



KEY FEATURES OF THE HARTLEY STOCKS AND SHARES ISA

Provided and managed by Hartley Pensions Limited, administered by Hartley-SAS Limited

keyfacts®

Please read the following document carefully to ensure that a Hartley Stocks and Shares ISA is the correct product for your investment needs. If you require any more information or clarification before you make your decision, please do not hesitate to contact us.

What is a Stocks and Shares ISA?

A Stocks and Shares Individual Savings Account or ISA is a savings vehicle through which you can invest in a number of UK and international investments, tax efficiently. Any profit you make on your investments is tax-exempt. A Stocks and Shares ISA gives you the opportunity to choose which investments you hold, within the regulations.

Your commitment

We expect you to read our Hartley-SAS Terms and Conditions, this Key Features Document and any other documentation which we provide you with, very carefully. All of our terms and forms are on our website: www.hartleypensions.com

You should be aware of the risks attached to a Hartley Stocks and Shares ISA and be comfortable with the fact that the value of your investments could drop as well as rise. You cannot contribute any more than the annual ISA allowance in any given year. We are not authorised to give you any financial or tax advice or guidance, including advice or guidance in relation to your choice of ISA or your choice of investment/s. We recommend that you seek advice from an FCA-authorised financial advisor or qualified tax advisor, if necessary. It is also prudent to review your ISA on a regular basis to ensure that it is the correct product for your investment needs. By choosing to open a Hartley Stocks and Shares ISA, you are agreeing to be bound by our Terms and Conditions and to make fee payments as and when requested by us.

Risk

Investments can fall as well as rise, and you may find that the value of your Hartley Stocks and Shares ISA does not meet your investment expectations. Past performance of investments is not necessarily an indication of future performance. You should also consider how long you are required to hold a

particular investment and if this is suitable for your lifestyle and investment aims. If investing outside of the UK for example, you may experience higher dealing costs and may be subject to varying exchange rates. You should also be aware that the investment/s you choose may pose a liquidity risk eg. you should consider the timespan of your investment/s and how easily you can disinvest should you wish to do so. As discussed above, we do not give financial or tax advice. We may be asked to pass on information to you from a particular investment platform; this information should not be construed as us giving advice or recommendations of any sort. Your ISA investments shall be registered in the name of a Nominee Company on your behalf, Hartley ISA Trustee Limited (company number 10392834).

Although this company is the legal owner of the investments, you as the investor remain the beneficial owner of the investments. This structure is used for the safe custody of your investments. Any bank accounts within your ISA are designated to your ISA, this means that they are segregated from all other ISA clients and any accounts relating to Hartley as a business. With the freedom to choose your own investments comes responsibility; you should make sure that you are comfortable making investment decisions. Please note that all of our SIPPs are denominated in British Pounds therefore you may experience bank charges when investing in products with a different currency. You may incur additional external charges depending on the particular investment provider you choose. Our charging schedule is described below and also on our website, www.hartleypensions.com

Who can open a Hartley Stocks and Shares ISA?

Any person over the age of 18 who is resident in the UK and does not already subscribe into an existing stocks and shares ISA can open a Hartley Stocks and Shares ISA.



What does a Hartley Stocks and Shares ISA cost?

We charge a one-off establishment fee of £150 plus VAT and an annual administration fee of £200 plus VAT per year.

When will my Hartley Stocks and Shares ISA formally open?

You can check the opening or 'commencement' date of your ISA in your welcome pack.

What is a subscription?

HMRC have termed adding money to your ISA as 'subscriptions', as referred to within this document, on our website and on all other documentation.

Can I subscribe to two stocks and shares ISAs in the same year?

No. If you have subscribed to a different, external stocks and shares ISA in the same tax year, you cannot subscribe to ours.

How much can I subscribe in a year?

If you have subscribed to an external cash ISA or innovative finance ISA you can still subscribe to our stocks and shares ISA, as long as the total amount of subscriptions across your ISA portfolio does not exceed the applicable annual limit, currently set at £20,000 for the 2017/2018 tax year.

What investments can I choose?

There are certain types of investments allowable with Stocks & Shares ISAs, they are;

- Shares
- Securities issued by companies
- Government securities
- Core Capital Deferred Shares (CCDS)
- Securities issued by certain multilateral organisations
- Units or shares in a UK UCITS
- Units or shares in a qualifying non-UCITS retail scheme
- Shares and securities in qualifying investment trusts
- Units or shares in a recognised UCITS
- Shares emerging from a Schedule 3 SAYE option scheme or a Schedule 2 Share Incentive Plan
- Depositary interests
- Cash
- Units in a collective investment schemes specified as stakeholder products
- Policies of life insurance that satisfy the requirements
- Policies of life insurance issued before 5 April 2004 that had previously qualified for the separate insurance component
- Investments held in a PEP at 5 April 2008 that were qualifying investments under regulation 6(2)(m) of the Personal Equity Plan Regulations 1989

Please note that although the above are permitted within a Stocks and Shares ISA, they may not necessarily be allowed by the investment provider on their platform.

Are there any investments that I cannot hold in my Hartley Stocks and Shares ISA?

