

# Stock Transfers: What you need to know

For individual investors with an adviser or intermediary

# Transferring your investments to an alternative beneficiary

This document explains the process of transferring investment funds from one holder to another, as well as the considerations that need to be taken into account before the instruction is provided. As will become clear when you read through this document, the transfer process will differ according to the share class of the fund to be transferred.

## Understanding the stock transfer process

When you instruct a stock transfer, the holdings will be transferred to the Transferee's account in one of two ways:

### Transfer

For most transfers, with the exception of those involving bundled share classes of Fidelity funds, the transfer of these funds will take place within one business day and you will not be out of the market.

### Transfer and switch

Assets to be transferred that are held in bundled share classes of Fidelity Funds may as part of the transfer process, be switched into the clean share class of the same fund where available. This switch will take place at the next available dealing point after the units have been transferred into the Transferee's account. To help you identify whether your investments will be switched, we have created a fund look-up tool. See page 3 for further information. If no clean equivalent is available the funds will be stock transferred without a switch.

### Important information:

When a switch to a clean share class is required as part of the transfer process, please be aware that you will be out of the market while the switch takes place. This can take up to two working days, over which time you could miss out on growth and income if the market rises. Please also note the number of units held in the fund after the switch may differ as the prices of bundled and clean share classes of the same fund often vary.

### Below is an explanation of some important terminology used in this guide.

#### Third party fund provider

A fund management company other than Fidelity International.

#### Bundled share class

A bundled share class of an investment fund 'bundles' together all its charges in a single fee. For a typical actively managed fund, with an Annual Management Charge (AMC) of 1.5%, this means that the fund manager retains 0.75% for managing the fund, 0.25% is retained by the platform provider and 0.5% may be paid to your adviser as commission. Bundled share classes are no longer available from FundsNetwork for new investments.

#### Clean share class

The AMC of a clean share class solely includes the fund management costs (0.75% - based on the example of a typical actively managed fund above) which are taken from a fund by its fund manager. The investment platform you buy the fund through (in this case, FundsNetwork™) will charge a separate fee for its services, as will your financial adviser. All new investments made through FundsNetwork™, including the transfer of existing assets to an alternative beneficiary, are now made into clean share classes.

#### Dual-priced funds

A fund that is dual-priced quotes a higher buying price (offer) and a lower selling price (bid). The difference between the two prices is the bid-offer spread. Therefore, if you switch into a fund that is dual-priced the value of the holding on completion of the switch may be lower.

#### Transferor/transferee

Current holder of the investment/the chosen beneficiary.

#### In specie

The transfer of the ownership of an asset from one person/company/entity to another person/company/entity in its current form, i.e. without the need to convert the asset to cash.

## Frequently asked questions

### How does FundsNetwork determine the alternative clean share class of a bundled fund?

Where a switch is required as part of the transfer process it will always be made into an available and open clean share class of the same fund, which has been confirmed by Fidelity. In terms of accumulation and income units, this may not always result in a like-for-like switch. For example, if your fund to be transferred is held in accumulation units and the only available clean share class offers income units, the recipient of the transfer will be switched into the latter and vice-versa.

To help you identify whether your investments will be switched to a clean share class as part of the transfer process, please visit our website where you will find a useful fund look-up tool. Simply enter your existing fund name and it will confirm if a switch is required and if so, the name of the clean share class into which it will be switched. It will also confirm if the fund is dual-priced and therefore whether a bid-offer spread will be applied. To establish the size of this spread, please refer to the bid and offer prices on the fund factsheet of the clean share class which can be accessed by clicking on the fund name within the look-up tool.

You will find the link to the look-up tool, **Fund availability and alternative share classes** at [fidelity.co.uk/fundsavailable](https://www.fidelity.co.uk/fundsavailable)

### Will any switching charges be applied during the stock transfer process?

No switching charges will be applied. However, where the switched funds are dual-priced, a bid-offer spread will apply and the valuation after the transfer and switch may be lower.

### Will the switch be a capital gains tax (CGT) event?

It is unlikely you will have to pay capital gains tax on any of your funds and there will be no switching charge either.

Please remember the value of investments can go down as well as up so you may get back less than you invested. The value of tax savings and eligibility to invest in an ISA will depend on individual circumstances and all tax rules may change in the future.

### How do I stock transfer holdings previously held by a deceased client to the chosen beneficiary?

All forms can be located in the **Fidelity Guide for Executors & Administrators**. This guide has been designed to help you through the process of dealing with any investment that the deceased held with FundsNetwork. It provides information detailing each stage of the process which differs according to the type of account held and may differ to that of the stock transfer process previously outlined in this guide. Please therefore make sure you read through this guide which is available on request by calling **0800 358 4060**. All forms will need to be completed by the executors of the estate and the beneficiaries.

### What if I would like the holdings to be transferred into a joint account?

If the holdings are to be transferred into a new joint account, a Joint Holder Supplement Form should be completed by the beneficiaries and returned with the Stock Transfer form.

### Will income be paid once the transfer has completed?

Income will be reinvested unless otherwise specified or if the assets are transferred to an existing account then the income options on the existing account will be followed. Please speak to your adviser regarding income settings on your account.

