

# Top Up & Regular Saver Amendment Form

Investment Fund Services

### 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 and can be used for any ISA or Unit Trust/OEIC account. Please note this form cannot be used for Additional Permitted Subscriptions (APS) accounts.

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

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 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.  
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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 redemptions from your account.

**B**

## Section B – Financial Adviser's Details

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

**C**

## Section C – 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.ifsfunds.com](http://www.ifsfunds.com).

Minimum investment requirements are also available on the website within each fund prospectus.

For ISA investments, we require receipt of the payment before placing a deal. Payments should be sent to the below client bank account details and must be sent from an account in the name of one of the applicants:

Account name **Investment Fund Services Limited**

Sort code **40-05-30**

Account number **54597761**

Reference **Please add the main applicants full name as a reference**

Alternatively, payments made by cheque must be made payable to IFSL and must be drawn on an account in the name of one of the applicants.

**D**

## Section D – 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 registered account holder.

**E**

## SECTION E – Privacy Notice

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

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

Fund name	SEDOL/ISIN of Fund	Lump sum top up	New monthly saver 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 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 Service User: Investment Fund Services Ltd (IFSL), Marlborough House, 59 Chorley New Road, Bolton BL1 4QP

Bank/Building society Service User No: 246568

Address Reference: (to be completed by IFSL)

Name(s) of account holder(s) 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.

Bank/Building society account number Print name

Branch sort code Signature Date

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 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.ifsfunds.com](http://www.ifsfunds.com), or you can ask us for a copy.

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**Section E - Privacy Notice** continued

**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 – Privacy Notice**

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

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

- I/we wish to make the above mentioned amendments to my existing investment with IFSL
- 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 understand that for ISA/JISA accounts, I cannot invest more than the current tax years ISA/JISA allowance
- 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)
- 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

**Holder 1**

Client name \_\_\_\_\_

Client signature \_\_\_\_\_ Date

**Holder 2**

Client name \_\_\_\_\_

Client signature \_\_\_\_\_ Date

**Holder 3**

Client name \_\_\_\_\_

Client signature \_\_\_\_\_ Date

**Holder 4**

Client name \_\_\_\_\_


Client signature \_\_\_\_\_ Date

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**Section G - 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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**F**

**SECTION F – Declaration**

This section is mandatory

Please ensure each holder reads this section fully and signs & dates it in the appropriate place.

**G**

**Section G – The Direct Debit Guarantee**

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