

# Additional Permitted Subscription (APS)

Office use only

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Use this form to invest in a Stocks and Shares ISA using the APS allowance inherited from a spouse

## Section 1 - The Deceased's Details

Title (Mr, Mrs etc)	Full Name	Nationality
Client Number	Address	
Postcode	Date of Birth	Date of Death
	D D M M Y Y Y Y	D D M M Y Y Y Y
Date of marriage or civil partnership between yourself and the deceased	D D M M Y Y Y Y	National Insurance No.
		If they had no National Insurance No. tick here <input checked="" type="checkbox"/>

## Section 2 - Your Details

Title (Mr, Mrs etc)	Full Name	Nationality
Client Number (if known)	Address (if different from above)	
	Postcode	
Email Address* (if applicable)	Date of Birth	
	D D M M Y Y Y Y	
Daytime Tel. No	National Insurance No.	
		If you have no National Insurance No. tick here <input checked="" type="checkbox"/>

\*If you have provided your email address you can request not to receive emails from Hargreaves Lansdown by writing to us or emailing us via our website.

## Section 3 - Subscription Details

Your subscriptions must not exceed your APS allowance. This will depend on the date the original ISA investor died. Please see page 3 for further details.

You can make an APS by transferring stock from the deceased's HL ISA to your own ISA as long as this is done within 180 days of the stock being transferred to your ownership. The deadline for cash subscriptions is the later of 3 years after the date of death or 180 days after the administration of the deceased's estate is complete.

### A. Transferring existing Stocks and Shares ISA/Lifetime ISA stocks and/or cash held by the deceased with Hargreaves Lansdown

To transfer the entire Stocks and Shares ISA, please tick here  To transfer the entire Lifetime ISA, please tick here

If the current Stocks and Shares ISA or Lifetime ISA value exceeds the APS allowance we will transfer the holdings, in order from largest to smallest value, until the allowance is reached. Alternatively, you can list individual holdings below. Continue on a separate sheet if necessary. If the value of these holdings exceeds the APS allowance we will transfer the holdings in the order they have been listed until the allowance is reached. Where possible, we will use up any unused APS allowance with cash held in the account. If the deceased died after 5 April 2018 and only part of their ISA is used to make an APS, the APS allowance will be the value of their ISA at the date of death. Please see page 3 for further details.

Full Fund or Share Name	Amount or tick box if full amount
OWN CHOICE	£ <input checked="" type="checkbox"/>
OWN CHOICE	£ <input checked="" type="checkbox"/>
Cash - to be held pending investment instructions	£ <input checked="" type="checkbox"/>
<b>TOTAL</b> - Please ensure you do not exceed the APS allowance	£

**Important:** If the deceased died after 5 April 2018 and you use option B or C to make an APS whilst the deceased's ISA remains a 'continuing ISA', your APS allowance will be the value of their ISA at the date of death. Please see page 3 for further details.

### B. Bed and ISA from your existing HL Fund and Share Account

Only complete this section if you would like to place a Bed and ISA from your existing HL Fund and Share Account. You cannot transfer holdings from this account directly into your ISA, however you can sell them and use the proceeds to immediately buy them back in your ISA, as long as you have not exceeded your APS allowance.

Selling your existing holdings may create a capital gain which could be subject to Capital Gains Tax. You may also incur stamp duty. When repurchasing investments you are unlikely to receive the same number of shares or units you previously held, as they may be subject to differences in price due to bid-offer spread. Please see page 3 for details about our Bed and ISA charges.

1) Sell the holding(s) below from my Fund and Share Account		2) Use the proceeds as follows in my ISA	
Fund/Share Name	Quantity/Value	Bed and ISA	Enter investment choice or 'cash' below
		<input checked="" type="checkbox"/> OR	
		<input checked="" type="checkbox"/> OR	
		<input checked="" type="checkbox"/> OR	
		<input checked="" type="checkbox"/> OR	

The investments will be sold in the order listed above (in whole or part) until your APS allowance has been reached. Continue on a separate sheet if necessary. If the total value of sales is over your APS allowance, this may result in a partial sale of one of your holdings and the balance will remain in your HL Fund and Share Account.

