

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

- This form is for executors/personal representatives of a deceased's estate to instruct a withdrawal. This form should **not** be used to provide confirmation of a deal that has already been placed.
- Please complete this form in blue or black ink.

1 Late Client's Details *Compulsory*

Unitholder no.		
Title	First name(s)	Surname
Permanent residential address		
	Postcode	

2 Executor/Personal Representative's Details

• First Executor/Personal Representative

Title	First name(s)	Surname
Permanent residential address		
	Postcode	
Mobile Tel. No.	Other Tel. No.	
Email address	Date of birth	

• **Second Executor/Personal Representative**

Title	First name(s)	Surname
Permanent residential address		
	Postcode	
Mobile Tel. No.	Other Tel. No.	
Email address	Date of birth	

• **Third Executor/Personal Representative**

Title	First name(s)	Surname
Permanent residential address		
	Postcode	
Mobile Tel. No.	Other Tel. No.	
Email address	Date of birth	

• **Fourth Executor/Personal Representative**

Title	First name(s)	Surname
Permanent residential address		
	Postcode	
Mobile Tel. No.	Other Tel. No.	
Email address	Date of birth	

3 Your Instructions *Compulsory*

• 3A Unit Trust/OEIC

☐

I/We wish to sell 100% of the holdings.

OR

☐

I/We wish to sell part of the 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The minimum amount that can be withdrawn is £500 per fund.

3 Your Instructions *Compulsory*

• 3B ISA

☐

I/We wish to sell 100% of the holdings.

OR

☐

I/We wish to sell part of the 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The minimum amount that can be withdrawn is £500 per fund.

4 Payment Instructions

Please indicate the method of payment:

<input type="checkbox"/>	Bank transfer Payment can be made into the executor's bank account if the bank account can be verified.
<input type="checkbox"/>	Cheque Cheques will be made payable to the first named executor unless all the executors have provided a signed request to pay to one of the other executors.
<input type="checkbox"/>	To my solicitor <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/> Bank transfer </div> <div style="text-align: center;"> <input type="checkbox"/> Cheque </div> </div>

Please provide bank details if proceeds are being paid to an executor/solicitor's bank account.

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.									

5 Declaration and Signature *Compulsory*

I/We the undersigned being the executors/personal representatives acknowledge that I/we have no further interest in the units/shares or cash equivalent as stated in section 3.

I/We declare that:

- Sole signatories signing on behalf of a company confirm that they are signing as sole director or sole secretary of the company:

In the case of joint executors/personal representatives, all executors/personal representatives must sign, and the proceeds will be made to the first named executor/personal representative unless all executors/personal representatives provide a signed request to pay to one of the other executors/personal representatives.

Signature of first executor/personal representative		Date
Signature: Second named executor/personal representative		Date
Signature: Third named executor/personal representative		Date
Signature: Fourth named executor/personal representative		Date

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

Jupiter Withdrawal Form for Executors/Personal Representatives

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.

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

- If you were intending to transfer the proceeds rather than sell you will need to complete either:
 - an Additional Permitted Subscription ISA form (where the proceeds are being invested into an ISA in the name of the surviving spouse/ civil partner of the deceased)
 - a stock transfer form (where the proceeds are being transferred into another client's name)
- 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 the unitholder number, fund and number of units can be found on correspondence we have sent out such as contract notes and bi-annual statements.
- 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 if you fax it 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
 - 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.

Jupiter Withdrawal Form for Executors/Personal Representatives

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 we have received all of the documents that we need such as proof of name and address, 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