

# Top Up & Regular Saver Amendment Form

This form is to be used to make an additional lump sum investment, set up a new regular saver plan or amend an existing regular saver plan for your existing investments.

Please complete this form in **BLOCK CAPITALS** and return to: IFSL, Marlborough House, 59 Chorley New Road, Bolton BL1 4QP, via email at [dealing@ifslfunds.com](mailto:dealing@ifslfunds.com) or to your financial adviser.

## Section A - Charity Details Please complete this section in full as this is mandatory

Organisation name

Charity number/HMRC exemption number

Registered address

Postcode

Existing holder ID/account number

Designation

Email address

If you have provided an email address, we will correspond with you using this. If you prefer to receive information by post, please tick this box.

## Section B - Financial Adviser's Details To be completed by your financial adviser if applicable

Details provided here must match the details already registered against the account. If the financial adviser has changed then a separate written instruction must be submitted alongside the application form.

Adviser's name/firm

Adviser's email address

FCA/FRN number

Agency code (if known)

*Please tick all which apply*

Cancellation rights apply  Discretionary business  Advised business

Execution only  Portfolio management services

Adviser's firm stamp

## Section C - Investment Details Please provide details of your investment adjustment

| Fund name    | SEDOL/ISIN of Fund | Lump sum top up | New monthly saver amount |
|--------------|--------------------|-----------------|--------------------------|
|              |                    |                 |                          |
|              |                    |                 |                          |
|              |                    |                 |                          |
|              |                    |                 |                          |
|              |                    |                 |                          |
| <b>TOTAL</b> |                    |                 |                          |

**Lump Sum Payment can be sent via bank transfer to our client account using the following details:**

**Account Name:** 'Investment Fund Services Limited' **Sort Code** '40-05-30' **Account Number:** '54597761' and must include the charity's name as a reference. Alternatively payment can be made by cheque, up to a maximum of £100,000.00, made payable to 'Investment Fund Services Limited'.

**Monthly:** Please ensure that section D is fully completed if you wish to start or amend a regular monthly saving. Please refer to the fund(s) prospectus for minimum top up and monthly savings thresholds.

## Section D - Mandate Details Instruction to your bank or building society to pay by Direct Debit

To: The Manager

Bank/Building society

Address

Postcode

Name(s) of account holder(s)

Bank/Building society account number

Branch sort code

X | X | - | X | X | - | X | X

Please be aware that any bank details provided in this section will override any existing bank details that we may hold for you, unless otherwise stated.

**Service User:** Investment Fund Services Ltd (IFSL), Marlborough House, 59 Chorley New Road, Bolton BL1 4QP

**Service User No:** 2 4 6 5 6 6

**Reference:** (to be completed by IFSL)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Instruction to your Bank or Building Society:**

Please pay IFSL Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with IFSL and if so, details will be passed electronically to my Bank/Building Society.

Print name

Signature

Date

D | D | M | M | Y | Y | Y | Y

We will write to you to confirm the date on which your Direct Debit will be collected.



## Section E - Privacy Notice

We're committed to processing the personal data that you provide to us in line with the latest data protection and data privacy legislation in force within the United Kingdom. We'll use your information in order to provide the service detailed in this Application Form and to administer your investments, communicate with you and provide information on our products and services when you request it, to meet our legal obligations and for the purposes of fraud prevention.

### Our full Privacy Notice

It's important that you read our full Privacy Notice, which explains how the personal information you give us will be used. The Privacy Notice can be found on our website at [www.ifslfunds.com](http://www.ifslfunds.com), or you can ask us for a copy.

## Section F - Marketing Preferences

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Please tick the box set out below if you are happy for your data to be used by CAF Financial Solutions Limited ("CFSL") to send you marketing information about its products and services that it considers may be of interest to you.

By ticking this box I/we confirm that I/we provide my/our consent to CFSL using my/our data (as such term is defined below) for these purposes.

**Data means:** Registered name, registered address including postcode, correspondence address including postcode, account number, email address, telephone number, and deceased status. The data will be processed by CFSL in accordance with their privacy policy.

You can withdraw your consent for CFSL using your personal data to send you marketing information at any time by contacting IFSL.

Please only tick the box where all applicants to a joint application provide their consent.

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## Section G - The Direct Debit Guarantee

Please retain for your own records

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account. This guarantee should be detached and retained by the payer.

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit IFSL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request IFSL to collect a payment, confirmation of the amount and date will be given to you at the time of the request

- If an error is made in the payment of your Direct Debit, by IFSL or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when IFSL asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## Section H - Declaration Please ensure that each holder reads and signs this section as this is mandatory

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- We wish to make the above mentioned amendments to our existing investment with IFSL.
- We declare that we have read and understood the relevant Key Investor Information Document (KIID), the Supplementary Information Document (SID) and the IFSL Terms & Conditions and agree to be bound to these. We understand that these documents form part of the terms and conditions of our investment in the fund(s) and are available at [www.ifslfunds.com](http://www.ifslfunds.com)
- We acknowledge that the full prospectus of the relevant fund(s) (which includes the risk warnings relevant to the fund(s) along with details of minimum investment amounts of the fund(s) and the dealing time deadlines for processing of subscriptions), are available from IFSL and also at [www.ifslfunds.com](http://www.ifslfunds.com)
- We have read the IFSL Privacy Notice concerning the use of our personal data

### Signed by

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

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Full name

---

Client signature

Date

D | D | M | M | Y | Y | Y | Y

---

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

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Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

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