Continued on the next page...

### C. Investing with a new cash subscription

You can make cash subscriptions with your own money to use any remaining APS allowance. If you are sending a cheque please refer to the details on page 3. If you are using cash from your HL Fund and Share Account please ensure there is enough settled cash available.

TOTAL INVESTMENT £



Cheque



HL Fund and Share Account

Please enter your investment instructions as a percentage of the total cash subscription. Continue on a separate sheet if necessary.

OWN CHOICE		%
OWN CHOICE		%
Cash - to be held pending investment instructions		%
<b>TOTAL</b>	100	%

### Section 4 - Instructions for excess payment

If the deceased's Hargreaves Lansdown ISA is now worth more than your APS allowance, the excess funds cannot be subscribed to your ISA. Please tell us what to do with any remaining funds:

- Transferred as stock to my HL Fund and Share Account
  Sold and paid to my Nominated Bank Account
  Sold and paid by cheque

### Section 5 - Transferring an APS allowance to the HL Stocks and Shares ISA from another provider

**Only complete this section if you would like to transfer an APS allowance from another provider to Hargreaves Lansdown. Please be aware an APS allowance can only be transferred once and only where no subscriptions have already been made under that APS allowance. Once an APS allowance is transferred, any subsequent additional permitted subscriptions to that allowance can only be made as cash.**

- Please tick here to authorise the existing ISA provider specified below to provide Hargreaves Lansdown with any information concerning the APS allowance and former ISA in respect of the deceased and to accept any instruction from them relating to the APS allowance being transferred.

The transfer of the APS allowance from the previous provider involves only the transfer of the value of the ISA at the date of death, or the value of the ISA when it passed to the new owner where the deceased died after 5 April 2018 if higher. It does not include the transfer of any assets that were held in the deceased's ISA with the previous provider. Once the APS allowance has been transferred to Hargreaves Lansdown, you are free to make cash subscriptions up to that allowance.

ISA Company's Name	ISA Company's Postcode
Account Number(s)	Value of APS allowance to be transferred £

You will need to complete a separate application for each provider you wish to transfer from.

### Section 6 - Nominated Bank Account

Please nominate a bank account into which we will pay any income or cash withdrawals. You do not need to complete this section if you have already nominated a bank account.

Name of Account Holder	Sort Code			-			-		
Roll Number or Building Soc. Ref	Account Number								

### Section 7 - Signature & Declaration

For your own benefit and protection you should read our Terms & Conditions carefully before committing to an investment. If you do not understand any point please ask us for further information. When you use our services we will take this as acceptance and agreement of our terms, and you will be bound by them.

I (the investor) declare that I am the surviving spouse/civil partner of the deceased and I was living with the deceased within the meaning of Section 1011 of the Income Tax Act 2007 at the date of the deceased's death (we were not separated under a court order, under a deed of separation, or in circumstances where the marriage or civil partnership had broken down).

The subscription is made under the provisions of regulation 5DDA of the ISA regulations (additional permitted subscription) and the subscription is being made:

- in the case of 'in specie' subscriptions, within 180 days of beneficial ownership passing to me (where the deceased died in the period beginning with 3 December 2014 and ending on 5 April 2015, this is treated as occurring on either 6 April 2015, or, the actual date of distribution, whichever is the later), and
- in the case of cash subscriptions, within 3 years of the date of death, or if later, 180 days of the completion of the administration of the estate (where the deceased died in the period beginning with 3 December 2014 and ending on 5 April 2015, the deceased is treated as dying on 6 April 2015).

Where I am making a Bed and ISA, I confirm I would like to sell the investment(s) listed and contribute the sale proceeds to my HL Stocks and Share ISA. Where applicable, I would like to invest

the contribution as stated.

