

# How to transfer a Junior ISA ("JISA") or Child Trust Fund ("CTF") to an existing Nucleus JISA by re-registering assets

 4 minute read

This guide is for use by the registered contact. The registered contact is the person authorised to give instructions about the management of the Nucleus JISA.

This guide is designed to help you understand what you need to do to transfer a JISA or CTF held in the child's name with another provider, to their Nucleus JISA without selling the assets held with them.



Please note, part transfers of CTF investments can't be made. A child can't have a CTF and a JISA so if a CTF is transferred, the whole account must be transferred and the CTF provider must close the account. A CTF can be transferred to either a cash or stock and shares JISA. The Nucleus JISA is a flexible stocks and shares JISA, we don't offer a cash JISA.

Transfers don't affect the annual allowance when assets are transferred from one JISA to another, it doesn't count towards the annual JISA subscription limit.

You can transfer any money paid into the JISA within the last tax year, but you must transfer all of it. If transferring money from previous years, you can transfer all or part of the JISA savings.

If the JISA or CTF currently holds complex assets or assets that we're unable to hold on our platform we won't be able to proceed with the transfer. You may decide to sell these assets to cash but please ensure you understand the risks and/or financial implications of doing so e.g. you may be selling down at a time when the price is lower than the cost you paid when you bought the asset and you'll be out of the market until your transfer is complete.

We'll also let you know how long this process should take - from when we receive your instruction, to when your instruction has completed.

## Where do I start?

There are forms we'll need you to complete and a few different ways we can get these to you.



You'll find the forms you need on our website at [nucleusfinancial.com/wrap/no-adviser](https://nucleusfinancial.com/wrap/no-adviser) or by clicking [Library](#) on Nucleus Go.

Or you can contact us by email or telephone and we can send these to you.

 **Email**    [client.contact@nucleusfinancial.com](mailto:client.contact@nucleusfinancial.com)

 **Call**    0131 226 9535, Option 1

To make sure that we protect you and the child's assets, before we can process your instruction or share any confidential information, we'll always speak to you first and take you through some security questions.

Our security process is designed to protect you and your data so please do bear with us. We won't ever ask you to provide your full bank details during a call or ask you for any debit or credit card details.

## What we'll need from you

- JISA transfer authority form - assets
- A current valuation of holdings to be transferred to us

## Completing the form

- JISA transfer authority form - assets

It's important the form is completed accurately and in full.

Please remember to sign and date the authority form and make sure you've added the correct account number.


Our forms are designed to be easy to follow and each box has a heading or a description showing what information we need. However, if you need any help to fill in the forms please get in touch as we can help.

## Signing the forms

We can only accept a handwritten signature, in ink

## Returning the form(s)

You can post the forms to us at:

 **Post**    Nucleus client relations, PO Box 26968,  
Glasgow, G2 9DY.

Or you can return forms to us via email to

 **Email**    [client.contact@nucleusfinancial.com](mailto:client.contact@nucleusfinancial.com)

We can accept scanned copies or clear photographs.

## Next Steps

Once we've received your instruction, we'll check to make sure that it's completed fully and correctly. We'll review the assets you've requested to be transferred. If we don't hold any of the assets you wish to transfer, or there are any other discrepancies, we'll call you to discuss next steps.

We'll send you the following documents:

- **Pre-sales illustration** – shows the potential costs and charges that are associated with your investment choice.
- **Key Investor Information document (KIID)** – summarises the key features of the asset and the risks to help you make an informed decision.

It's important that you read and understand these documents as they'll help you make an informed decision before we proceed.

We'll also send you a letter along with these documents, and we'll need you to email us to confirm your agreement to progress or you can sign our letter and post this to us. We'll need your confirmation before we can proceed.

## Requesting the transfer

Once we've received all required documentation, we'll contact you to confirm that the transfer will be instructed with the transferring JISA or CTF manager within two business days.

Once the transfer has been instructed, we'll follow up with the transferring JISA or CTF manager 15 business days later if we haven't received the assets or any updates in that period. We'll chase regularly until all the assets have been received.

If the transfer is rejected or queried by the transferring JISA or CTF manager, we'll contact you to resolve the issue to allow the transfer to progress. We'll also let you know if you need to contact your old JISA or CTF manager.



## Right to cancel

If you change your mind after the transfer is complete, please let us know within 30 days.

If we receive a cancellation notice from you we'll endeavour to arrange to transfer the assets back to the previous provider - but you should note that the transferring JISA/CTF manager might not be obliged to take the transfer back, although you may be able to transfer to an alternative arrangement.



## How long will this take?

As the transfer of assets is arranged by each individual fund manager, this will take longer than a cash transfer. We would reasonably expect for the transaction to be completed within 4-6 weeks, although times can vary and this is only a guide.



## Your wealth

The value of your advice

If you have any questions, we recommend speaking with your financial adviser. They'll be well placed to support you.

If you don't currently have an adviser and would like one, visit [nucleusfinancial.com/yourwealth](https://nucleusfinancial.com/yourwealth) for guidance and information, including options that'll help you find a qualified adviser.

## Execution only

When you ask us to trade on your behalf, without an adviser, we'll accept and process your instruction on an execution only basis. This means that you haven't asked for or received advice from a financial adviser.

If you have not received advice from a financial adviser, we must remind you that progressing on a non-advised basis may affect the regulatory protection you would otherwise be entitled to. For example, you will not have recourse against an adviser firm in regard to investment decisions made by you. Your right to pursue compensation via the Financial Services Compensation Scheme is not affected when we execute a transaction for you on a non-advised basis.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0131 226 9535, or via the Relay UK service on 18001 0131 226 9535.



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