

# Trust Application Form

Please complete this form if you are a Trust governed by a Trust Deed.

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, along with the relevant governing documents as detailed in Appendix A.

Please select one of the following categories:

Charitable Organisation       Registered Charity       Community Land Trust

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

Organisation name

Primary contact name

Designation

Charity number/HMRC exemption number

If your charity is unable to supply your Charity Commission Registration Number, then further evidence of the charitable purpose of the organisation will also be required. This could be in the form of an HMRC exemption number (which must be accompanied by a copy of the documentation from HMRC which clearly states the charity's eligible status as tax-exempt). A copy of the charity's Trust Deed will also be accepted.

Registered address

Postcode

Existing holder ID/account number (if known)

Correspondence address

Postcode

Telephone number

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 - Trustee Details

If there are further trustees please include their details under separate cover.

First trustee name

Permanent residential address

Postcode

Date of birth

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

Telephone number

Email address

## Section B - Trustee Details continued

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Second trustee name

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Permanent residential address

---

Postcode

Date of birth

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

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Telephone number

---

Email address

---

Third trustee name

---

Permanent residential address

---

Postcode

Date of birth

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

---

Telephone number

---

Email address

---

Fourth trustee name

---

Permanent residential address

---

Postcode

Date of birth

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

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Telephone number

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Email address

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## Section C - Protector or Controller of the Trust

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This is a person separate to the trustees appointed to make changes to the Trust or Trustees. Please mark 'none' if the Trust doesn't have a Protector or Controller.

Name

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Permanent residential address

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Postcode

Date of birth

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

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## Section D - Settlor of the Trust

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This is the person who sets up the Trust and transfers control of the asset to the Trustees for the benefit of the beneficiaries.

Name

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Permanent residential address

---

Postcode

Date of birth

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

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

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 F - Income Instruction & Bank Details Please tick only one option. This section is mandatory

When providing bank details please ensure these are accurate as we cannot accept any responsibility for payments made to incorrect account details which have been provided here.

**REINVEST INCOME**  
(accumulation shares will be used where available)

**PAY INCOME TO MY BANK ACCOUNT**  
(see below)

**Cheques cannot be sent for dividend payments, if bank details are not provided income will be reinvested.**

Name of bank/building society \_\_\_\_\_

Name of account holder \_\_\_\_\_

Bank account number \_\_\_\_\_ Sort code 

x	x	-	x	x	-	x	x
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Roll number/building society reference \_\_\_\_\_

## Section G - Investment Details Please provide details of your investment choices. This section is mandatory

Fund name	SEDOL/ISIN of Fund	Lump sum investment	Monthly amount
1.			
2.			
3.			
4.			
5.			
<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 main applicants full 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 H is fully completed to allow us to process your application.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.



**Section L - Declaration** Please ensure that you read and sign this section as this is mandatory. All trustees must sign

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**Each trustee must sign this section. Where a trustee is a company, this must be signed in accordance with your most up to date signatory list. If required, please add further signatures on a separate document and attach to this application form.**

- I/We declare that I/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. I/We understand that these documents form part of the terms and conditions of my/our investment in the fund(s) and are available at [www.ifslfunds.com](http://www.ifslfunds.com)
- I am aware that the full prospectus, which includes the risk warnings relevant to the fund(s), is available from [www.ifslfunds.com](http://www.ifslfunds.com)
- To the best of my/our knowledge and belief, all statements made in this application form are true and correct and I/we shall inform IFSL immediately of any changes herein
- I/We declare that I am/we are 18 years of age or over and I/we wish to buy shares as set out above at the buying price prevailing at the first valuation point following receipt of this completed application
- I/We declare that I am not/we are not US Person(s) (either a resident or citizen) and acknowledge that US Persons cannot hold shares in the fund(s)
- I/We understand that you may require additional information from me/us in accordance with the Money Laundering Regulations and I/we acknowledge that electronic data sources may be used to check my/our identity under the Money Laundering Regulations
- The shares will, at all times, be held on behalf of the organisation
- The income is for charitable purposes only
- I/We confirm that this application is being made on behalf of a charitable organisation and that I/we will inform IFSL if it ceases to be charitable
- I/We consent to our shares being compulsorily redeemed in accordance with the Prospectus in the event that these statements are not correct or become incorrect in the future

## Section L - Declaration continued

- I/We have read the IFSL Privacy Notice concerning the use of my/our personal data

Primary contact name

Primary contact signature

Date

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

Trustee name

Trustee signature

Date

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

Trustee name

Trustee signature

Date

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

Trustee name

Trustee signature

Date

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

Trustee name

Trustee signature

Date

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

## Section M - The Direct Debit Guarantee Please retain for your own records

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.



## Appendix A: Identity Verification Documents for Charities

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Documents we will accept if you are:

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**A Trust:**

- The Trust Deed or Declaration of Trust
  - Any subsequent deeds dealing with any changes of trustees
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**A company limited by guarantee:**

- Certificate of Incorporation
  - Memorandum and Articles of Association
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**An unincorporated association:**

- The written constitution of the association
  - Any rules governing the association
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**A Charitable Incorporated Organisation (CIO) or Scottish Incorporated Organisation (SCIO):**

- The written constitution of the organisation
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**A body incorporated by Royal Charter:**

- Copy of the relevant Royal Charter
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**A body constituted by Act of Parliament:**

- Written confirmation of the Act concerned
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**A Parochial Church Council (PCC):**

- Diocesan records confirming the creation of the PCC
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**Another religious body or place of worship (and not governed by any other documents in this section):**

- Written confirmation of existence from the regional headquarters of the religious denomination concerned
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In all cases IFSL wish to verify the Charity itself, regardless of how the investment is registered. We understand that charitable bodies may have been constituted by one of a number of methods. In all cases where a Scheme issued by the Charity Commission or Court has superseded the original governing document then this is also required.

### Key personnel controlling or operating the account

Where an investment is held in the name of a charitable organisation, any person who has authority to control or operate the investment will need to have their identity verified. This could be any key personnel within the charity and will include, but not limited to, directors, beneficial owners (an individual or entity which owns more than 25% of the shares or voting rights), officers or members of the governing body or any other individual who has authority to control or operate the investment.