### Does the Transferee need to complete an additional form if they wish to open a new account with FundsNetwork?

In most instances, no. The Stock Transfer Form will open an account for you if required. However, please note that if an offshore fund is being transferred and the Transferee does not already hold an offshore SICAV account, we will require them to complete a **Fidelity Funds/Fidelity Funds II (SICAV) Application Form**. If a new corporate account is required to be opened, we would need a completed **Investment Funds Application Form (Company and Scheme Accounts)**. These forms are available from your adviser.

### What is the process if I want to stock transfer some of my holdings between my own Investment Fund Accounts?

If you want to move units between your own Investment Fund Accounts (i.e. no change in account holder(s)), you will not need to complete a Stock Transfer Form as your holdings will be transferred in-specie. An automatic switch will therefore not apply to any bundled funds. This is because there is no change in account owner and it is simply an administrative process between your own accounts. Please speak to your adviser for further information.

### What documentation will be sent confirming the stock transfer has been processed?

The Transferor will receive a 'Transfer Out' Confirmation of Transaction letter. The Transferee will receive a 'Transfer In' Confirmation of Transaction letter.

Where a switch has taken place as part of the transfer process, the Transferee will also receive a Switch Confirmation of Transaction, with a clear indication that the switch relates to the recent stock transfer.

### Before submitting a Stock Transfer application:

Both the Transferor and the Transferee should sign the Stock Transfer Form to confirm that both accept the terms of business.

All beneficiaries must read Doing Business with FundsNetwork and the FundsNetwork Client Terms. They must also read the key information document relevant to the fund(s) being transferred to them. These documents provide all the information needed to understand the investment objective, investment policy, risks, charges and past performance associated with the fund(s). These documents can be found at [fidelity.co.uk/importantinfo](https://www.fidelity.co.uk/importantinfo). If you do not have a computer or access to the internet, please call FundsNetwork on **0800 358 4060** to request a printed copy of the documents.

If you require additional forms please contact your adviser.

# Guidance on how to complete the Stock Transfer Form for UK Unit Trusts & Open Ended Investment Companies

## Section 1

### Transferor details (existing holder)

Please add details of the existing holder. If a private holder we will need name, address, date of birth, telephone number and the current holder's account number and, if applicable, the account designation. For a corporate entity, please complete company name, address, telephone number, account number and account designation. Please go to Section 3 if only one existing holder or Section 2 if more than one existing holder.

## Section 2

### Joint holder details

If there is more than one holder of the original account please add all names in full. Please note Section 1 should be filled out by the primary account holder. If all parties have equal holdings, please simply select one name as the primary holder. Please note all holders have equal rights.

## Section 3

### Investments to be transferred

Please enter the list of funds you wish to transfer. To find the list of fund codes please view your online account or your statement and valuation document. Please enter the number of units/shares to be transferred or tick 'Entire Holding box' if the entire holding of that fund is to be transferred.

Please note if you need additional rows to add more funds, either make a photocopy or reprint section 3 of the application form.

## Section 4

### Transferor declaration

#### Signatures of all holders

All current registered holders must sign here. If someone is signing on behalf of a holder, with power of attorney or executor for example, the document appointing them (or a properly certified copy) must be attached if it has not already been lodged with the Registrar.

#### Institutional stamp

This box is for the stamp of any firm that is lodging the form with the Registrar on behalf of either the current or new holder(s) and with whom the Registrar or Manager should correspond in the event of a query.

## Section 5

### Transferee details (new holder)

These boxes must contain the full name, address (including postcode) and date of birth of the person to whom the units/shares are being transferred. They must be completed in BLOCK CAPITALS. Where a new account is to be setup in joint names please complete and return a Joint Holder Supplement Form. This form will capture personal details of any other joint holders.

Note that only the address of the first named holder will usually be entered on the register. The remaining details are required by the Manager in connection with its customer due diligence obligations.

### Existing client account number

If you have an existing account to which the funds are to be transferred, please enter the account number. If you wish to transfer to a new account please leave this section blank.

### Account designation

If you hold an existing Investment Account, this stock transfer will be treated as a top up to that account. If the holdings are to go into a new Investment Account, please enter a designation here to differentiate the holdings and we will create a new separate account. This field can be used to personalise a new account and give it a meaningful name (for example, 'John Smith's Acc') that the new holder(s) may wish to be included on the register for identification purposes. The maximum number of characters is 18. Please note that, we will not be able to accept the word 'trust'.

If you already have an existing account with FundsNetwork, please ensure you submit an appropriate designation to aid the identification of the new account.

## Section 6

### Transferee joint holder details

Please tick the box in section 6 if you wish to transfer funds to more than one holder (joint holders).

## Section 7

Please ensure all transferees sign the form. We will need the signature (and name in print) of each new account holder within Section 7. Again for applications with joint holders the Joint Holder Supplement Form should be completed and returned with this application form.

## Section 8

### Intermediary details

This section should be filled out by the adviser of the Transferee (receiving client(s)).