

# Re-registration: What you need to know

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This document provides you with information to help you decide if you want to re-register funds that you hold elsewhere, in an Individual Savings Account (ISA) or an Investment Account, to FundsNetwork™.

To comply with Financial Conduct Authority rules, we now only offer clean share classes for new business. What this means is that although the re-registration of bundled share classes may continue, on receipt of the assets, we will now automatically switch the investment into the clean share class of the same fund.

In a small number of circumstances there may be some investments that are not eligible for re-registration, for instance if we do not hold them on our platform. In this situation, for ISAs, your investments will be transferred and held as cash until you decide which of our 5,000 investment options you would like to invest your money. For Investment Accounts, any funds you hold that are not eligible for re-registration will be left with your existing provider or you can sell and invest in one of the funds available on our platform.

## Important information

For switched funds, please be aware, it is important that you understand that you will be out of the market if we need to move you across to a different share class, as we have to sell your holdings in the existing share class and then invest the money in the clean or super clean share class (if available) of the same fund. This can take up to two working days. You will be out of the market, so you could miss out on growth and income if the market rises during this time. Please note you will probably have a different number of units in the fund after you move as the prices of bundled and clean share classes are normally different.

Bid-offer spreads may still apply on dual-priced funds. This means that a lower price for sale than purchase is offered. To understand the size of the spread, you will need to refer to the bid and offer prices that are shown in the clean share class fund factsheet.

Here we set out details about how to re-register existing investments to FundsNetwork and some general questions and answers about investing with us.

## Getting started

Please read this document in conjunction with the FundsNetwork Client Terms and also our Doing Business with FundsNetwork document, which give you a summary of the important information you need to know when investing with us.

For certain investments where a switch is required as part of the re-registration, you will also need to read the relevant key information document for the share classes your holdings will be switched into. Please note, the charges (and possibly income options) may differ from the share classes you currently hold. Also for dual priced funds that are switched, you may be subject to a bid-offer spread and the resulting amount invested may be lower. The current bid and offer prices of both the share class currently held and the alternative share class can be found in the factsheet for the alternative share class.

Upon re-registration of your assets to FundsNetwork, you will be entering into new contractual terms when we become your investment administrator. These terms typically contain different arrangements and charges, for instance, our 0.25% Service Fee and annual £45 Investor Fee. You may also pay a fee to your adviser or intermediary for their services.

Please note that we do not provide advice, and, therefore, are not required to assess the suitability or appropriateness of investments that you choose, that we may hold for you, or for other services provided to you by FundsNetwork. This means you do not benefit from the protection of the Financial Conduct Authority's rules on assessing suitability. If you are in any doubt about the suitability of investments or services you may acquire through FundsNetwork, we recommend you consult your adviser or intermediary.

## What is re-registration?

- Re-registration allows you to move the administration of your investments from one fund provider or platform to another.
- Your investments are not sold at any point in a re-registration, you remain fully invested throughout the re-registration part of the process. If, however, once we have received the assets, they need to be switched to an alternative share class, those assets will normally be out of the market for up to 24 hours whilst the switch takes place.
- We will not make a charge for re-registration. Please see the Doing Business with FundsNetwork document at [fidelity.co.uk/importantinfo](https://www.fidelity.co.uk/importantinfo) for full details on administration charges for your investments.

## Can I re-register my investment with other companies to FundsNetwork?

- You can re-register most investments that are held with a fund provider or platform to FundsNetwork.
- We accept re-registration of bundled, clean and/or Super clean share class funds if already available from us. However, if a share class of the fund being re-registered is not available on our platform, we may switch the assets into an alternative share class.
- We cannot accept re-registrations of ISAs that contain an insurance element.

## Which of my holdings will be switched?

- Your adviser or intermediary may provide you with a personalised illustration, which will note any share classes that your holdings will be switched into on arrival, as applicable.
- Note that for ISA re-registrations, if any re-registration eligible fund or alternative share class becomes available immediately after we receive your re-registration instruction, then that fund will also be re-registered (and switched where applicable).

