PORTFOLIO/ISA/JISA/SIPP

FUND SWITCH REQUEST FORM

AVALON
Part of the Embark Group

Account holder: (in capitals)								
Product Type: (please tick as appropriate)	ISA	☐	Portfolio	☐	SIPP	☐	Junior ISA	☐
Client Ref:								

If you are switching funds within a monthly product please send your requests to Avalon in a separate letter, clearly stating:
a) which **current** unit holdings you require us to switch
and
b) the funds you require us to purchase with all **future** contributions

Part A : Holdings to be cancelled

Fund/Investment Trust Manager (In Capitals)		How much of this fund do you want to be switched (in % terms only)*
		%
		%
		%
		%
		%

* Please remember that you must have at least £500 left in any one fund
Please use the sale proceeds from Part A to buy units in the funds listed below:

Part B : New Funds Selected

Fund/Investment Trust Manager (In Capitals)	New Fund/Investment Trust Name (in capitals)	State % split for new purchases
		%
		%
		%
		%
		%

Please remember to sign this authority below.
I have not received advice from any employee of Embark Group Investment Services Limited about this instruction.

Signature:

The Account holder(s) must sign this authority

Signature:

The Account holder(s) must sign this authority

Date:

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Notes:
1. All unit/share cancellations and allocations will use the selling price for sales and the buying price for purchases except in the case of open ended investment companies (OEICs) which are single priced investments.
2. Avalon will not make a charge for processing your request. Any charges or dealing costs incurred in the selling and buying of your investment choices will be taken prior to investing in the new fund(s). Dealings in OEICs may be subject to a dilution levy.
3. If dealings in any share or unit trust are suspended or cease for any reason then we will contact you as soon as possible to advise you of the situation.
4. You may only invest in funds and investment trusts which are eligible for ISA investment in accordance with HMRC Regulations.
5. I confirm I have read and understood the relevant Key Investor Information Documents for each of the new OEICs, Unit Trusts or ETFs selected.

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Adviser Remuneration

This section must be completed by the Independent Financial Adviser.

In the event of these switch transactions resulting in a top-up of an existing fund please be aware it will be considered a 'disturbance event'. Therefore if this section is not completed and Avalon has not received confirmation that and adviser charging agreement is in place, it will result in the loss of any trail commission agreed before 31 December 2012 for the product being topped up.

☐ I confirm an adviser charging agreement is in place for this client.

For advising on this top-up please deduct either £ ______ **OR** ______ % of the fund value being switched.

IFA's details

Contact Name:

Name of Firm:

Company Address:

Postcode:

Company Tel no:

Company Fax no:

Company e-mail:

Network (if applicable):

FCA Number:

Email: enquiries@avaloninvestment.com **Web:** www.avaloninvestment.com **Tel:** 01666 333400