



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 4JP.

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.**

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

<p>Signature <input style="width: 350px; height: 30px;" type="text"/></p> <p>Print full name</p>	<p>Date <input style="width: 100px; height: 20px;" type="text"/></p> <p>Capacity ▶ <i>e.g. account holder, lead account holder, trustee, signatory</i></p>
<p>Signature <input style="width: 350px; height: 30px;" type="text"/></p> <p>Print full name</p>	<p>Date <input style="width: 100px; height: 20px;" type="text"/></p> <p>Capacity ▶ <i>e.g. account holder, lead account holder, trustee, signatory</i></p>
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(b) Financial adviser declaration and signature

▶ *Required if the adviser is signing on behalf of the investor(s)*

- 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.

<p>Adviser's signature <input style="width: 350px; height: 30px;" type="text"/></p> <p>Print name</p>	<p>Date <input style="width: 100px; height: 20px;" type="text"/></p> <p>Adviser's firm name</p>
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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

- 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 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).

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

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