

**Philip J Milton & Company Plc  
 Managed General Investment Account**

**TRANSFER REQUEST**

**ABOUT THIS FORM**

*This form is used to request a transfer of existing cash and/or assets (outside of an ISA or pension) to the Philip J Milton & Company Plc General Investment Account (GIA).*

**All sections should be completed and the form should be returned to:**

Philip J Milton & Company Plc  
 Choweree House  
 21 Boutport Street  
 Barnstaple  
 Devon  
 EX31 1RP

**Section 1 – Your Details**

<b>Account Holder 1</b>	<b>Account Holder 2</b> <i>Joint accounts only</i>
GIA Reference Number (If known)	GIA Reference Number (If known)
Title (Mr/Mrs/Miss/Ms/other)	Title (Mr/Mrs/Miss/Ms/other)
Surname	Surname
Forenames	Forenames
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
Postcode	Postcode
Date of Birth	Date of Birth



National Insurance Number	National Insurance Number
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***Important Information - How long will your transfer take?***

*The length of time taken to transfer investments to the Philip J Milton and Company Plc GIA will depend on whether it is a stock transfer (where your existing investment units/shares are brought across like for like), or a cash transfer (where your funds are first sold and transferred as cash). All funds listed in section 3 of this application form will be transferred as stock, and those in section 4 will be transferred as cash.*

*For stock transfers we would expect the process to take between 4-6 weeks. As this is purely a change of administration you will not be out of the market at any time during the transfer.*

*For cash transfers we would expect the process to take between 2-3 weeks, in which time you will be out of the market for the duration of the transfer. During this period, your investments will be sold. Dependent on the provider, a cheque may then be raised and sent to us. We will bank the cheque and await clearance; once cleared your monies will be available for reinvestment.*

*We would expect most transfers to complete within 30 days, but it will depend on the type of transfer as well as the type of stock, provider and/or platform involved.*

**Section 2 - Existing plan manager details**

Account Number (if known)	
Plan Manager Name	
Address	
Tel Number (if known)	

**Section 3 – Default Instruction to Transfer All Assets In-Specie**

Unless otherwise stated in Section 4, you are authorising the **transfer** of all the Funds, Shares, ETF’s and Investment Trusts that you hold electronically with the above Plan Manager to be retained and transferred in-specie to your Philip J Milton and Company GIA via re-registration. You may provide us with any alternative instructions in Section 4.

*Please note, we may not be able to accept all paper certificates. You may wish to contact the share registrar to convert the paper certificates to an electronic holding after which you can transfer them to us. In the event that an investment cannot be transferred via re-registration it will be transferred as cash, but only after we have obtained your approval.*



## Section 5 – Transfer Authority

I hereby instruct my current Plan Manager to either transfer my holdings to my Philip J Milton and Company Plc GIA or liquidate the assets with immediate effect, and forward the proceeds as specified above along with any cash held within my account to:

Philip J Milton & Company Plc  
Quai Administration  
16 Tesla Court  
Innovation Way  
Lynch Wood  
Peterborough  
PE2 6FL

I confirm that the re-registration of the funds listed will not change the beneficial ownership from the current holder.

I authorise Philip J Milton & Company Plc to update this form accordingly where any securities cannot be transferred via re-registration and must be transferred as cash.

I authorise my existing Plan Manager to provide Philip J Milton & Company Plc with any information, written or non-written, concerning my assets and to accept any instruction from them relating to the assets being transferred.

Signature 1:  Date

Signature 2:  Date

*Joint account holders only*