

# Premier Portfolio Management Service

## ISA application form and transfer form

### Important

- Please use this application form to apply for a new individual savings account (ISA) within the Premier Portfolio Management Service (PPMS), or to request a one-off Bed and ISA from your General Investment Account (GIA) to the ISA.
- This form should only be used for direct applications to invest in the Premier Portfolio Management Service. This form should not be used for investments into the Premier Miton funds, Premier Miton's Irish-domiciled funds or for investments into the Managed Portfolio Service.
- Please read this document carefully. If you are unclear about anything please speak to your authorised financial adviser. The Premier Portfolio Management Service is only available to investors who are advised by an authorised financial adviser.
- This Application together with the Premier Portfolio Management Service ISA Terms and Conditions (the Terms and Conditions) form the basis of your Premier Portfolio Management Service account and Premier Fund Managers Limited ("Premier Miton") will act on your instructions in this application accordingly for the lifetime of the account.
- The ISA transfer section will be used to authorise the electronic transfer of your ISA. Where electronic transfer is not available, the paper copy will be sent to your previous manager to authorise the transfer of your ISA to Premier Miton.

In compliance with the Financial Conduct Authority Rules, Premier Miton hereby notifies you that you will be treated as a Retail Client, based on our internal client categorisation process, which offers you the highest degree of protection under the Financial Conduct Authority Rules. You have the right to request a different categorisation, however, this may limit the level of protection afforded to you and Premier Miton may, in the exercise of its sole discretion, refuse to agree to a different categorisation.

### Important:

Please read the **Premier Portfolio Management Service Investor Guide** for details of our relevant discretionary portfolios.

Copies are available on our website [premiermiton.com](http://premiermiton.com), by calling 0333 456 1122 or emailing [investorservices@premiermiton.com](mailto:investorservices@premiermiton.com)

### Supporting you

We understand that our customers have a number of different needs, including wishing to receive large print documents, or documents in Braille, as well as requiring documents in a specific format or colour. We also wish to support our customers through their investment journey. Please contact us if you believe there is additional support you require.

### Customer care

Do you require a large print documentation? ☐ Y ☐ N

Do you require us to speak louder if we telephone you? ☐ Y ☐ N

Do you require documentation in Braille? ☐ Y ☐ N

Do you require any additional support from us:

### Checklist

Before you return your application to your financial adviser, please refer to the checklist below:

- ☐ You accept the Premier Portfolio Management Service Terms and Conditions (with reference no: 015106/18022025)
- ☐ You have fully completed and signed the Application Form
- ☐ If you wish to send the monies electronically, please contact us or wait until we have confirmed your account is open
- ☐ You have enclosed a cheque, made payable to SEI Re Premier Fund Managers Limited. Please note cheques made payable to any other name will be returned and the investment will be delayed. Sending payment by cheque will require PFM to wait up to 5 days before the investment will be placed
- ☐ You have enclosed the relevant Customer Due Diligence/ Anti-Money Laundering documentation
- ☐ You have enclosed banking verification for each bank account, as per section 8
- ☐ You have completed the ISA transfer section, if required

## Section 1. Personal details

If you already have an ISA with PFM and you only wish to add more money to your ISA, you do not need to complete this form. Simply e-mail a request to top up to our contact details, and we will confirm the bank details to send the payment to.

If you are an existing Premier Miton account holder, please quote your account number:

             

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Permanent residential address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone numbers: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I am happy for you to contact me by e-mail for questions relating to my account. This is not for marketing material and we will never contact you unless you have initiated an activity on your account (please tick) ☐

National Insurance Number:

If you do not have a National Insurance Number, please tick here ☐

Date of birth:

## Section 2. Investment instructions

Please complete below. The maximum amount which you can invest into your ISA in each tax year is available on HMRC website.

I apply to subscribe to a stocks and shares ISA for the tax year 2025/2026 and any subsequent tax year in which I choose to make a subscription either by sending a top up amount or by contributing via regular savings. If you chose to subscribe regularly, you will need to set-up a regular standing order with your bank or building society and arrange for payment to be transferred to us on the 8th of each month if you wish to make monthly regular savings, or the 8th January, 8th April, 8th July and 8th October if you wish to make quarterly payments. We will send you the account details as part of your confirmation letter or e-mail.

