

# WITHDRAWAL FORM ISA/NON-ISA OEIC/UT ONLY

Valid from 31 July 2023

Please use this form if you wish to sell all or part of your investment with Janus Henderson Investors. Please complete this form in **BLOCK CAPITALS** and return it to **Janus Henderson Investors, PO Box 9023, Chelmsford CM99 2WB.**

## SECTION 1 – About yourself

First holder	
Title	Daytime tel no.
Surname	Email
First name(s)	Account designation (if applicable)
Date of Birth (dd/mm/yyyy)	
Permanent residential address	Registered name (if not an individual, e.g. company name/trust)
Postcode	Account number <input type="text"/>

Second holder (if applicable)	
Title	First name(s)
Surname	Date of Birth (dd/mm/yyyy)

Third holder (if applicable)	
Title	First name(s)
Surname	Date of Birth (dd/mm/yyyy)

Fourth holder (if applicable)	
Title	First name(s)
Surname	Date of Birth (dd/mm/yyyy)

## SECTION 2 – Investment selection

### ISA Investments (OEIC/Unit Trust)

I wish to sell 100% of my ISA holding ☐ or \*I wish to sell part of my ISA holding ☐ please select the Fund(s) and amount

Fund name	Monetary amount	OR	Unit/Share amount	OR	% of total investment

### Non-ISA Investments (OEIC/Unit Trust)

I/We wish to sell 100% of my/our holding held outside of an ISA ☐ or \*I/We wish to sell part of my/our holding held outside of an ISA ☐ please select the Fund(s) and amount

Fund name	Monetary amount	OR	Unit/Share amount	OR	% of total investment

\*Should this withdrawal result in your holding falling below the minimum balance required, as per the Terms & Conditions, we reserve the right to sell the balance of your holding at the next available price.

### SECTION 3 – Regular savers (if applicable)

I wish to continue my Direct Debit following this withdrawal Yes ☐ No\* ☐

\*Please note at the time of receiving your instruction your Direct Debit collection may still be in progress. It may therefore take up to 10 days before we sell the remaining balance.

### SECTION 4 – Bank details

The proceeds of your withdrawal can be paid directly into your bank account which ensures that you will receive cleared funds within 4 working days from receipt of your fully completed form subject to note 9 below.

Please complete the bank details below, and provide verification of the account - please see note 7.	
Bank/Building society name	Account name*
Bank/Building society address	Bank/Building society account number
	Branch sort code
	Building society roll number
Postcode	(if applicable)

\*Please note we do not make third party payments. Please ensure you are the named account holder.

If you have not completed the Payment Instruction or supplied acceptable bank verification prior to settlement date, a cheque will be sent to your registered address at your own risk.

### SECTION 5 – Important notes

IMPORTANT – Please read the following as an incomplete form may have to be returned.

1. Have you completed in full the 'About yourself' information in section 1?
2. If there is more than one holder, have their personal details been supplied in Section 1?
3. Have you confirmed if you wish to make a full or partial withdrawal in section 2?
4. If making a partial withdrawal, have you selected the fund(s) and amounts you wish to withdraw?
5. Have all holders signed and dated the withdrawal form in the spaces provided?
6. If you have a Direct Debit set up have you confirmed in Section 3 if you wish for this to continue?
7. We can accept an original or certified copy bank statement that's no older than three months. Certification must be carried out by a qualified lawyer or attorney, a qualified accountant, a Notary Public or a member of the judiciary, an FCA approved person, a serving UK Police Officer (include collar number and full address of their police station), a Bank Branch Manager may certify an online bank statement of the relevant Bank, an officer of an Embassy, Consulate or High Commission of the country or territory of issue of the document, a chartered secretary or a Commissioner of Oaths. Verification is not required if we collect Direct Debit contributions or if you have previously sent in verification. The address contained within your bank statement must match the address we hold for you.
8. If you have not completed Section 4 or supplied acceptable bank verification, a cheque will be sent to your registered address at your own risk.
9. Under United Kingdom legislation and regulations concerning the prevention of money laundering and terrorist financing, we are required to verify the identity of our clients. In certain circumstances we may need to request additional information to verify your identity. If this is the case we will write to you to request the information. This may delay the release of your proceeds.

Please do not use staples.

Please return your withdrawal form to: **Janus Henderson Investors, PO Box 9023, Chelmsford CM99 2WB.**

If you have any questions, please call our Client Services team on 0800 832 832, between the hours of 9:00am to 5:30pm, Monday to Friday.

### SECTION 6 – Declaration

I/We hereby authorise Janus Henderson Fund Management UK Limited to sell the amount stated in Section 2 from my/our account, in accordance with the terms and conditions of the investment, and authorise payment.

If there are joint applicants all must sign and date.

Signature	Date
Signature	Date
Signature	Date
Signature	Date

### SECTION 7 – Data Protection

Your personal information is governed by applicable data protection laws including but not limited to the General Data Protection Regulation (EU) 2016/679 (GDPR) and Janus Henderson's Privacy Policy. The Privacy Policy details our collection, use and processing of your personal data (including the data you provide in this form) and sets out your rights. A copy of the document is available under the Privacy Policy section of our website at [www.janushenderson.com](http://www.janushenderson.com) and in hard copy by sending a request to [privacy@janushenderson.com](mailto:privacy@janushenderson.com).

**Janus Henderson**  
INVESTORS

We may record telephone calls for our mutual protection, to improve customer service and for regulatory record keeping purposes.

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