

Please refer to the instructions at the end of this form, before completing it.

- This form is for instructing a withdrawal from a Unit Trust, OEIC, ISA or APS ISA.
This form should **not** be used to provide confirmation of a deal that has already been placed.
- If the withdrawal relates to a deceased account, please use the ‘Withdrawal form for executors’
- Please complete this form in blue or black ink

1 Investor Details *Compulsory*

1A Investor Details

Unitholder no.		
Title	First name(s)	Surname
Permanent residential address		
		Postcode
Mobile Tel. No.	Other Tel. No.	

2 Your Instructions *Compulsory*

• **2A Unit Trust/OEIC**

I/We wish to sell 100% of my/our holdings.

OR

I/We wish to sell part of my/our holdings as detailed below:

Fund	Monetary Amount	OR	Number of Units /Shares	OR	Percentage of Current Unitholding
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%

The minimum amount that can be withdrawn is £500 per fund. The minimum remaining balance on your account must be over £500 per fund.

If you withdraw money from your ISA, that money will lose its ISA status.

2 Your Instructions *Compulsory*

• 2B ISA

 I/We wish to sell 100% of my/our holdings.

OR

 I/We wish to sell part of my/our holdings as detailed below:

Fund	Monetary Amount	OR	Number of Units /Shares	OR	Percentage of Current Unitholding
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%
	£		Units /Shares		%

The minimum amount that can be withdrawn is £500 per fund. The minimum remaining balance on your account must be over £500 per fund.

If you withdraw money from your ISA, that money will lose its ISA tax status.

3 Direct Debit *(Monthly Regular Savers in the Unit Trust/ISA Only)*

<input type="checkbox"/> I/We wish to continue my/our monthly regular savings contributions.	OR	<input type="checkbox"/> I/We wish to cancel my/our monthly regular savings contributions.
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Please note: if neither box is ticked we will continue to collect your Direct Debit on the first working day of the month. If we receive this form less than 10 working days before the next collection date, we may not be able to stop the collection in time. If you wish to cancel your Direct Debit, we recommend that you also contact your bank.

4 Payment Instructions *Compulsory*

Please indicate the method of payment:

<input type="checkbox"/>	<p>Bank transfer</p> <p>We will only make payment to the Unitholder's bank account.</p>
<input type="checkbox"/>	<p>Cheque</p> <p>Cheques will be made payable to the first named registered Unitholder and sent to the Unitholder's registered address.</p>

Name of Bank/Building Society							
Bank address							
Postcode							
Bank account name						Building Society roll no. (if applicable)	
Bank/Building Society sort code							
Bank/Building Society A/C no.							

<input type="checkbox"/>	<p>Please tick here if you would like future withdrawals paid to these bank account details. It is your responsibility to notify us of a change to your bank account details.</p>
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5 Declaration and Signature *Compulsory*

I/We the undersigned being the registered Unitholder(s) acknowledge that I/we have no further interest in the units/shares or cash equivalent as stated in section 2.

I/We declare that:

- If this form is signed under Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this application unless we have already registered it):
- Sole signatories signing on behalf of a company confirm that they are signing as sole director or sole secretary of the company:

If you are not the registered Unitholder please insert the capacity in which you are signing e.g. Attorney.

In the case of joint unitholdings all Unitholders must sign, and the proceeds will be made to the first named Unitholder unless all unitholders provide a signed request to pay to one of the other holders.

Signature of 1st Unitholder		Date
Signature: Second named unitholder		Date
Signature: Third named unitholder		Date
Signature: Fourth named unitholder		Date

Post or send the completed form to: Jupiter Unit Trust Managers Limited, PO Box 10666, Chelmsford CM99 2BG.

Please note that withdrawals cannot be processed until any cheques that have recently accompanied an application have cleared funds and all necessary documentation has been completed. In the case of units / shares held by companies, this form should be implemented in accordance with the Articles of Association of the company.

Jupiter Withdrawal Form

Important Instructions to help complete this form



If you need help with this form

- Phone us on **0800 561 4000** (from overseas: **+44(0)1268 448642**) between 9.00am and 5.30pm, Monday to Friday
- Email us at **enquiries@jupiteronline.co.uk**
- Use webchat via our website, **www.jupiteram.com**
- If you want any document in another format (for example Braille, large print or audio), please contact us.

If you withdraw money from your ISA, that money will lose its ISA tax status

Advice

We recommend you discuss any investment decisions with a financial adviser, particularly if you are unsure whether an investment is suitable. Jupiter is unable to provide investment advice.

If you do not have a financial adviser, you can contact either www.thepfs.org/yourmoney/find-an-adviser/ or www.unbiased.co.uk who will be able to help you find one.

Completing your form

- This form can be used if you wish to sell all or part of your investment(s).
- This form should **not** be used to provide confirmation of a deal that has already been placed.
- We may contact you if we have any questions on this form.
- If you miss any of the compulsory sections, then your form may be rejected and your withdrawal not made.

- Details of your unitholder number, product (Unit Trust/ISA/OEIC), fund and number of units can be found on correspondence we have sent you such as contract notes and bi-annual statements. Alternatively, you can contact us using the methods above or obtain a valuation via our secure online portal www.jupiteram.com
- Send the form to us at **Jupiter Unit Trust Managers Limited, PO Box 10666, Chelmsford CM99 2BG**. Alternatively, you can fax it to us at 0800 561 4001 but we will also need you to complete the renunciation form (which is a form that we will send to you confirming the deal).
- If we have instructions to pay to your bank account, we will pay there if:
 - We can verify the bank account electronically
 - The bank account is the same as that from which your investment was made or
 - We have previously paid withdrawal proceeds to that bank account or
 - We receive proof of your bank account in the form of:
 - an original/certified* bank statement (no older than 3 months)
 - a voided cheque/ paying-in slip or
 - an original/certified letter from the bank quoting your name, sort code and account number
- If we aren't able to verify your bank account, we will pay by cheque. If you are unsure whether we will be able to pay to your bank account and don't want to receive the payment by cheque, you could enclose proof of your bank account with this form when you return it to us.

For any help with this application contact us on **0800 561 4000** or via webchat at www.jupiteram.com

Jupiter Withdrawal Form

Important Instructions to help complete this form



**Documents can be certified by someone in one of the following professions – financial adviser, solicitor, accountant, stockbroker, bank or building society official. The certifier will need to state ‘original seen’ and then sign, date and print their name, job title, full address and telephone number. The certification must be dated within the last 6 months and the certifier must not be a family member. Please contact us if you are having difficulty finding a certifier in one of these professions.*

Next steps

Our funds are valued at 12.00 noon and are dealt on a forward pricing basis. This means that you will receive the price at the next valuation point after we have received your instruction. We will send you a contract note confirming the transaction the day after the deal has been priced.

Provided any cheques you have sent in have cleared and we have received all of the documents that we need such as proof of name and address, proof of source of wealth and funds, we will usually pay as follows:

- Unit trusts funds (excluding those in the Merlin fund range)
 - On the third business day after we’ve received your instruction
- OEICS and unit trust funds in the Merlin fund range
 - On the fourth business day after we’ve received your withdrawal instructions

To check what documents you require and whether we have received them, please contact us in whatever way suits you best.

WITHDRAWAL FORM

For any help with this application contact us on **0800 561 4000** or via webchat at **www.jupiteram.com**