Total ISA investment amount (if a lump sum, or estimated amount if a transfer): £ \_\_\_\_\_

Regular savings £ \_\_\_\_\_ Monthly ☐ Quarterly ☐ Minimum £50 per month and £150 per quarter  
You will have to set up a standing order with your bank to make the regular payment.

☐ I enclose a cheque for my subscription amount. Please make this payable to SEI Re Premier Fund Managers Limited.

### Bed and ISA (2025/2026)

☐ Please transfer my subscription amount from my Premier Portfolio: Account No. \_\_\_\_\_  
In doing so, I understand that the holdings will be sold, and then reinvested in the ISA in the same portfolios held in the General Investment Account

### Rolling Bed and ISA (this year and every subsequent tax year)

☐ I apply to subscribe to a stocks and shares ISA for tax year 2025/2026 and each subsequent tax year until further notice, or until the investments in the non-ISA is exhausted. I understand that if there is insufficient monies to invest the full ISA subscription, Premier Miton will use their discretion to invest what is available at the time.

☐ I understand that the holdings will be sold, and then reinvested in the ISA in the same portfolios held in the General Investment Account

## Investment selection

Please indicate how much of your total investment is to be divided between a maximum of two of the available portfolios. Minimum £20,000 per portfolio.

	Lump sum	Regular savings
<b>Growth portfolios</b>		
Premier Capital Builder Portfolio	£	£
Premier Capital Builder Plus Portfolio	£	£
Premier Conservative Portfolio	£	£
Premier Balanced Portfolio	£	£
Premier Balanced Plus Portfolio	£	£
Premier Growth Portfolio	£	£
Premier Growth Plus Portfolio	£	£
Premier Dynamic Growth Portfolio	£	£
<b>Income portfolios</b>		
Premier Income & Growth Portfolio	£	£
Premier Income Portfolio	£	£
Premier High Income Portfolio	£	£
<b>Total</b>	<b>£</b>	<b>£</b>

## Section 3. Premier Portfolio Management Service Fees

Premier Miton does not charge you a fee for providing the Premier Portfolio Management Service. The Premier Portfolio Management Service portfolios have an Ongoing Charges Figure (OCF) which is based on the OCFs of the funds held in the portfolio. The latest Portfolio OCFs are published on the individual portfolio factsheets, which are available on our website.

The portfolios invest in funds managed by Premier Fund Managers Ltd (part of the Premier Miton group of companies). The charges vary for each fund and can fluctuate throughout the year. The latest fund charges are published on our fund factsheets, which are available on our website. The fund charges are calculated daily and reflected in the fund's share price.

Other costs may apply to some of the funds held in the portfolio, such as transaction costs. These are not included in a fund's OCF, and typically are the charges associated with managing investments in a fund.

Please check with your financial adviser who can advise you on the different fees that apply for investing in a Premier portfolio through an investment platform.

## Section 4. Customer Due Diligence and Anti-Money Laundering (AML) requirements

Under UK Anti-Money Laundering Legislation and regulated regulations there is a legal requirement to prove the identity of people who wish to make an investment. You may therefore be asked for some evidence of your identity and date of birth. This will normally be a passport or similar form of identity check together with proof of address from a recent utility bill (not a mobile telephone bill). Details are as per the Anti-Money Laundering guide. Additionally, electronic checking systems may be used to verify identity, including credit agencies which may keep a record of this information although this is only to verify your identity and will not affect your credit rating.

I understand that by signing this form you, Premier Miton will undertake a search with a Credit Reference Agency for the purposes of verifying my identity. To do so the Credit Reference Agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained.

## Section 5. Income and regular withdrawal options

You may take natural or fixed income from your portfolio. You can choose to have any income generated by your portfolio paid monthly or quarterly. The income will be paid into your nominated bank or building society account on, or around, 20th of each month, if paid monthly, or on, or around, 20th January, 20th April, 20th July & 20th October if paid quarterly, unless these dates fall on a bank holiday or weekend, in which case payment may be made on the next business day. Please refer to the Investor Guide for when the first payment is due.

### Income

Please indicate how you wish us to treat any natural income generated from your portfolio.

