

# ELITE LWM VALUE PORTFOLIO

## Regular Withdrawal Authority

PLEASE USE BLOCK CAPITALS THROUGHOUT THIS DOCUMENT

\* Delete as appropriate

### 1. Withdrawal Instructions

I/We\* wish to receive withdrawals from our investment on the following basis:

<i>Sub-fund</i>	<i>Fixed % of the initial investment</i>	<i>Fixed % of the value of remaining shares in the Sub-fund</i>	<i>Fixed monetary amount</i>	<i>Tick if held as an ISA</i>	<i>Tick if held as an OEIC</i>
Elite LWM East-West Value Fund	% pa	% pa	£ pa	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Payment Details (Please note Rule 5 overleaf)

Please commence monthly/quarterly/half-yearly/annual\* withdrawals from my holdings (as shown in 1. Above) from (month) \_\_\_\_\_ 20\_\_

I/We\* wish the regular sum withdrawn to be sent to my/our bank account, the details for which are shown below:

<b>Sorting Code (Top right hand corner of your cheques)</b>	
<b>Account Number</b>	
<b>Account Name (Please note Rule 5 overleaf)</b>	
<b>Bank/Building Society Name and FULL Address</b>	

### 3. Declaration

I/We\* authorise Elite Fund Administration to operate a system of withdrawals in accordance with this instruction and the Rules listed overleaf. I/We\* confirm that I/we\* are over 18 years of age. I/We\* have read the Simplified Prospectus relating to the investments held and have been offered a copy of the full Prospectus.

**Full name of first applicant**

**Signature**

**Date**

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**Full name of second applicant**

**Signature**

**Date**

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If there are more than two applicants, a separate sheet should be attached with their details and signatures thereon. **Where the withdrawals are to be made from a Stocks and Shares ISA, each applicant must complete a separate form for each.**

Please return the completed form to:

**Elite Fund Administration  
Cedar House, 3 Cedar Park,  
Cobham Road, Wimborne,  
Dorset BH21 7SB**

Elite Fund Administration (EFA) is a trading name of WAY Fund Managers Limited which is authorised and regulated by the Financial Services Authority  
Telephone: 01202 855856 Facsimile: 01202 855850  
Registered Office: As above Registered No 4011838 England and Wales

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## *Regular Withdrawal Authority*

### **RULES FOR REGULAR WITHDRAWAL FACILITY**

- 1. Frequency of withdrawal**  
Withdrawals can be made monthly, quarterly, half-yearly, or annually.
- 2. Timing of withdrawals**  
The payment dates available for regular withdrawals are the last business days of any month. Shares are generally repurchased four clear business days before the payments date.
- 3. Withdrawal options**  
Withdrawals can be either a fixed percentage of the initial investment, a fixed percentage of the value of the remaining shares in the sub-fund, or any other fixed sterling amount. No payment will be made if it would bring the value of the remaining shares below £5,000 per sub-fund. The maximum regular withdrawal permitted is 10% of the initial investment per annum (the minimum single withdrawal is £250 from any single sub-fund). Investors are reminded that high levels of withdrawal could result in the rapid erosion of the initial investment.
- 4. Redemption of shares**  
At any time an investor may give written notice to Elite Fund Administration of their intention to sell all or any specified number of shares from their account, subject to a minimum withdrawal of £1,000 from any single sub-fund. On receipt of this notice, the shares will be sold at the next available price. However, if after this redemption the value of the shares is below £5,000 per sub-fund, all of the shares held may be redeemed and the proceeds forwarded to the investor (s).
- 5. Payments**  
Payments are made by Direct Credit only. Please note that Elite Fund Administration cannot accept instructions to make payments to parties other than the bank account of the shareholder(s) or to an intermediary authorised to hold clients' money. Payments for holdings in joint names will only be made to joint holders.
- 6. Changes to withdrawal basis**  
The withdrawal amount or frequency can be amended at any time, subject to Elite Fund Administration receiving written instructions at least one month prior to the first withdrawal to which this change will apply and subject to the conditions specified under Withdrawal Options.
- 7. Contract Notes**  
Contract notes will not be issued for regular withdrawals.
- 8. Statements**  
A statement showing the withdrawals made during the statement period will be issued on a six-monthly basis, by the end of May and November each year. The statement will show transaction since the date of the previous statement and will cover transactions up to and including 30<sup>th</sup> April and 31<sup>st</sup> October respectively.
- 9.** This form can be used for regular withdrawal instructions from a lump-sum investment or a Stocks and Shares Individual Savings Account (ISA).