to give your instructions online:**

Send your scanned form to us via PROMPT, our tool for uploading documents direct to us.

- Advisers, visit: ***quilter.com/Adviser-Prompt***
- Customers, visit: ***quilter.com/Customer-Prompt***

OR

Send your scanned form securely by email to:

ask@quilter.com

Alternatively, you can send your form by post to: Quilter, SUNDERLAND, SR43 4JP.

1. Financial advice

Have you received financial advice in respect of the instruction in this form? ○ Yes ○ No

2. Your details

Full name of investor

Mobile phone number | Home phone

Email address

Full name of joint investor ▶ *if applicable*

Preferred contact person for any queries about your instruction:

○ My/Our financial adviser **OR** ○ Me/Us, using the contact details above

Account details ▶ *If your instructions relate to more than one account, please complete a separate form for each one.*

Account type ○ ISA ○ JISA ○ CIA ○ CIB ○ CRA

Account number — *Customer Reference Number* A C | *Account* -

3. Phased investment instructions

Complete part A, B or C as applicable.

Part A - Set up a new phased investment instruction

- To allow phased investment to be set up, the amount you specify below must be held in:
  - **cash** for ISA, JISA, CIA, CRA, or
  - **the BlackRock Cash Fund** (ISIN GB0005849467) for CIB
- It will be invested in equal monthly instalments into the assets you choose in section 4, over the number of months you specify.
- Phasing occurs on the first working day of each month. If no start date is given, it will begin in the next available month after we receive your request.
- (ISA, JISA, CIA, CRA) If cash is used for fees or charges after the phasing instruction is given, the final instalment may be lower than the others.

Complete the required phased investment start date, amount and number of months below.

Start date 0 1

Full amount to be phased £

▶ *Enter the full amount, not the monthly amount. We'll divide it equally over the number of months selected below.*

To be phased over ○ 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

- (**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.
- (**CRA**) If your selection includes a Quilter Smoothed Fund, your adviser must sign this form in section 5b).

☐ **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)

References to the 'investor' in this section mean all investors named in section 2 of this form.

- **Complete a)** if the request is being authorised by the investor(s).
- **Complete b)** if the request is being authorised by the financial adviser.

a) Investor declaration and signature

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

1. I have been given the opportunity to read and keep all of 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
   c) information about rebates, in respect of my new asset choice
   d) *(CRA - If you have chosen a Quilter Smoothed Fund)* I confirm that I have read and understood the Fund Information Document for Quilter Smoothed Funds and relevant sections of the Collective Retirement Account terms and conditions. By submitting this instruction to Quilter, I confirm that I accept the terms and conditions that are relevant to Quilter Smoothed Funds.
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.
4. I authorise Quilter to carry out the instructions in this form in accordance with the Terms and 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.

Continued

Signatures of investors/authorised signatories, (or Lead Account Holder, where applicable).

▶ *If there are more than four signatories, please copy and complete this page with the additional details and attach it to your form.*

Signature		Date	
Print full name		Capacity*	
Signature		Date	
Print full name		Capacity*	
Signature		Date	
Print full name		Capacity*	
Signature		Date	
Print full name		Capacity*	

* *eg account holder, lead account holder, trustee, signatory*

b) Financial adviser declaration and signature

▶ *Required if the adviser is signing on behalf of the investor(s), or (for CRA) where the investment includes a Quilter Smoothed Fund*

1. As agent of the investor(s) named in section 2:
   a) I authorise and request Quilter to carry out the instructions detailed in this form
   b) I have provided the investor(s) with the appropriate Asset List and, where relevant, any Key Investor Information Documents or Key Information Documents in respect of the investment and asset choice.
2. I understand and accept that the instructions in this form will be carried out in accordance with the Terms and Conditions of the account detailed in section 2.
3. (CRA) If the asset selection in this instruction includes a Quilter Smoothed Fund:
   a) I understand that the Quilter Smoothed Fund is only available for first-time investment if I am providing advice to my client
   b) I confirm that I have given advice in relation to the suitability of using the Quilter Smoothed Fund selected, which meets my client's needs
   c) I understand that I am responsible for ensuring that the Quilter Smoothed Fund is suitable currently and on an ongoing basis in accordance with my duties under the FCA rules
   d) I confirm that I have read and understood the Fund Information Document for Quilter Smoothed Funds, and I have shared and discussed the features of the fund with my client
   e) I confirm that by submitting this application to Quilter, my client agrees to the terms and conditions of the Collective Retirement Account applicable to Quilter Smoothed Funds, and has received of a copy of those terms.

Adviser's signature		Date	
Print name		Adviser's firm name	

Reset

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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).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.

Important notes regarding your asset choice

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

- **Asset list** - including information about rebates for each fund.
  - If you are not using a financial adviser, the column entitled 'Execution Only' shows the restricted range of assets available to self-serve investors.
  - The assets available to you will vary based on your account's Charge Basis and account type.
  - Each Charge Basis has its own specific asset list, so it's important to refer to the correct one. Details about our charge bases are below, and in your product Terms and Conditions.
- *(CRA, if you invest in a Quilter Smoothed Fund)* Fund Information Document for Quilter Smoothed Funds, available from your financial adviser.
- **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.

The declaration you sign in section 5 will include your confirmation that you have read these documents.

Charge Basis information

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

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

**The Terms and Conditions outline which transactions convert accounts.*

Assets

a) Inc/Acc (income/accumulation) – If you don't specify a unit type, accumulation units will automatically be applied (where available). If accumulation units are selected but not available, income units will be applied instead. For more details on accumulation and income units, please 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.

c) (CRA, Charge Basis 3) Quilter Smoothed Fund

If you are phasing into a Quilter Smoothed Fund, this is only possible via a financial adviser. Before you submit your instruction, your adviser will provide you with the necessary documents to read and will discuss with you the features of the fund. Your adviser will also need to sign this instruction in section 5b).

For more information, please read the Fund Information Document for Quilter Smoothed Funds, available from your financial adviser.

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