I have read, agreed to and retained the Terms & Conditions, the Important Investment Notes, and Key Features of the HL Stocks and Shares ISA and my chosen investment including all costs and charges and, where available the Key Investor Information Document/Key Information Document provided to me on paper or via www.hl.co.uk. The declaration and the information I will give in my application is correct to the best of my knowledge and belief and shall be the basis of the contract between me and Hargreaves Lansdown. I will notify Hargreaves Lansdown without delay of changes to these particulars. I confirm that I have not received advice from Hargreaves Lansdown regarding the merits of entering into, or the suitability of, any aspect of this investment. If I require advice I will request this separately.

I authorise Hargreaves Lansdown: (a) To hold my cash subscriptions, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash; and (b) To make on my behalf any claims to relief from tax in respect of ISA investments. I have not subscribed, and will not subscribe, more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year. Where I am transferring an APS allowance to the HL Stocks and Shares ISA, I have not made, and will not make, any additional permitted subscriptions to the manager who held the deceased's ISA and I intend to make an additional permitted subscription application to Hargreaves Lansdown. I am 18 years of age or over and all subscriptions made, and to be made, belong to me.

I have read and agree to the declaration above



PLEASE SIGN HERE

Date



# How to apply

## Sections 1 and 2 - Personal Details

Please complete all your personal details, including your date of birth and National Insurance Number. Please also provide the deceased's full details and their client number.

## Section 3A - Transferring existing Stocks and Shares ISA/Lifetime ISA assets held by the deceased with Hargreaves Lansdown

Investments held in the deceased's Stocks and Shares ISA/Lifetime ISA with Hargreaves Lansdown can be transferred directly into your Stocks and Shares ISA. Other investments held outside of an ISA which form part of the estate cannot be transferred as stock to your ISA, they must first be sold and the proceeds used to make a cash subscription.

All investments held in the deceased's Lifetime ISA will form part of the Additional Permitted Subscription allowance, including any bonus which is due but has not yet been paid.

You will be able to transfer the assets to a Stocks and Shares ISA in your own name. You may then make a payment into your own Lifetime ISA should you wish, provided you are eligible to do so.

Transfers of assets must be completed within 180 days of the beneficial ownership passing to you. You become beneficially entitled to the investments on the date the executor(s) complete the administration of the deceased's estate.

### Does the date of death affect the APS value?

Yes. If the deceased died before 6 April 2018 the APS limit will be the value of their HL ISA(s) at the date of their death. If the date of death is after 5 April 2018, the deceased's ISA will be designated as a 'continuing ISA'. Any investments held within a continuing ISA will continue to benefit from ISA tax advantages for up to three years from the date of death. Any interest, dividends or gains in the continuing account will be exempt from UK tax.

The ISA will remain a continuing ISA until the earlier of:

- The completion of the administration of the deceased's estate
- The closure of the ISA
- The third anniversary of the death of the investor

The APS allowance will be the higher of the value of the deceased's ISA at the date of their death or at the point the ISA ceases to be a continuing ISA.

After the 3rd anniversary the continuing ISA status will cease and the ISA wrapper will be removed, meaning the account will be subject to tax. The APS allowance will still be available for you to use.

## Section 3B - Bed and ISA from your existing HL Fund and Share Account

You can use any existing investments you hold in your HL Fund and Share Account to use your APS allowance. Due to HMRC regulations you must sell your holdings and buy them back in the ISA wrapper. You can either keep the same holdings or use the proceeds to buy different ones.

The dealing costs are:

- Selling shares – Free (if the sale raises less than £500 we reserve the right to charge a flat £5)
- Selling funds – Free; there is no dealing commission on funds (they must be held in a HL account)
- Buying shares back – Postal dealing commission of 1% (min £20, max £50), plus any government stamp duty applicable
- Buying funds back – Free; there is no dealing commission on funds

When buying the same holdings back there may be a small difference in price due to the bid-offer spread. Together with dealing commission and stamp duty, this means you may not buy back the same number of units or shares.

