

# Withdrawal Form

## CFP Castlefield Funds ICVC

## CFP Castlefield Portfolio Funds ICVC

For lump sum and regular withdrawals

### **This form can be used to:**

- ✓ Make a lump sum withdrawal from a ConBrio ISA, JISA, or General Investment Account (GIA)
- ✓ Start or amend a regular withdrawal instruction from your ConBrio ISA, JISA, or GIA

### **This form cannot be used to:**

- ✗ Open a ConBrio Investment Account (please refer to the respective investment application form)
- ✗ Make an additional subscription into an existing account (please refer to the Additional Subscription form)
- ✗ Switching your investments within your existing account (Please refer to the ConBrio Fund Switching form)

## Withdrawal Form

### Please read before completing the withdrawal form

- Please ensure you have arranged payment.
- Please complete this form and return it to your financial adviser, or to the address below:  
ConBrio - Castlefield Investment Partners LLP  
PO Box 12916  
Chelmsford, CM99 2FT
- Please read the Key Investor Information Document and the Supplementary Information Document for the relevant share class of the Fund(s) you wish to invest in or transfer into. Copies are available on our website [www.conbriofunds.com](http://www.conbriofunds.com), calling 0330 123 3716 (Castlefield) or emailing [ConBrioEnquiries@uk.dstsystems.com](mailto:ConBrioEnquiries@uk.dstsystems.com)
- Please ensure you have read the ConBrio Terms & Conditions. ([www.conbriofunds.com/terms-conditions](http://www.conbriofunds.com/terms-conditions))
- **Please tick/complete this form, as applicable, using BLOCK CAPITALS and blue or black ink.**

### Name of holder(s)

Existing Plan Numbers

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Title

Full Name

### Permanent residential address

Address Line 1

Address Line 2

Address Line 3

Postcode

### Account:

ISA

JISA

GIA

If you own multiple investment accounts, please select which account you would like your withdrawal to be taken from.

Please note that we can only process one withdrawal instruction per form – please submit an additional form if you would like to withdraw from more than one account.

## Withdrawal Form

### Withdrawal details

Minimum Withdrawal: £250 lump sum, unless 100% withdrawal is required.

£50 monthly withdrawals per Fund

Please note that a new regular withdrawal instruction will replace an existing instruction.

Please confirm the amount and from which fund the withdrawal should be taken in the table below:

Fund	Lump Sum Withdrawal (£)/(%)	Monthly Withdrawal* (£)/(%)
<b>Castlefield Investment Partners LLP</b>		
CFP Castlefield Thoughtful UK Opportunities Fund – G Income Shares		
CFP Castlefield Thoughtful UK Smaller Companies Fund – G Income Shares		
CFP Castlefield Thoughtful European Fund – G Income Shares		
CFP Castlefield Thoughtful Portfolio Growth Fund – G Income Shares		
CFP Castlefield Thoughtful Portfolio Growth Fund – C Income Shares (qualifying charities only)		
CFP Castlefield Thoughtful Portfolio Income Fund – G Income Shares		
CFP Castlefield Real Return Fund – G Income Shares		

\* Monthly withdrawals will be paid on the 1st working day of each calendar month. Please note that we require receipt of the regular withdrawal instruction 10 working days before the intended start date. If the instruction I received less than 10 days prior to the start date, the regular withdrawal will commence from the 1st working day of the following month.

### Your Bank details for your withdrawal:

Bank / Building Society:

Branch:

Account Holder:

Sort Code:

Account No:

If we do not already have your bank account details on our system, we will need to verify the bank details before withdrawal payments can commence. This can be achieved by sending us either an original bank statement, a blank paying in slip or a cancelled cheque.

**Please return to either of the below dependent upon investments held:**

ConBrio – Castlefield Investment Partners LLP

PO Box 12916, Chelmsford, CM99 2FT

## Withdrawal Form

### Declaration

By signing this form, I/we authorise ConBrio Fund Partners to either process a lump sum withdrawal or operate a system of regular withdrawals in accordance with the terms and conditions set out overleaf.

Signature

Date

Signature

Date

### Adviser Signature (if applicable)

Print Name

Signature

Date

### Terms and conditions

#### 1. Facilitation of the Regular Withdrawal Scheme

The Regular Withdrawal Facility is a standing instruction to ConBrio Fund Partners to repurchase shares on a continuing, regular basis. By completing this form, you authorise ConBrio to make sufficient repurchases of your shares to satisfy this instruction.

#### 2. Risk warning

Please note that, because this scheme operates by way of a repurchase of shares, the value of your holding can be eroded over time if the capital growth of your holding does not exceed the amount you withdraw. In particular, high levels of withdrawal could result in the rapid erosion of the initial investment.

#### 3. Frequency of withdrawals

Withdrawals can be made monthly.

#### 4. Timing of withdrawals

The payment dates for regular withdrawals are the first day of any month, or earlier if that is a weekend. The shares are generally sold four business days before then to allow for settlement before the payment date.

#### 5. Withdrawal options

Withdrawals can either be a fixed percentage of the value of your holding on the date of the withdrawal, or a specified amount of money subject, in either case, to a minimum value of £50 per fund. A withdrawal will not be made if the value of your holding that would remain after the withdrawal would be below £500. We will contact you if this happens.

#### 6. Payments

Payments will only be made by direct credit to your bank account. Please note that we cannot accept instructions to pay anyone other than the Account holder or an intermediary authorised to hold client money.

#### 7. Bank account confirmation

If we do not already have your bank account details on our system, we will need to verify the bank details before withdrawal payments can commence. This can be achieved by sending us either an original bank statement, a blank paying in slip or a cancelled cheque.

#### 8. Changes and cancellation

The withdrawal amount or frequency can be amended or the withdrawal instruction cancelled at any time. We require written notice at least 5 days before the date on which the change or cancellation is to be effective.

#### 9. Contract notes

Contract notes will not be issued for regular withdrawals. Your biannual statements issued on 5 April and 5 October will reflect the withdrawals or you can contact us at any time to find out the value of your holding.

#### 10. Tax

As the regular withdrawal facility operates by repurchasing shares, this constitutes a disposal of shares for tax purposes. This is a capital gains tax event not an income tax event. If you are in any doubt as to your tax position you should seek professional advice.

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