Income reinvested ☐ Monthly ☐ Quarterly

Income distributed ☐ Monthly ☐ Quarterly

**Please note: if you are invested in a growth portfolio, income may not be generated. Minimum payouts £125 per month or £375 per quarter.**

### Fixed regular withdrawal

If you wish to receive a fixed regular withdrawal from your portfolio, please indicate the amount required below:

I wish to receive a fixed withdrawal of £ \_\_\_\_\_ Monthly ☐ Quarterly ☐ Minimum £125 per month and £375 per quarter

Commencing:

**Please note: fixed regular withdrawals are generated by selling shares in fund(s) held within your portfolio. Taking regular withdrawals can increase the risk of erosion of your investment if the amount you receive exceeds the natural income or growth generated by your portfolio. If a fixed regular withdrawal takes the value of your account below the minimum holding level of £20,000, we reserve the right not to action this and will contact you.**

## Section 6. Payments to your financial adviser (if applicable)

Financial adviser initial payment \_\_\_\_\_ % or £ \_\_\_\_\_ Tick if subject to VAT: Yes ☐ No ☐

Please state which type of payment this applies to:

Lump sum: Yes ☐ No ☐ Regular savings: Yes ☐ No ☐

ISA transfer: Yes ☐ No ☐ Non-ISA transfer: Yes ☐ No ☐

Financial adviser payment for continuing services, please select one of the options below:

Nil ☐ 0.25% p.a. ☐ 0.5% p.a. ☐ 0.75% p.a. ☐ 1% p.a. ☐ Tick if subject to VAT: Yes ☐ No ☐

Once the application has been processed, we will be unable to alter the VAT status indicated above.

Please note: By completing the above you instruct us to deduct any initial payment from your investment with the balance invested into your portfolio, and all other ongoing payments directly from your portfolio. We are not responsible for accounting for any VAT on these payments.

## Section 7: Bank / building society details for payments to you

Please complete your account details below in order that we can make any income payments or redemption payments to your bank or building society. **This section is mandatory, as we do not issue cheques.**

**If you already have a General investment Account or an ISA with Premier Miton, we will use the same bank account we hold. Please inform us if you change your bank account, as you will need to provide new evidence so we can verify the account.**

Bank/Building Society: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of account to be credited (Please provide the name as it is on your bank account): \_\_\_\_\_

Sort code:    -    -    Account number:

Building Society reference or roll number:

As part of our customer due diligence /anti-money laundering measures, we need to verify the account is held in your name. Please provide one of the following items for the bank account you have provided details for above:

- An original or copy voided cheque
- An original or copy paying in slip (usually found at the back of your cheque book)
- A bank statement (not older than six months), as follows:
  - Either an original
  - Or a clear and legible copy
  - internet based bank statements are not acceptable

We may have to ask you for further information depending on the individual circumstances.

## Section 8. Financial Adviser Details

Financial advisers, please complete the following section

I confirm that: (please tick as appropriate)

- ☐ I have verified the identity of the Applicant in accordance with applicable Money Laundering Regulations and the necessary documentary evidence has been obtained and identity checks have been undertaken to confirm that the Applicant's name, address and date of birth as shown in Section 1 are correct.
- ☐ I have read the Terms of Business for authorised intermediaries (available on the Premier Miton website) **(Reference 10457/310723)**
- ☐ I have enclosed copies of the documents required for identification purposes, as per the Anti-Money Laundering Guide.
- ☐ I confirm that the Applicant is applying on his/her own behalf and not as nominee or in a fiduciary capacity for any other person.

Financial adviser signature:

Name:

Position:

Full name of regulated firm:

Address:

Postcode:

Email:

This e-mail will be used to contact you for queries relating to this account, you may provide more than one if required

This e-mail can be used for registering me for the online portal (please tick) ☐

FCA reference number:

Telephone number:

## Section 9. Communications with you

Would you like correspondence to be sent to a different address to your residential address? Yes ☐ No ☐  
(Your financial adviser will automatically receive copies of all correspondence sent to you)

Postcode:

Would you like to include all your accounts with Premier Miton in a 'communication group'? Yes ☐ No ☐  
(A communication group allows you to receive bulk communications for you and your husband/wife/partner's accounts with your own)

## Section 10. Online Valuation Service

Our Online Valuation Service allows you to access information about your Portfolio and carry out valuations. If you would like access to the Online Valuation Service, provide your email address below and we will email log-in instructions to you.

Email:

If you elect to access the Online Valuation Service, you acknowledge that you accept the terms of use in the Premier Portfolio Management Service Terms and Conditions.