## Section 3C - Investing with a new cash subscription

You can make a cash subscription, using your own cash or cash held in your existing HL Fund and Share Account. Cash subscriptions must be made in the three years after the date of death, or within 180 days after the administration of the estate is complete, whichever is later.

Please tell us your investment choice(s) and the percentage you would like to invest. In the case of funds please ensure you include both the name of the fund management company (e.g. Jupiter) and the name of your chosen fund (e.g. Global Strategic Bond).

## What will my APS allowance be if I make subscriptions whilst the deceased's ISA is a 'continuing ISA'?

If the deceased died after 5 April 2018 and you choose to make additional permitted subscriptions whilst the deceased's ISA is still a 'continuing ISA' your allowance will be the value of the deceased's ISA at the date of death. If their ISA investments increase in value, you cannot use the value of their ISA on the date it ceases to be a 'continuing ISA' to make further subscriptions later.

## Are there any charges to hold investments in the HL Stocks and Shares ISA?

The charge to hold funds is tiered:

- 0.45% per annum on the first £250,000 of funds
- 0.25% on the value of funds between £250,000 and £1m
- 0.1% on the value of funds between £1m and £2m
- No charge on the value of funds over £2m

The charge to hold shares, investment trusts, ETFs, bonds or gilts in the HL Stocks and Shares ISA is 0.45% per annum, capped at £45. There is no charge to hold cash in the HL Stocks and Shares ISA.

## Does the APS allowance affect the ISA allowance for the current tax year?

No, the APS allowance is separate to the main ISA allowance which you can use in the usual way.

## Section 4 - Instructions for excess payment

Please tell us how you would like to pay out any funds in the deceased's ISA which are in excess of your APS allowance. These funds cannot be used as an additional subscription into your ISA.

If the APS allowance is the value of the deceased's ISA on the date of their death and the value of the funds has fallen since the date of death, additional cash subscriptions can be made up to the value of the APS allowance.

## Section 5 - Transferring an APS allowance to the HL Stocks and Shares ISA from another provider

You are able to transfer APS allowances from other providers to your ISA with Hargreaves Lansdown, as long as you have not already made any subscriptions under these allowances. Be aware that subscriptions in respect of any transferred APS allowances can only be made in cash. We will contact the other provider to request the transfer of the APS allowance to Hargreaves Lansdown.

Assets that are held by the deceased with the other provider will not be transferred.

You may request to cancel a transfer of an APS allowance while it is in the process of being transferred, however it is not possible to cancel a transfer of an APS allowance once complete.

## Section 6 - Nominated Bank Account

Please provide details of your nominated bank or building society account. If you withdraw money or ask us to pay out income we will pay it to this account.

## What will happen to income generated by the investments?

If you already hold an HL Stocks and Shares ISA, we will follow your existing instructions. Alternatively if this is your first investment we will hold any income on deposit. When you buy funds, we will purchase accumulation units if available. You can keep this income instruction, or you can change it to one of the options below when your account has been set up, by calling our Helpdesk on 0117 900 9000 or using your online account:

- **Automatic reinvestment.** We will automatically reinvest income for funds, shares and other investments when it reaches £10 per holding. A dealing commission of 1% will apply (£1 minimum, £10 maximum). When you buy funds we will purchase accumulation units if available.

- **Paid out to your nominated bank or building society account.** When you buy funds we will purchase income units if available.

## Section 7 - Signature & Declaration

Please ensure you have read and agree to the declaration, and sign & date the form before you return it.

## Making a payment by cheque?

Write your name and address on the back of your cheque and make it payable to: 'HLAM ISA Client A/C'

If you are using a cheque that does not bear your name, e.g. a building society cheque, ask your bank or building society to verify the reverse with the wording 'This cheque has been drawn on the account of (your name).' This must be dated, signed and accompanied by the company stamp.