

# ISA 90 day share certificate transfer

Transfer instruction form for subscribing to your ISA using shares held in certificate form

## General notes

If your shares have been allotted to you from a savings-related share option scheme, approved profit sharing scheme or share incentive plan within the last 90 days, HM Revenue & Customs Regulations state that these shares can be transferred directly into your ISA. Please note that all shares must be registered in the sole name of the individual subscribing to the ISA.

If you are unsure as to the suitability of ISAs please contact an Independent Financial Advisor.

Please write clearly in the white spaces with capital letters or cross the boxes below.

## 1 Your personal details

Bank of Scotland Share Dealing account number

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Title    Mr    Mrs    Miss    Ms    Other (please specify)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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Your first names

Your last name

Your date of birth

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Your National Insurance number

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Your address

Postcode

Your telephone numbers and area dialling codes

Home

Mobile

Work

Your e-mail address


If you do not already have an ISA with Bank of Scotland Share Dealing you can register online at [www.bankofscotland.co.uk/sharedealing](http://www.bankofscotland.co.uk/sharedealing) or call us on 0345 606 1188.

## 2 Company name and description of the shares to transfer

Company name (e.g. XYZ Plc)

Description of the shares you want to transfer (e.g. Ord 25p)

## 3 Amount or value of the shares to transfer

Please choose one option:

Number of shares

<input checked="" type="checkbox"/>	
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Value of shares

<input checked="" type="checkbox"/>	£	
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☒ The maximum amount of shares allowed

## 4 Instructions for remaining shares

Please choose one option:

☒ Please transfer the balance to my Bank of Scotland Share Dealing Account.

☒ Please return a certificate for the balance of shares

## 5 Proof that your shares have emerged from a qualifying scheme in the last 90 days and signed CREST transfer form

☒ Proof enclosed

☒ Signed CREST Transfer Form enclosed

(Please note that the documentation may be labelled 'Appropriation Notice')

If you have not subscribed to your ISA within the current tax year you will be required to declare that:

- (a) All subscriptions made, and to be made, belong to me;
- (b) I am 18 years of age or over;
- (c) I have not subscribed, and will not subscribe, more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year;
- (d) 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;
- (e) I am 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 Bank of Scotland Share Dealing if I cease to be so resident or to perform such duties or will be married to, or in civil partnership with, a person who performs such duties.

**I authorise Bank of Scotland Share Dealing:**

- (a) To hold my cash subscriptions, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- (b) To make on my behalf any claims to relief from tax in respect of ISA investments.

**Please accept this as my authority to carry out the above transaction.**

Your first names

Your last name

**Your signature**

Date