

Sterling fund switch form for ISA and Investment Account

For your information

You should only complete this form after you have reviewed the potential cost and charges you'll incur from making the investment. Please see the Charges Summary document for details.

Requests can be made in writing or by email.

Have you received a personal instruction from your adviser to submit this application? Yes No

You should complete this form and sign the authority on page 4 if you want to change your fund choice.

Please send your completed form to:

**Sterling ISA Managers Limited, Sterling Centre, PO Box 1200, Bishops Cleeve,
Cheltenham, Gloucestershire GL50 9UP.**

or email your form to sterling@embarkadvance.co.uk (We will require a signed, scanned instruction to be attached to your email request).

If you have any queries about this form, please call Sterling on 0370 242 5597.

We cannot accept instructions by telephone.

The Sterling panel funds are subject to a careful initial selection process and are regularly reviewed to ensure the panel fund range remains relevant and up to date. For information on the Sterling panel funds currently available and their charges, please refer to your adviser or visit www.embarkadvance.co.uk. For details of the wider market funds currently available and the current charges applicable to the wider market funds please refer to the relevant 'Charges summary' document available from your adviser. For funds within the wider market range, Advance by Embark does not conduct the same careful initial selection process as undertaken for the Sterling panel fund range.

- If you want to change your unit holding, please complete section 1.
- If you want to change where your future monthly payments are invested, please complete section 2.
- Please sign the authority on page 4.
- For the Investment Account, all Account holders must sign – their names are shown on the Investor Schedule.

If the Investment Account has been put into trust, then all the trustees must sign, unless the terms of the trust state otherwise. We cannot carry out your request without the relevant signatures.

If the terms of your trust state that the fund switch does not need to be authorised by all the trustees, please enclose a copy (if you haven't already provided one) so we can update our records.

Personal details

Name	<input type="text"/>	Account number	<input type="text"/>
Name	<input type="text"/>	Daytime contact	<input type="text"/>
Name	<input type="text"/>		
Name	<input type="text"/>		

1. Complete this section only if you want to switch your unit holding. SEDOL codes are only required for wider market funds.

Important Note
Please sign the authority on page 4.

Please ensure your instructions are clear, or we may not be able to complete the transaction.

If you're making investments to any protected profit funds without advice, we may ask you to complete an appropriateness test.

If you need any help completing the form, please call Sterling on 0370 242 5597.

If you wish to switch your ISA unit holding from the BlackRock Cash fund, please contact us for the relevant form.

Switches will be carried out in accordance with your Terms & Conditions. For available funds and fund information please visit www.embarkadvance.co.uk.

Funds to switch out of

Which funds do you wish to sell? Please state the fund(s) and the percentage* to be withdrawn from each of the funds to be sold. You must use whole percentages, not fractions. SEDOL code is required for wider market funds.

Fund names (state in full including fund manager)	SEDOL code (wider market)	100% (tick)	OR	%*
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
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		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%

Funds to switch in to

Which funds do you wish to buy with the net proceeds of the funds sold? Please state the fund(s) and their percentages*. The minimum investment into a fund is 1%. The total investment must add up to 100%. You must use whole percentages not fractions. SEDOL code is required for wider market funds.

Fund names (state in full including fund manager)	SEDOL code (wider market)	100% (tick)	OR	%*
		<input type="checkbox"/>		%
		<input type="checkbox"/>		%
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2. Complete this section if you make regular monthly payments

The change will take place on the next direct debit collection date, provided we receive this form at least five working days before the next collection.

Please note: If you have completed section 1 and do not tick one of these boxes, we will change any future monthly payments from the fund(s) you are switching out of, into your new fund selection as detailed in section 1.

A Please change my future monthly payments from the funds I am switching out of into my new fund selection as detailed in section 1.

OR

B Please leave my future monthly payments as they are now.

OR

C Please change my future monthly payments as indicated below.

If you have ticked box C, please complete the section ‘Changing funds for regular monthly payments’ below.

Changing funds for regular monthly payments

Which funds do you want future monthly payments to be invested in? Please state the fund(s) and their percentages* The minimum investment into a fund is 1%. You must include any funds that are not changing as the total must add up to 100%. You must use whole percentages, not fractions. SEDOL code is required for wider market funds.

Fund names (state in full including fund manager)	SEDOL code (wider market)	100% (tick)	OR	%*
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input style="width: 30px; height: 20px;" type="text" value="%"/>
<input type="text"/>	<input type="text"/>			<input style="width: 30px; height: 20px;" type="text" value="%"/>
<input type="text"/>	<input type="text"/>			<input style="width: 30px; height: 20px;" type="text" value="%"/>
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<input type="text"/>	<input type="text"/>			<input style="width: 30px; height: 20px;" type="text" value="%"/>
				<input style="width: 30px; height: 20px; border: 2px solid black;" type="text" value="%"/>

Please sign the authority below.

Your authority					
	I request and authorise Sterling ISA Managers Limited to carry out the instructions on this form				
	<table border="1"><tr><td>Signature</td><td>Name</td></tr><tr><td>Date</td><td><input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td></tr></table>	Signature	Name	Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

Please let us know if you would like a copy of this in large print or braille, or on audiotape or CD.

Advance by Embark is a trading name of Sterling ISA Managers Limited.
Sterling ISA Managers Limited is authorised and regulated by the Financial Conduct Authority.
Registered in England and Wales under company number 02395416.
Registered Office: 100 Cannon Street, London, EC4N 6EU
Telephone number: 0370 242 5597

We may record or monitor calls to improve our service.