

# ISA Application Form

Investment Fund Services

### ISA Application Form

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 - Personal Details** Please complete this section in full as this is mandatory

Title \_\_\_\_\_ Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Permanent residential address \_\_\_\_\_  
Postcode \_\_\_\_\_

Nationality \_\_\_\_\_ Date of birth \_\_\_\_\_

National insurance number \_\_\_\_\_ If you do not have a NI number please tick this box

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Account number (please tick one box only)  
Create new account  Use my existing account  please specify number \_\_\_\_\_

Where you have provided an email address, information and documentation relevant to the operation and maintenance of your account will be sent via email. Please tick this box if you wish to receive this via the post.

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

Adviser's name/firm \_\_\_\_\_ Adviser's firm stamp \_\_\_\_\_

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

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.  
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## A

### Section A – Personal Details

This section is mandatory

Please provide all of your personal details.

Providing your email address will allow us to send certain documentation via email. If you don't provide an email address you will be unable to update your account via email. This includes new investments into your account and redemptions from your account.

#### Client Identification

In order to comply with Money Laundering Regulations we need to verify your identity. We do this by checking your details against an electronic identity verification platform. These checks won't have any impact on your credit rating. If we can't verify your identity we may write to you with further requirements.

#### Overseas Investors

If you are a non-UK resident please contact us before investing to discuss your tax position.

## B

### Section B – Financial Adviser's Details

If you are investing via a financial adviser they will need to complete this section.

**Section C - 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 \_\_\_\_\_

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

**Section D - 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.			
Investment limit amount for the tax year £20,000.00		TOTAL	

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 made payable to 'Investment Fund Services Limited'. Each investment into an ISA will only be placed once we are in receipt of the payment.  
 Monthly: Please ensure that section E is fully completed to allow us to process your application. Maximum investment amount in an ISA is £1656.65 per month.

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## C

### Section C – Income Instruction & Bank Details

This section is mandatory

Please tell us what you would like us to do with any income from your investment.

If no bank details are provided we are unable to pay out any income and this will instead be reinvested, using accumulation shares where available.

Any payment made must be to an account held in your name. We are unable to offer dividend payments by cheque.

## D

### Section D – Investment Details

This section is mandatory

Please provide details of your investment choices.

The SEDOL/ISIN of your chosen funds are available from your Financial Adviser. Alternatively they are available in the funds section of our website [www.ifslfunds.com](http://www.ifslfunds.com). Minimum investment requirements are also available on the website within each fund prospectus.

#### Payments

Cheques must be made payable to IFSL and must be drawn on an account in the name of the applicant.

Money is required upfront for each investment into your ISA account.

**Section E - 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

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.

**Section F - 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.

**Communicating with you including Direct Marketing**

We'd like to let you know about IFSL investment products and services we think would be of interest to you. However, we'll only contact you if you consent by ticking the boxes below.

**Your marketing preferences**

I'm happy for IFSL to contact me in the following ways about investment products, services and promotional offers that may be of interest.

Please tick here:  By post  By phone  By email

You can withdraw your consent at any time by letting us know by post, phone or email. Please note we will continue to contact you with information relevant to the operation and maintenance of your account as required by law.

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**E**

**SECTION E – Mandate Details**

Please complete this section in full for monthly investments or leave this blank if you are investing a lump sum.

**NB** the bank account name must match the name of the applicant.

**F**

**SECTION F – Privacy Notice**

Please inform us if you wish to be kept informed of our investment products and services.

**Section G - Declaration** Please ensure that you read and sign this section as this is mandatory

- I apply to subscribe to a Stocks & Shares ISA
- I declare that I 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 understand that these documents form part of the terms and conditions of my investment in the fund(s) and are available at [www.ifslfunds.com](http://www.ifslfunds.com)
- I 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)
- To the best of my knowledge and belief, all statements made in this application form are true and correct and I shall inform the plan manager immediately of any changes herein
- I declare that I am 18 years of age or over, I am resident in the United Kingdom (UK) for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas) are treated as being performed in the UK, or I am married to or in a civil partnership with, a person who performs such duties. I will inform IFSL if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties
- I confirm that I am not a US Person (either a resident or citizen) and acknowledge that US Persons cannot hold shares/units in the fund(s)
- I have not subscribed/made payments, and will not subscribe/make payments, more than the overall subscription/payment limit in total to a cash ISA, a stocks and shares ISA, an innovative finance ISA, and a Lifetime ISA in the same tax year
- All subscriptions made and to be made belong to me
- I hereby authorise IFSL:
  - (i) to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
  - (ii) to make on my behalf any claims to relief from tax in respect of ISA investments
- I have read the IFSL Privacy Notice concerning the use of my personal data

Client signature

Date

**Section H - 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.

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**G**

**SECTION G – Declaration**

**This section is mandatory.**

Please ensure you read this section fully and sign & date in the appropriate place.

**H**

**SECTION H – The Direct Debit Guarantee**

This section is to be retained by you. Please cut off this section before sending in your application.