

# Unit Trust/OEIC Application Form

## A

### Section A – Personal Details

This section is mandatory

Please provide all of your personal details.

#### Account Designation

Each account can have a designation applied in order to identify the beneficial owner of the account. The account designation has a maximum 30 characters.

#### Client Identification

In order to comply with Money Laundering Regulations we need to verify the identities of all applicants. 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 all identities we may write to you with further requirements.

#### Overseas Investors

If you have a residence outside of the UK, please ensure you submit a CRS-I form along with this application form. Failure to do so may result in your application being returned to you for full completion.

## B

### Section B – Joint Holders

Please submit details of any additional holders you would like the account to be registered against. Each account can have up to 3 additional holders in addition to the main holder. Please be aware that any correspondence will be addressed to the main holder.

#### Overseas Joint Holders

If any joint holders have a residence outside of the UK, please ensure that a CRS-I form is submitted along with this application form for each applicant with an overseas residence. Failure to do so may result in your application being returned to you.

## C

### Section C – Financial Adviser's Details

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

## D

### Section D – Income Instruction & Bank Details

This section is mandatory

Please let us know what you would like us to do with any income from your investment. If no bank account 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 the name of one of the applicants. We are unable to offer dividend payments by cheque.

Investment Fund Services

**Unit Trust/OEIC Application Form**

For use by individual and joint applicants. 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

Account Designation (if required - maximum 30 characters)

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 - Joint Holders** if applicable an account may have up to a maximum of four additional holders. If there are to be more than two additional holders please provide their details under separate cover

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

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**Section B - Joint Holders continued**

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

**Section C - 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 D - 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

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**E**

**SECTION E – 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.

For initial investments with IFSL, we require receipt of the payment before any trades are placed. This 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.

**F**

**SECTION F – 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 one of the applicants.

**G**

**SECTION G – Privacy Notice**

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

**H**

**SECTION H – Declaration**

This section is mandatory

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


**Section E - 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.			
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, up to a maximum of £100,000.00, made payable to 'Investment Fund Services Limited'. For initial investments, we require receipt of the payment before the trades are placed.  
**Monthly:** Please ensure that section F is fully completed to allow us to process your application.

**Section F - 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:** 2 4 6 5 6 6 

Address: **Reference:** (to be completed by IFSL)

Postcode: **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.

Name(s) of account holder(s): **Print name**

Bank/Building society account number: **Signature** **Date**

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 G - 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.

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**Section G - 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.

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

- 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 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/our knowledge and belief, all statements made in this application form are true and correct and I/We shall inform the plan manager 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 units/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 units/shares in the fund(s)
- All subscriptions made and to be made belong to me/us
- I/We have read the IFSL Privacy Notice concerning the use of my/our 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 I - 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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**I****SECTION I – The Direct Debit Guarantee**

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