

Top Up & Regular Saver 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. Please note this form cannot be used for Additional Permitted Subscriptions (APS) accounts.

Please complete this form in **BLOCK CAPITALS** and return to: IFSL, PO Box 13586, Chelmsford, CM99 2GS, or to your financial adviser.

Section A - Holders Details Please complete Part 1 or Part 2 in full as this is mandatory

Part 1 – Individual Investors

Title	Surname	First name(s)
Permanent residential address		
Postcode		Country
Telephone number		Email address
Date of birth	National Insurance number	
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Existing account number		

Part 2 – Corporate Investors including charities and trusts

Legal entity name	
Correspondence address	
Postcode	Country
Registration number	Registration body
Telephone number	Email address
Primary contact name	Position
Existing Account number	

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 this form.

Adviser’s name/firm

Adviser’s email address

FCA/FRN number

Agency code (if known)

Adviser’s firm stamp

Please tick all which apply

☐ Cancellation rights apply

☐ Discretionary business

☐ Advised business

☐ Execution only

☐ Portfolio management services

Section C – Investment Details

Please provide details of your investment choices. This section is mandatory

Fund name	ISIN of Fund (as shown in KIID)	Lump sum top up amount	Regular monthly amount
1.		£	£
2.		£	£
3.		£	£
4.		£	£
5.		£	£
TOTAL		£	£

You can find minimum investment amounts and regular saver eligibility in the relevant fund prospectus.

Investing a lump sum:
Phone us, to **pay by debit card**.
Alternatively, you can **pay by cheque**, made payable to Investment Fund Services Limited.

Investing monthly: Please fully complete **Section D** Mandate Details. Detach and keep the Direct Debit Guarantee for your reference.

Payment must come from an account holder. We're unable to accept payment from a third party'

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

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)

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

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, or you can ask us for a copy.

Section F – Corporates – Authorised Signatories Not applicable for individual investors

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 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
- 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
- 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

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

Full name

Client signature

Date

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

Full name

Client signature

Date

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

Full name

Client signature

Date

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

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.

