

**Transfers Database – New Information Request**

This form should only be used to add new details to the transfers database (where no details are present for the ISA manager)

Please email the form to: [isatransfers@tisa.uk.com](mailto:isatransfers@tisa.uk.com)

|  |  |
| --- | --- |
| ISA Manager Name: |  |

|  |  |
| --- | --- |
| HMRC ISA Manager Reference: |  |

|  |  |
| --- | --- |
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| **Company Information** | |
|  | |
| Brand/Name (additional info. If relevant): |  |

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| --- | --- |
| Postal address for transfer requests: |  |

|  |  |  |
| --- | --- | --- |
| Alternative postal address for couriers: | |  |
|  |
| Working Hours/days: |  | |
|  |  | |
| Settlement proceeds payment policy: |  | |

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| --- | --- | --- | --- |
| Will accept residual income payments: |  | Minimum payment accepted (£): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Partial Transfers: |  | Specie transfers allowed: |  |

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| --- | --- | --- |
| Type(s) of ISA provided: | Cash  Stocks & Shares  Innovative Finance  Lifetime ISA |  |
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| --- | --- | --- |
| Additional information (e.g. product restrictions, account number format): | | |
|  | | |
| **Contact Information:**   |  |  |  | | --- | --- | --- | | Contact Number | Contact Number | Contact email | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Escalation contacts:** | | |
|  |  |  |
| Contact Name | Contact Number | Contact email |
|  |  |  |
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|  | | |
| **Database Manager**  Please provide details of contact(s) able to amend company data and manage access to and notifications from the database:   |  |  |  | | --- | --- | --- | | Contact Name | Contact Number | Contact email | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Database Logon Information**  Please provide details of contacts who should have access to the database:   |  |  |  | | --- | --- | --- | |  | | | | Contact Name | Contact Number | Contact email | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Database Change Notifications**  Please provide details of contacts who should receive notifications of changes made on the database: | | |
| Contact Name | Contact Number | Contact email |
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