

# Regular Withdrawal Facility Form



**A Regular Withdrawal Facility is a standing instruction to McInroy & Wood Portfolios Ltd to sell units on a continuing, regular basis. By completing this form, you authorise us to sell sufficient units to satisfy this instruction.**

**Units will be sold on the last business day of the month and payment will be made to your bank account on the fourth business day after that date.**

We are legally obliged to verify all applicants' identities for anti-money laundering purposes. We will initially aim to do this using electronic data sources. However, we will use any information we obtain in this way only for verification of identity and not for any other purpose.

Verification checks using electronic data sources may fail due to a variety of factors and we reserve the right to request further information and documents from you.

If you require assistance to complete this form, please contact our Unit Trust Team on 01620 825867.

Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood Portfolios Ltd, Investor Administration, PO Box 401, Darlington DL1 9UW. We do not accept forms by email.**

## A – Personal details

Account number  Account Designation (if applicable)

### FIRST APPLICANT

Title  Surname / Company Name

Forename(s)

Permanent residential address

Postcode

Daytime telephone number  Email Address

## B – Details of withdrawal

### Frequency

Your regular withdrawal can be taken either monthly, quarterly or annually. Please indicate your preference.

Monthly  Quarterly  Annually

Please specify desired month for regular withdrawal to start:

The withdrawal deal will be placed on the last business day of the selected start month with payment made on the 4th business day of the following month (or the next business day if the 4th day is a bank holiday or weekend). For example if you select a June start:

- Monthly withdrawals: you will receive payments on the 4th business day of each month starting in July.
- Quarterly withdrawals: you will receive payments on the 4th business day of July, October, January and April.
- Annual withdrawals: you will receive payments on the 4th business day of July each year.

### Amount

Your withdrawal must be a set amount. This amount will be paid to you each month/quarter/year. For example, if you select £250 with a quarterly payment you will receive 4 payments of £250 over the year totalling £1,000.

Fund	Class	Payment Amount £ ISA	Payment Amount £ Non-ISA
MW Balanced Fund	Acc		
	Inc		
MW Income Fund	Acc		
	Inc		
MW Smaller Companies Fund	Acc		
	Inc		
MW Emerging Markets Fund	Acc		
	Inc		
	<b>TOTAL</b>		

### C – Settlement details

Please provide details of the bank account that you require proceeds to be paid to.

If we have not already verified your bank details, we will attempt to do so using an online verification tool. If this is not successful, we will contact you to request further documentation such as a bank statement, void cheque or pay-in slip.

We can only make payments to you.

Account Name

Bank/Building Society Name

Branch

Sort Code

Account Number

### D – Declaration

I/We being the registered unitholders hereby acknowledge that I/we wish to authorise McInroy & Wood Portfolios Ltd to carry out regular withdrawals per the instructions set out in Section B above.

### E - Signatures of Applicant(s)

(All registered unitholders require to sign below.)

(1) Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(2) Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(3) Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(4) Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Please post the completed form to us at:

**McInroy & Wood Portfolios Ltd**  
**Investor Administration**  
**PO Box 401**  
**Darlington**  
**DL1 9UW**