## Section 11. Declaration

**I apply to subscribe to the Premier Fund Managers Limited ISA.**

- I wish Premier Miton to manage a portfolio of investments for me in accordance with the Terms and Conditions as amended from time to time, a copy of which (**with reference no: 015106/030125**) I have received and which I agree to. I understand that signing this Application Form will constitute an Agreement between us incorporating the Terms and Conditions, which will apply to all sums invested by me with Premier Miton now and in the future unless we agree otherwise in writing. In the case of any conflict between this Application Form and the Terms and Conditions, I understand that this Application Form will prevail
- I confirm that I accept and agree to the Terms and Conditions of the Premier Portfolio Management Service as amended from time to time.
- I confirm that I have full and unrestricted power to employ and hereby appoint Premier Miton on the terms of the Agreement. I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete. I agree to notify Premier Miton immediately in the event of information about my tax residency changing.
- I accept and agree to the risk warnings and notifications contained in the Terms and Conditions and the nature of the underlying investments in which my Portfolio will be invested in accordance with the Investment Strategy indicated in this Application Form.
- I agree to indemnify Premier Miton against all costs, losses, claims and expenses incurred in connection with the provision of the Premier Portfolio Management Service to me, except where these have been incurred due to Premier Miton's negligence, wilful default or fraud. Where I am a trustee, my liability is limited, in the absence of fraud, to the assets of the trust from time to time.
- I confirm that the information provided to Premier Miton or any competent authority in relation to my status, residence and domicile for taxation and money laundering purposes is complete and correct and I agree to promptly provide any further information properly required by any competent authority or by Premier Miton in order to comply with its regulatory and contractual obligations and to notify Premier Miton promptly if there is any material change in the information provided. I acknowledge that my failure to provide information requested by Premier Miton may adversely affect Premier Miton's ability to provide services under the Agreement and the quality of services that Premier Miton may provide.
- I note that I am entering into a Distance Contract with Premier Miton. A Distance Contract is defined under the FCA rules as, any contract concerning financial services concluded between a supplier and a consumer under an organised distance sales without the simultaneous physical presence of the supplier or intermediary and the consumer.
- I request Premier Miton to commence performance of its obligations under the Agreement on the effective date of the Agreement as specified in the Terms and Conditions and I acknowledge that this date may be before the end of the cancellation period referred to in the Terms and Conditions.
- Where I have applied for the Online Valuation Service, I confirm that I agree to its terms as stated in the Terms and Conditions.
- Where a financial adviser acts on my behalf, I instruct Premier Miton to pay to my financial adviser an initial payment and a payment for continuing services as stated in Section 6. I understand that the initial payment will be deducted from the value of my portfolio and that Premier Miton will, if required, sell part of my investments to raise funds to cover any payment for continuing services owed to my adviser.

### Data Protection

I agree to the following:

- The information I provide on this application form (or subsequently provide) will be held and processed by Premier Miton as data controller.
- Premier Miton may hold and process information for the administration of the service(s) for which I am currently applying or may apply for in the future, for the operation of my investment in units or shares (e.g. for registration and distribution purposes).
- Premier Miton may transfer information to other companies in the Premier Miton Investors marketing group and to third party agents or service providers for any of the above purposes. Such third party agents or service providers may be in countries located outside of the UK and European Economic Area (EEA). Premier Miton will take appropriate steps to ensure that data continues to be adequately protected and my privacy rights are respected since these countries may not have such comprehensive data protection and other laws as the UK and countries in the EEA.
- Where a financial adviser acts on my behalf, Premier Miton will disclose information concerning my investment to that financial adviser.
- Save as noted above, Premier Miton will not provide to any other third party any information relating to me, unless I have given my consent or unless Premier Miton is required to do so by law.

You are entitled to request details of information we may hold about you and to require us to correct any inaccuracies in your personal data.

**I declare that:**

- I am aged 18 or over.
- I am resident in the United Kingdom for tax purposes, or if not so resident, perform duties which, by virtue of Section 28 of the Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or am married to, or in a civil partnership with, a person who performs such duties, and will inform Premier Miton if I cease to be so resident, or to perform such duties or to be married to, or in a civil partnership with, a person who performs such duties.
- I have not subscribed/made payments, and will not subscribe/make payments amounting to more than the overall ISA subscription limit in the same tax year
- All subscriptions made, and to be made, belong to me and I am the beneficial owner of the funds being used for this ISA.
- I have read and understood the Terms and Conditions (which include the ISA Terms and Conditions) of the Premier Portfolio Management Service a copy of which I have received and I agree to be bound by them, each as they may be amended from time to time.

