

# Switch & Conversion Form

Investment Fund Services

### Switch & Conversion 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 - Main Holder 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

8640\_07\_24 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.  
 SWITCH & CONVERSION FORM 1 OF 4

**A Section A – Main Holder Details**  
 This section is mandatory  
 Please provide all personal details of the main holder.

**B Section B – Financial Adviser's Details**  
 If you are changing your investment via a financial adviser they will need to complete this section.

**Section C - Fund Switch** Please complete this section if you wish to switch some or all of your holdings from one fund into another

Current Fund name	SEDOL/ISIN	Cash amount	OR	Unit amount
New Fund name	SEDOL/ISIN	£		units
Current Fund name	SEDOL/ISIN	Cash amount	OR	Unit amount
New Fund name	SEDOL/ISIN	£		units
Current Fund name	SEDOL/ISIN	Cash amount	OR	Unit amount
New Fund name	SEDOL/ISIN	£		units
<b>TOTAL</b>		£		units

Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus. This can be found at [www.ifslfunds.com](http://www.ifslfunds.com)  
 If you wish to switch the entire holding from one fund into another, please write 'ALL' in the unit amount box

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 SWITCH & CONVERSION FORM 2 OF 4

**C Section C – Fund Switch**  
 Please complete this section if you wish to switch some or all of your holding(s) from one fund into another fund.  
 The SEDOL/ISIN of your chosen fund(s) is 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.

**Section D - Unit/Share Class Conversion** Please complete this section if you wish to convert units/shares into a different class within your existing fund

Fund name	Current Class	SEDOL/ISIN	Unit amount
	New Class	SEDOL/ISIN	units

  

Fund name	Current Class	SEDOL/ISIN	Unit amount
	New Class	SEDOL/ISIN	units

  

Fund name	Current Class	SEDOL/ISIN	Unit amount
	New Class	SEDOL/ISIN	units
<b>TOTAL</b>			units

Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus. This can be found at [www.ifslfunds.com](http://www.ifslfunds.com)

If you wish to convert the entire holding from one Fund class into another, please write 'ALL' in the unit amount box

**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.

**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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**D SECTION D – Unit/Share Class Conversion**

Please complete this section if you wish to convert your units/shares from one share class into a different unit/share class within the same fund(s).

The SEDOL/ISIN of your chosen unit/share class(es) is 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.

**E SECTION E – Privacy Notice**

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

**Section F - Authorised Signatories**

Please provide an original or certified copy of your most up to date signatory list where a holder is a company.

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

- I wish to switch/convert the above mentioned units/shares at the price prevailing at the next valuation point following receipt of this application
- 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 redemptions and subscriptions), are available from IFSL and also at [www.ifslfunds.com](http://www.ifslfunds.com)
- I/We 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 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 read the IFSL Privacy Notice concerning the use of my personal data

**Signed by**

Full name \_\_\_\_\_

Client signature \_\_\_\_\_ Date - | | | | | | | |

Joint holder (1) Full name \_\_\_\_\_

Client signature \_\_\_\_\_ Date - | | | | | | | |

Joint holder (2) Full name \_\_\_\_\_

Client signature \_\_\_\_\_ Date - | | | | | | | |

Joint holder (3) Full name \_\_\_\_\_

Client signature \_\_\_\_\_ Date - | | | | | | | |

Joint holder (4) Full name \_\_\_\_\_

Client signature \_\_\_\_\_ Date - | | | | | | | |

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**F SECTION F – Authorised Signatories**

Please provide an original or certified copy of the current signatory list for all accounts held by companies. A certified copy must state 'True Copy', be in wet ink, and include the date the certification took place. It must be certified by two people named on the current signatory list.

**G SECTION G – Declaration**

**This section is mandatory**

Please ensure all registered holders read this section fully and sign & date in the appropriate place.

Where the account is held by a company, the declaration must be signed by two persons from the current signatory list unless the signatory list specifically states that only one person can sign.