## What do I need to check for funds that will be switched?

If a fund you currently hold with another platform or provider will be switched as soon as we receive the holdings, then you need to ensure you understand and accept the following about the alternative share class before instructing a re-registration:

- The charges may differ from the share class currently held. Historically, many of the funds made available to you have been 'bundled' share classes. The quoted Ongoing Charge Figure of a bundled share class, typically over 1.5%, comprises the fund provider's charge for managing the investment (0.75%), our platform Service Fee (0.25%) and your adviser's ongoing commission (0.5%). A clean share class Ongoing Charge Figure consists solely of the fund provider's charge. Our Service Fee is charged separately as will be any fee you agree to pay your adviser or intermediary.
- For dual priced funds that are switched, you may have to pay a bid-offer spread and the resulting amount invested may be lower. The current bid and offer prices of both the share class currently held and the alternative share class can be found in the fund factsheet for the alternative share class.
- In the event that a bundled fund with a Fund Manager's Buy Charge or Fund Manager's Sell charge is re-registered onto the platform, the fund will be switched and the Fund Manager's Charge may be incurred.
- You will also need to read the relevant key information document for any share classes your holdings will be switched into.

## Do I have to re-register all of the investments in my account?

- For Investment Accounts, you can re-register all of your investments, or just some of them.
- For investments held within an ISA, you can either re-register your current year ISA, holdings from all previous tax years, or both. It is possible to re-register a current year's ISA from a company and leave previous years' ISAs behind, or vice versa. However, this will not give you one of the main benefits of re-registration, which is to consolidate all of your investments in one place.
- Whether you select to re-register your current ISA year, your previous years' ISA, or both, you do have to re-register all the investments held. Where the investment is not available on FundsNetwork we will arrange the sale and subsequent cash transfer of those assets into the cash element of your account (also known as Product Cash). Once the transfer has been completed you will be able to select from our full range of funds. Standard charges apply.
- ISAs that are re-registered or transferred retain their tax-efficient status. Please remember the value of investments can go down as well as up and you may get back less than you invest. Tax treatment depends on individual circumstances and all tax rules may change in the future.

## How long will the re-registration (and switch where applicable) take?

- Re-registration (and switch, where applicable) can take up to six weeks, but can take considerably longer for those fund groups or platforms with no electronic re-registration capability. As a member of TISA Exchange Limited (TEX), we can provide an automated electronic transfer of wrappers and assets between fund managers and platforms. Unfortunately, this has not yet been adopted by all providers, which can cause delays. We will send you a confirmation letter once the re-registration is complete.
- Please note that while the re-registration is in progress, you will be unable to switch or redeem your funds. We strongly recommend, therefore, that you review your investments and make such adjustments as are required before instructing the re-registration.
- Once the re-registered units have been received, the switch will take place within 48 hours.

## How do I re-register my investments to FundsNetwork?

- You or your adviser or intermediary will need to complete the online re-registration process.
- In some instances, you will be required to print, sign and return a letter of authority giving FundsNetwork written permission to approach your current fund provider.

## If a switch is applicable, will it be into a fund with the same income preference?

- If a switch is applicable, it will always be into an alternative share class of the same underlying fund. Where possible, the new share class will have the same income preference as the fund being re-registered.
- We will always try to find a clean share class that is as close a match as possible to the funds being re-registered. In a very small number of circumstances, where a clean share class with an accumulation unit type is not available, your holdings may be switched into a clean share class with an income unit type of the same fund. Likewise, if the unit type being re-registered is income paying, but the only available share class on our platform offers an accumulation unit, your holdings will be switched into the accumulation unit.
- The income will be automatically re-invested unless your adviser or intermediary tells us, that you would like for the income to be paid out.

