

When we say 'we' or 'us', we mean Aberdeen Standard Fund Managers Limited.

Who is this form for?

This form can be used to request that your APS allowance be transferred to us if your late spouse or civil partner held an ISA with another ISA manager. Please note that this form will only transfer the APS allowance to us, not the money and the assets held within the deceased's ISA.

If you need any help completing this form, please contact us on 0345 113 6966. Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

We will advise you as to when the APS allowance has been transferred to us. At this stage, and not before, you will be able to invest in an Aberdeen Standard Fund Managers Limited ISA up to the APS allowance (using a separate application form).

Once the APS allowance has been transferred to us, you will have three years from the date of your partner's death (or 180 days after the administration of the estate is complete, if later) to invest up to the APS allowance.

Only complete the sections that are applicable to you; missing information will prevent us from accepting your application.

Please use **BLOCK CAPITALS** to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

Please sign and date the Declaration and return this form with your cheque (where applicable) to: **Aberdeen Standard Fund Managers Limited, PO Box 12233, Chelmsford, CM99 2EE**

Part 1 – Personal details (mandatory section)

Existing account number (if applicable):

Title:

Date of birth:
(DD/MM/YY)

Surname:

First names (in full):

Permanent residential address:

Postcode:

Telephone number:

Important

Please provide your National Insurance Number. This is a HMRC requirement and must be completed. If you do not have one please tick the box to declare this.

National Insurance Number:

I do not have a National
Insurance Number:

Part 2 – Details of the deceased (mandatory section)

Deceased's existing investor reference (if applicable):

Title:

Date of birth:
(DD/MM/YY)

Surname:

First names (in full):

Permanent UK Residential address:
(at date of death)

Postcode:

Important

Please provide a National Insurance Number. This is a HMRC requirement and must be completed. If you do not know this please tick the box to declare this.

National Insurance Number:

Deceased did not have a
National Insurance Number:

Date of death:
(DD/MM/YY)

Date of marriage or civil partnership:
(DD/MM/YY)

Please give details of the ISA from which the APS is to be transferred.

Part 3 – APS Allowance Transfer Information

Part 3 – APS Transfers (from an external ISA manager)

ISA Manager (of the deceased):

ISA Account Number:

ISA Manager Address:

Please be aware that an APS allowance can only be transferred once and only where no subscriptions have been made under that APS allowance. Once transferred subscriptions may only be made in cash. Not all ISA managers allow for multiple subscriptions to an APS allowance and where only a one-off APS allowance subscription is allowed any unused balance will be lost.

Part 4 – Data Protection and Money Laundering

Data Protection Information

Personal information provided in connection with your application will be used by Aberdeen Standard Fund Managers Limited to set up and administer the account.

If you have appointed a financial adviser, we will give them information about the account and, where appropriate, send copies of correspondence to them to enable them to give you advice.

The majority of your information is processed in the UK and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK/EEA data privacy laws e.g. we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.

The information collected may be shared with other parts of Aberdeen Standard Fund Managers Limited, Standard Life Aberdeen group and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators and HM Revenue & Customs, where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

If you would like to know more about how Aberdeen Standard Fund Managers Limited processes your personal information and what your rights are, please read our Privacy Policy at www.aberdeenstandard.com

Money Laundering Information

To comply with Money Laundering Regulations 2017, we may verify your identity by carrying out an on-line check with a reference agency. Where an on-line check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity, in which case we will carry out a manual check.

Part 5 – Communication Preferences

We, and the other members of the Standard Life Aberdeen group, would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions.

- If you do want to be kept informed, please tick this box
- If you would like to be contacted electronically, please provide your preferred email address below:

Part 6 – Transfer Declaration (we will send this to the former ISA Manager)

Investor Details and Details of the Deceased. Aberdeen Standard Fund Managers will send this page to the former ISA Manager to arrange the transfer of the APS allowance.

Full name of deceased:	
Permanent Residential address: (at date of death)	
	Postcode:
National Insurance Number:	No National Insurance Number: <input type="checkbox"/>
Date of death: (DD/MM/YY)	Date of birth: (DD/MM/YY)
Deceased account number:	
Investor full name:	
Permanent residential address:	
	Postcode:
Investor date of birth: (DD/MM/YY)	
Investor National Insurance Number:	No National Insurance Number: <input type="checkbox"/>
Name of Existing ISA manager:	

Part 7 – APS Eligibility Declaration

When making an additional permitted subscription the surviving spouse or civil partner must declare:

1. They're the surviving spouse or civil partner of the deceased.
2. They were living with the deceased within the meaning of section 1011 of the Income Tax Act 2007 at the date of the deceased's death.
3. The subscription is made under the provisions of regulation 5DDA of the ISA regulations.
4. The subscription is being made: •for 'in specie' transfers, within 180 days of beneficial ownership passing to the surviving spouse or civil partner
 - for cash subscriptions, within 3 years of the date of death
 - if later than 3 years, 180 days of the completion of the administration of the estate

Please ensure you sign here or we will have to return your application.

Signature:	Date (DD/MM/YY):
------------	------------------