Yes. Unquoted shares and anything not noted in the list above which was based on HMRC guidance. Please check www.hmrc.gov.uk for the most current list. The particular investment platform or provider you choose may have a different list to the above.

Can I transfer my existing investments into a Hartley Stocks and Shares ISA?

Yes. You can transfer your existing ISA investments to your Hartley Stocks and Shares ISA by completing our simple transfer in form and asking your existing ISA provider to make the transfer. Our form can be found at: www.hartleypensions.com

How can I withdraw money from my Hartley Stocks and Shares ISA?

You can withdraw funds at any time by alerting us. We can arrange a one-off payment or regular payments to be made into a bank account in your name.

Do you charge for withdrawals?

No.

Can I make regular payments into my Hartley Stocks and Shares ISA account?

Yes – you can set up a direct debit to come out of your account on the 1st of every month at a frequency of your choice. We can then make a one-off or regular payments to the platform/s of your choice.

Where do interest and gains from my investments go?

On the application form, you can choose between automatic re-investment of any gains, to take regular payments or hold payments in your ISA bank account which we will set up for you.

Can I lend money from my Hartley Stocks and Shares ISA?

No. Peer-to-peer lending can only take place if you have a Hartley Innovative ISA.

Can I replenish my Hartley Stocks and Shares ISA when I withdraw money?

No. A Hartley Stocks and Shares ISA is not a 'flexible' ISA, which means that you cannot replenish the amount that you have taken out of your ISA, subject to the maximum allowance.

Do I have to apply each year?

No. The Hartley Stocks and Shares ISA is offered on a continuous application basis which means that as long as you have subscribed during the tax year, you do not have to fill out an application form every year in order to make subscriptions.



When do I pay the annual fee?

Your Hartley Stocks and Shares ISA annual fee is due on the anniversary of your ISA, payable in the manner indicated on the account opening forms; either by disinvestment or by direct debit from an external bank account in your name. We will invoice you in advance of the anniversary date to let you know that the fees are due. If this fee is not settled, we reserve the right to disinvest your portfolio. We are not responsible for any charges you may face from your investment provider/s, nor are we responsible for any lack of growth that your portfolio may suffer in the event of disinvestment.

If I leave the UK to live abroad, what happens to my ISA?

If you move abroad but are still deemed to be a UK resident by HMRC, you can still subscribe into your Hartley Stocks and Shares ISA. If you cease to be a UK resident, your ISA does not need to close but you cannot make any subscriptions. If you require information about this, please contact us using the contact information at the end of this document.

Do I pay any tax on any dividends or capital gains resulting from my Hartley Stocks and Shares ISA investments?

No.

Can I change my mind?

Yes. You have a legal right to cancel your Hartley Stocks and Shares ISA, within 14 days of you receiving the welcome pack. Please notify us in this instance.

Where can I get a valuation of my Hartley Stocks and Shares ISA?

We will send you a statement once every year. In addition, the investment platform you choose may allow online access as part of the service that they offer to enable you to keep up-to-date with the value of your portfolio.

What happens if I do not subscribe within a tax year?

You must make at least one subscription per year. If you do not, your ISA will not be closed but you will need to notify us and we will send you the relevant form to complete and return to us before we are able to continue accepting subscriptions.

Is my money protected in any way?

Whilst your money is being held in an ISA bank account which we set up for you, it is covered by the FSCS's UK deposit recovery scheme up to the maximum limit, being £85,000 at the time of writing. When your money is invested on a particular platform/s it may also be covered by the FSCS. For more information, please visit: <http://www.fscs.org.uk>

What happens to my Hartley Stocks and Shares ISA if I die?

Once we are advised of your death, we will take steps to close your ISA as it stops being tax-exempt from the date of death.

We will liaise with the executor of your estate regarding the sale of any investments still held in your account (as it no longer benefits from the ISA "wrapper"). Tax will accrue on any gains from your investments from the date of death and payment of any tax on these gains will be overseen by the executor or administrator of the estate. The assets held will form part of your estate and are potentially liable to inheritance tax.

Who can I contact if I have any further questions?

We are happy to answer any questions you may have that we have in relation to your Hartley Stocks and Shares ISA. Please write to us at:

ISA Team
Hartley-SAS
5th Floor, 25 Marsh Street
Bristol
BS1 4AQ

Or telephone us on:
01173 169 991

What happens if I want to make a complaint?

We pride ourselves on our dedication to customer care. However, if you feel that you wish to make a complaint regarding our service, you can write to us at:

ISA Complaints
Hartley SAS
5th Floor
25 Marsh Street
BS1 4AQ

If you are unsatisfied with our response, you can contact the Financial Ombudsman at:

Financial Ombudsman Service
Exchange Tower
London
E14 9SR

Can I transfer my Hartley Stocks and Shares ISA to another ISA provider?

Yes – please contact us in this instance.

Can Hartley close my ISA?

The trustee reserves the right to close your ISA and would give you 14 days notice in this instance.

Business language

All communications will be in English.

December, 2017



Hartley Pensions Limited

5th Floor, 25 Marsh Street, Bristol, BS1 4AQ Authorised and regulated by the Financial Conduct Authority 735936 and registered in England and Wales 09469576 T: 0117 316 9991 E: admin@hartleysas.co.uk W: www.hartleypensions.com