## What documentation will I receive?

- We will send you a letter of acknowledgement as soon as we have processed your application form.
- As the re-registration (and switch where applicable) process for each investment is completed, you will receive a Confirmation of Transaction detailing your holdings at the point of completion.
- FundsNetwork does not issue share certificates or unit trust certificates, so you should keep acknowledgement letters and the Confirmation of Transaction documents for your records.

- We will send you a final confirmation summary detailing the investments that have been re-registered (and switched, where applicable), and for an ISA, those assets transferred as cash, upon completion of your re-registration.
- Once you have received confirmation that your assets / investments have been re-registered (and switched, where applicable) you can then top up, switch and redeem your investments in the usual way.
- Many providers make a charge for this service, but we do not at this time. We reserve the right to charge for re-registration to another platform because of the complexity involved in providing the service. Any charge levied will be per investment re-registered.
- If we receive an income payment, dividend or other cash amount after you instruct a re-registration of all your assets to another provider and we are unable to forward this to your new provider, we will pay it into your bank or building society account, or send a cheque.

## Can I change my mind about a re-registration?

- You have a 14-day period in which you may cancel a re-registration, whether or not you have received advice about it.
- The 14-day period starts when we receive your re-registration application.
- If you want to cancel, you should write to FundsNetwork, Oakhill House, 130 Tonbridge Road, Hildenborough, Kent TN11 9DZ, stating that you wish to cancel the re-registration of your funds to FundsNetwork.
- If possible, we will stop the re-registration process, so that your investments remain with your previous fund provider or platform.
- However, if the re-registration process cannot be stopped, or has been completed before we receive your cancellation instruction, we cannot re-register the assets/investments back to your old company. If this is the case we will contact you for more information.
- For ISA investments, if you want to cancel the re-registration to FundsNetwork but would like to keep their tax-efficient status, you may have the option of transferring it back to your original manager.
- Alternatively you may ask us to sell your investments and return the proceeds to you. However, for ISA investments this means that you will lose the tax benefits of the account.
- In the case of an ISA from the current tax year, you would then not be able to open an ISA of that type with another manager until the following tax year.
- If we receive an income payment, dividend or other cash amount (including Regular Savings Plan payments) after you instruct a partial re-registration, it will be retained in your account and we will follow your most recent investment instructions relating to that income payment, dividend or other cash amount. For example, if you have a Regular Savings Plan which allocates an amount to be invested in the investment you have re-registered, this amount will continue to be invested in that investment until you change your Regular Savings Plan allocations. Similarly, if you have instructed us to reinvest income or dividends from an investment that you re-register with another provider, any income we receive will be reinvested into that investment within your account.
- You will not be able to top-up, switch or sell your investments while the transfer process is taking place. We strongly recommend, therefore, that you review your investments and make such adjustments before instructing the re-registration. We will make every effort to ensure your funds are transferred as quickly as possible. However, the process is reliant on prompt action by third parties whose service levels can be variable.

## How can I obtain further information?

For more information please refer to the Doing Business with FundsNetwork document by visiting our website at [fidelity.co.uk/importantinfo](https://www.fidelity.co.uk/importantinfo)

You can contact us by:

**Post:** Oakhill House  
130 Tonbridge Road  
Hildenborough  
Kent TN11 9DZ  
United Kingdom

**Phone:** 0800 358 4060

Calls may be recorded and monitored. Call charges may vary.

## Can I re-register my FundsNetwork investments to another platform?

- You can re-register any investments held in an ISA or Investment Account to another platform if they offer those investments. You will need to contact the company you want to re-register to and ask them for the relevant form.
- Any ISA monies that you are currently phasing into a FundsNetwork administered fund on a monthly basis will cease to be invested from the point we receive your request to re-register funds away from the platform. On completion of the re-registration of your investments we will send any uninvested phased money to your new company in cash. You can then work with your adviser or intermediary to instruct your new company where this money should be invested. Please note that some platforms/fund managers are unable to accept uninvested money in cash and therefore we are unable to guarantee that the cash holding will be sent to the new company. In some cases this money will need to be sent directly to you.

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