

Child Trust Fund (CTF) to JISA Transfer Form 2025–26

If you require assistance to complete this form, please contact our Unit Trust Team on **01620 825867**

Notes for completion

- Before you complete this form: you should read up to date versions of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID). The KIID for each fund, SID and other documents are available on our website
- Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood Portfolios Ltd, Investor Administration, PO Box 401, Darlington DL1 9UW. We do not accept forms by email**
- **Please note that if you are transferring a Cash CTF to us, this will be converted into a Stocks and Shares JISA**
- For anti-money laundering purposes we are legally obliged to verify the identity of the registered contact (the Applicant) and any person making payments into the Junior ISA (either the Applicant or a third party i.e. a 'Gifter'). We will initially aim to do this for any new investor or new Gifter using electronic data sources. However, we will use any information we obtain in this way only for verification of identity and not for any other purpose
- To avoid us having to reject your application if the electronic verification checks are not successful, we request that you provide evidence, for the Applicant (if they are providing the funds) or the Gifter, as appropriate, of both identity and address as laid out in the Documentation Guidance that can be found at the end of this form (not required for existing investors)
- We reserve the right to request further information and documents from you following receipt of the forms and initial documents
- If we are unable to verify the identity and address of the Applicant / Gifter (as relevant) we will not be able to process your application and investments will not be made

A - Applicant's Personal Information:

Title	First name(s)	Surname								
Permanent residential address										
		Postcode								
Daytime telephone number		Email address								
Date of birth		National Insurance Number*								
<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y	
D	D	M	M	Y	Y	Y	Y			

*You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HM Revenue and Customs, a letter from the DWP, or a pension order book.

I apply to transfer a CTF to a JISA for:

Title	First name(s)	Surname								
Child's permanent residential address: (if same as the above, please tick the box:) ☐										
		Postcode								
Relationship to child										
Child's date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Child's National Insurance Number*
D	D	M	M	Y	Y	Y	Y			
Child's Unique Reference No:										

*If the child is under 16 and does not have a National Insurance Number, please tick this box: ☐

McInroy & Wood Portfolios Limited Account number (existing investors only):

The investments acquired are for the beneficial ownership of the above child.

B – Investment instructions:

I hereby instruct you to invest in the undernoted MW Fund(s) in the child's name:

Fund	SEDOL (for office use)	Approx value if known ¹	OR Percentage
MW Balanced Fund Acc	BSHRBM8	£	%
MW Income Fund Acc	BMWG560	£	%
MW Smaller Companies Fund Acc	BMWG601	£	%
MW Emerging Markets Fund Acc	BMWG4W9	£	%
Total		£	100%

¹Minimum value £500 per fund

Please note that only accumulation class units may be held in a JISA in line with our JISA Terms and Conditions.

I confirm that:

- I am 16 years of age or over;
- I am the child / I have parental responsibility for the child **[delete which does not apply]**
- I am the Registered Contact for the JISA/CTF

I authorise McInroy & Wood Portfolios Limited:

- to receive the child's cash subscription and to hold the child's JISA investments, dividends and any other rights or proceeds in respect of those investments; and
- to make on behalf of the child any claims to relief from tax in respect of JISA investments

Anti-money laundering legislation:

I understand that McInroy & Wood Portfolios Limited may use an electronic data source in order to verify my identity for the purpose of complying with UK anti-money laundering legislation.

C – Declarations:

- I declare that I am registered contact for the CTF and I have parental responsibility for the child
- I authorise my existing CTF provider as specified on page 4 to transfer the CTF (unique reference number above) to McInroy & Wood Portfolios Limited
- I authorise my existing CTF provider to provide McInroy & Wood Portfolios Limited with any information, written or non-written, concerning the CTF and to accept any instruction from them relating to the CTF being transferred
- Where I must give notice to close or transfer part of the existing CTF, or the existing CTF contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing CTF provider to carry out the transfer (depending on the terms and conditions) as soon as possible – I accept any consequential loss of income, capital or charges that may be applied
- I have read the JISA Terms and Conditions within the Supplementary Information Document and Key Investor Information Document(s) of the Fund(s) in which I wish to invest. I confirm I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s)
- I acknowledge that in requesting McInroy & Wood Portfolios Limited to arrange the transfer of this CTF to a JISA, as detailed in the CTF to a JISA Transfer Authority which accompanies this form, it is my decision that this fund or these funds are suitable for me. I have received no advice from McInroy & Wood or any of its associates or representatives regarding the merits or suitability of investments to be held under this application
- I understand that an electronic data source will be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity may be requested
- I have included proof of personal identity and address documentation (new investors only)

Using your personal information

The personal information which you provide within this application form will be stored and used to help administer your investment in the fund(s). This may include the transfer of your personal information to our business partners and service providers, who assist in the administration of the funds. Their processing may be located outside of the European Economic Area.

The processing of your personal information will be carried out in accordance with our Privacy Policy, which you can access at the foot of our homepage on our website (www.mcinroy-wood.co.uk). Please read our Privacy Policy as it sets out your rights with respect to any personal information we collect from or about you and explains in more detail how we use that information to administer your investment.

