Top Up & Regular Saver Amendment Form

IFSL
Fund Services

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.

SECTION B
FINANCIAL ADVISER DETAILS

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

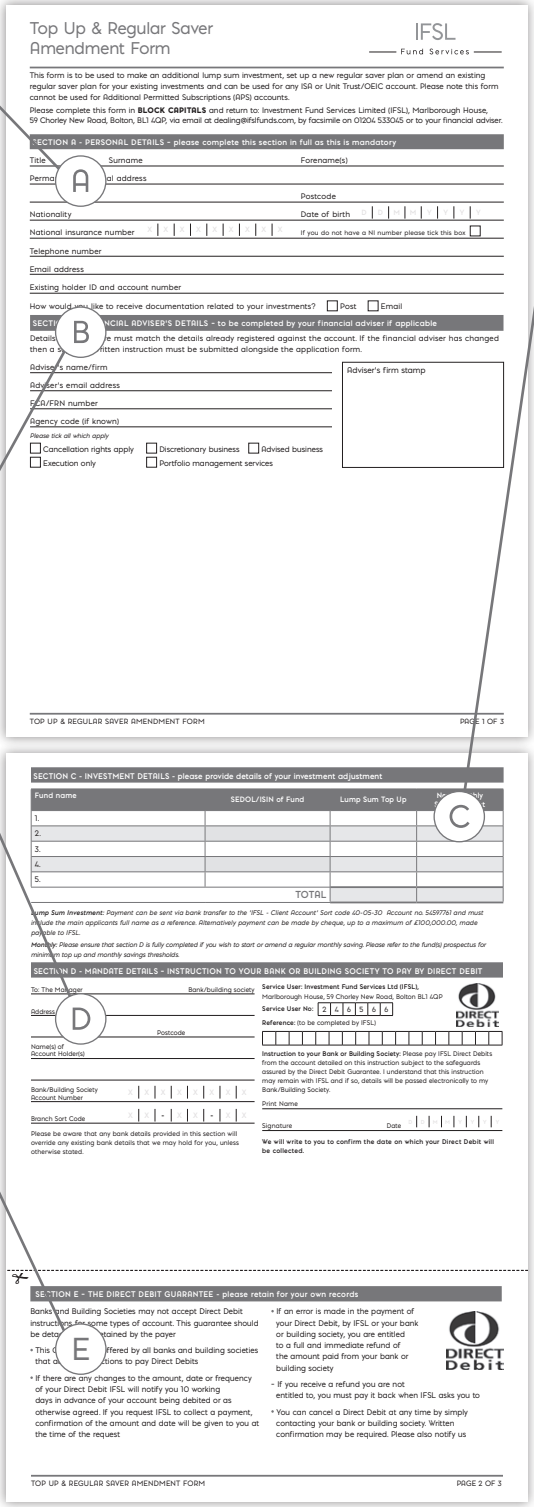
SECTION D
MANDATE DETAILS

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.

SECTION E
DIRECT DEBIT GUARANTEE

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



Top Up & Regular Saver Amendment Form

IFSL Fund Services

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: Investment Fund Services Limited (IFSL), Marlborough House, 59 Chorley New Road, Bolton, BL1 4QP, via email at dealing@ifslfunds.com, by facsimile on 01204 533045 or to your financial adviser.

SECTION A - PERSONAL DETAILS - please complete this section in full as this is mandatory

Title | Surname | Forename(s)

Permanent address

Postcode

Nationality | Date of birth D D M M Y Y Y Y

National insurance number | If you do not have a NI number please tick this box ☐

Telephone number

Email address

Existing holder ID and account number

How would you like to receive documentation related to your investments? ☐ Post ☐ Email

SECTION B - FINANCIAL ADVISER'S DETAILS - to be completed by your financial adviser if applicable

Details must match the details already registered against the account. If the financial adviser has changed then a written instruction must be submitted alongside the application form.