**I authorise Premier Miton:**

- To receive and hold my cash subscriptions, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash in the ISA.
- To make on my behalf any claims to relief from tax in respect of the account investments.
- To invest my monies into the portfolio selected in the Investment Selection or where I have requested a Bed and ISA into the existing portfolio held on my investment account

I declare that the information given in this Application Form is true and correct to the best of my knowledge and belief. I will notify Premier Miton without delay of any change in the information given.

**ISA applicant**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y	Y	Y
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We may accept applications from someone holding a Lasting Power of Attorney (LPA). The applicant should be registered with the Office of the Public Guardian. We can accept an original or certified copy of the LPA or you may provide us with the code to access the LPA online. Once registered, the LPA is effective whether or not the donor of the power retains mental capacity.

**Contact Premier Miton**

Premier Fund Managers Limited, Eastgate Court, High Street, Guildford, Surrey, GU1 3DE

0333 456 1122

investorservices@premiermiton.com

For your protection, calls may be monitored and recorded for training and quality assurance purposes.

Issued by Premier Miton Investors. Premier Portfolio Managers Limited is registered in England no. 01235867. Premier Fund Managers Limited is registered in England no. 02274227. Both companies are authorised and regulated by the Financial Conduct Authority and are members of the 'Premier Miton Investors' marketing group and subsidiaries of Premier Miton Group plc (registered in England no. 06306664). Registered office: Eastgate Court, High Street, Guildford, Surrey GU1 3DE.

016068-09042025

## ISA transfer

The form has been prepared based on the information and data required to carry out an electronic transfer. If all data fields are not completed, we may have to revert to paper or contact you for further information. If the transferring provider does not permit electronic transfers, we will revert to paper.

If you need more instruction forms, please photocopy this sheet before completing.

### 1. Instruction to existing ISA Manager

Name of existing Plan Manager (e.g. Premier Fund Managers Limited):

Marketing name of the previous ISA provider (if different) e.g. Premier Portfolio Management Services (PPMS):

Address of existing Plan Manager:

Postcode:

Account number:

Account name:

Authorisation for your current ISA Manager

I hereby instruct you, as my current ISA manager, to sell / transfer the assets and/or transfer the cash proceeds to Premier Fund Managers Limited, and to provide them with any information requested.

Please sell my entire holding ☐

Please sell / transfer my holding, as per the details below: ☐

If you are transferring part of your ISA, please complete the following, to provide the instructions to the previous manager as to what you would like to sell / re-register (transfer the asset without selling - this can only be a Premier Miton fund offered by Premier Fund Managers Limited).

Name of asset to sell / re-register:

Number of shares / units to sell / re-register:

Estimated value:

Current year ISA subscriptions:

Transfer previous year      Yes ☐ No ☐

Transfer current year      Yes ☐ No ☐

The previous ISA manager will confirm the current year subscriptions if they are transferred to PFM.

Signature:

Date:

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

### 2. Instruction to existing ISA Manager

Name of existing Plan Manager (e.g. Premier Fund Managers Limited):

Marketing name of the previous ISA provider (if different) e.g. Premier Portfolio Management Services (PPMS):

Address of existing Plan Manager:

Postcode:

Account number:

Account name:

Authorisation for your current ISA Manager

I hereby instruct you, as my current ISA manager, to sell / transfer the assets and/or transfer the cash proceeds to Premier Fund Managers Limited, and to provide them with any information requested.

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Estimated value:

Current year ISA subscriptions:

Transfer previous year      Yes ☐ No ☐

Transfer current year      Yes ☐ No ☐

The previous ISA manager will confirm the current year subscriptions if they are transferred to PFM.

Signature:

Date:

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

### 3. Instruction to existing ISA Manager

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Marketing name of the previous ISA provider (if different) e.g. Premier Portfolio Management Services (PPMS):

Address of existing Plan Manager:

Postcode:

Account number:

Account name:

Authorisation for your current ISA Manager

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Number of shares / units to sell / re-register:

Estimated value:

Current year ISA subscriptions:

Transfer previous year      Yes ☐ No ☐

Transfer current year      Yes ☐ No ☐

The previous ISA manager will confirm the current year subscriptions if they are transferred to PFM.

Signature: \_\_\_\_\_

Date:

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.