Keeping you informed

We would like to use your personal information to enable us to keep in touch and to send you other information which we think may be of interest to you. Such information could include our 'occasional articles' and information about events we hold. Under data protection legislation we require your explicit consent to use your personal information for these purposes. If you would like us to keep you informed in this way, please tick the box below.

I consent to McInroy & Wood using my personal information to keep in touch and to send me other information which may be of interest to me, such as your 'occasional articles' and information about your events. (Please tick the box.): ☐

• I declare that this application form has been completed to the best of my knowledge and belief.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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D – Checklist:

Before returning your CTF to JISA transfer form, please ensure that you have:

Completed your Personal Information ☐

Completed the Investment Instructions Box ☐

Reviewed the “Using your personal information”
section above and confirmed or otherwise your
consent as requested ☐

Read and signed the declaration on the Form ☐

Included all required proof of personal identity and
address documentation (new investors/gifters only) ☐

As part of the CTF to JISA Transfer Authority
Form (below):

Signed the Transfer Authority ☐

Completed the Existing Plan Manager’s Details ☐

Completed the Details of CTF being transferred ☐

When you are ready, please end the form to:
**McInroy & Wood Portfolios Ltd, Investor Administration,
PO Box 401, Darlington DL1 9UW**

Child Trust Fund (CTF) to JISA Transfer Authority



This form provides authorisation for the current CTF Manager. Please do not send this section of the form to the current CTF Manager. McInroy & Wood Portfolios Limited will arrange the transfer of the CTF to a JISA directly with the current CTF manager.

Existing Plan Manager Details

CTF Provider

Company address

Postcode

Details of CTF being transferred:

CTF Account number(s):

Child's Unique Reference No.:

Type of CTF: Stocks and Shares ☐ Cash ☐

I wish to transfer this CTF in the form of **cash**

Please arrange to transfer 100% of the CTF to McInroy & Wood Portfolios Limited:

Please note

The following stakeholder CTF features may not be included in a Junior ISA

- Lifestyling from age 15
- Minimum subscriptions of £10 allowed
- Annual charge cap of 1.5%

If you are applying to transfer a stakeholder CTF, tick this box to confirm that you understand this and wish to proceed. ☐

As well as being subject to the terms and conditions of the JISA receiving the transfer proceeds, the transfer will be undertaken subject to the terms and conditions applying to your CTF. For example:

- Some CTF products may place conditions on how such a transfer is undertaken.
- Your existing CTF provider may need you to give them specific information before the transfer can go ahead.

If you are not sure that conditions apply please check with your existing CTF provider before completing this form.

Instructions to Existing Plan Manager:

- Arrange to transfer the CTF detailed above to McInroy & Wood Portfolios Limited as soon as possible;
- Acknowledge receipt of this instruction to both McInroy & Wood Portfolios Limited and myself;
- Provide McInroy & Wood Portfolios Limited with any information they require about the CTF, and comply with all instructions given to you by McInroy & Wood Portfolios Limited regarding the transfer of the CTF to a JISA;
- Liaise with McInroy & Wood Portfolios Limited, whom I have already informed of my transfer request. You should not effect the transfer until McInroy & Wood Portfolios Limited authorises you to do so;
- Send a closing CTF statement to both McInroy & Wood Portfolios Limited and myself.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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Name in full

Child's name in full

E - Documentation Guidance

Documentation guidances for UK Individuals (New investors / Gifters only)

Please provide one document from both section 1 and 2 below. The same document cannot be used to cover both sections.

Section 1: Evidence of Identity

- Current passport
- Current UK / EEA photocard driving licence (full or provisional)
- Valid (old style) full UK Driving Licence
- Valid firearms certificate or shotgun licence
- Residence permit issued by the Home Office
- EEA Member state identity card
- A letter or document which evidences entitlement to a state or local authority benefit, tax credit, pension or grant (dated within the last 12 months)
- Northern Ireland voter's card

Section 2: Evidence of Address

- Local authority tax bill (valid for current year);
- Current UK / EEA Photocard Driving Licence; (full or provisional)
- Valid (old style) full UK Driving Licence
- Recent bank / building society statement or letter (most recent of its kind)
- Recent letters or statements from other FCA-regulated financial institutions, e.g. pension providers or insurers (most recent of its kind)
- Solicitor / lawyer letter confirming a house purchase or land registry confirmation completed in the last 12 months
- Local Council rent card or tenancy agreement
- Benefits book or original notification letter from the Benefits Agency confirming the right to benefits
- Recent utility bill (not mobile phone bill). Must be dated within the last 3 months
- HM Revenue & Customs correspondence addressed to the applicant at the stated address
- EEA member state identity card
- Northern Ireland voter's card
- Recent credit card statement
- An instrument of a court appointment, e.g. a liquidator or grant of probate
- Valid firearms certificate or shotgun licence

Requirements

Documents must either be originals or copies certified by someone in the list below:

- Lawyer or solicitor (registered in the UK)
- Notary Public
- An employee of a firm regulated by the FCA (e.g. bank or building society employee, financial adviser, mortgage broker)
- Chartered accountant (member of the Institute of Chartered Accountants)
- Post Office Document Certification Service
- Judge
- Crown servant

The person certifying must:

- date and sign the document stating 'original seen'
- be easy to contact and not a family member

The certification must be dated within the last 6 months.