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

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SECTION C - INVESTMENT DETAILS - please provide details of your investment adjustment

Fund name	SEDOL/ISIN of Fund	Lump Sum Top Up	Monthly Amount
1.			
2.			
3.			
4.			
5.			
		TOTAL	

Lump Sum Investment: Payment can be sent via bank transfer to the 'IFSL - Client Account' Sort code 40-05-30 Account no. 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 IFSL.

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 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 - 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

TOP UP & REGULAR SAVER AMENDMENT FORM PAGE 2 OF 3

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.ifslfunds.com.

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

Payments for any investments made as part of this application should be sent to the following bank details prior to the application being received and must be sent from an account in the name of one of the applicants:

Account name
IFSL Client Account

Sort code
40-05-30

Account number
54597761

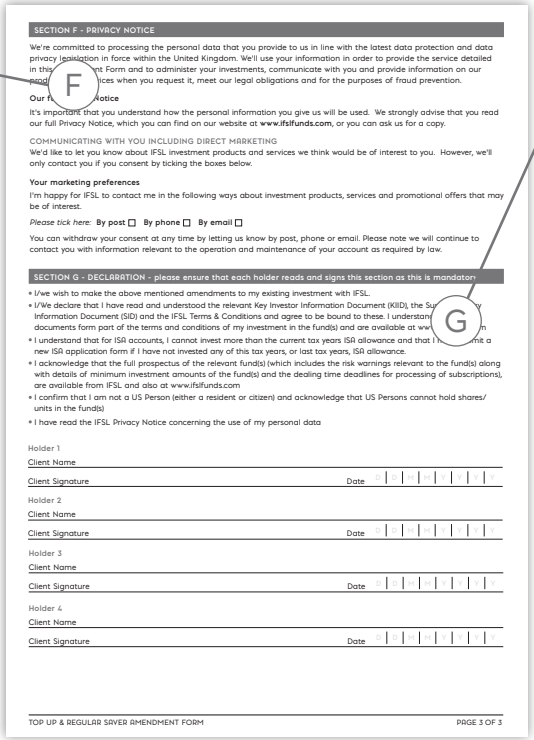
Reference
Please add the main applicants full name as a reference

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.

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.

SECTION F
PRIVACY NOTICE

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



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, meet our legal obligations and for the purposes of fraud prevention.

Our full Privacy Notice

It's important that you understand how the personal information you give us will be used. We strongly advise that you read our full Privacy Notice, which you can find on our website at **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.

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 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 accounts, I cannot invest more than the current tax years ISA allowance and that I must complete a new ISA application form if I have not invested any of this tax years, or last tax years, ISA 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

Holder 1
Client Name
Client Signature Date D D M M Y Y Y Y

Holder 2
Client Name
Client Signature Date D D M M Y Y Y Y

Holder 3
Client Name
Client Signature Date D D M M Y Y Y Y

Holder 4
Client Name
Client Signature Date D D M M Y Y Y Y

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SECTION G
DECLARATION

This section is mandatory.

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

CHECKLIST

- ☐ Have you read the KIID, SID and T&Cs for the fund(s) you are investing in?
- ☐ **Lump sum investment:** have you sent a payment for the investment amount via bank transfer with the name of the main applicant as a reference or, alternatively, have you enclosed a cheque made payable to IFSL?
- ☐ **Monthly Investment:** have you completed section D to set up your Direct Debit and detached & kept the Direct Debit Guarantee in section E?
- ☐ Have you read, signed & dated the declaration?

WHAT IS A KIID & SID?

The KIID (Key Investor Information Document) is a document which gives key information about a fund(s) including the nature and risk of the fund. The SID (Supplementary Information Document) is a document which provides additional useful information you should be aware of before investing with IFSL. These documents are available within the funds section of our website www.ifslfunds.com and **must be read before submitting the application.**

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Marlborough House, 59 Chorley New Road, Bolton, BL1 4QP
Investor Support: **0808 178 9321**
Email: **enquiries@ifslfunds.com**
Website: **www.ifslfunds.com**

IFSL Fund Services