

# Switch & Conversion Form

## SECTION A MAIN HOLDER DETAILS

This section is mandatory  
Please provide all personal details of the main holder.

## 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 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.

**Switch & Conversion Form** IFSL Fund Services

Please complete this form in **BLOCK CAPITALS** and return to: Investment Fund Services Limited (IFSL), Marlborough House, 59 Chorley New Road, Bolton, BL1 4GR, via email at [dealing@ifslfunds.com](mailto:dealing@ifslfunds.com), by facsimile on 0204 533045 or to your financial adviser.

**SECTION A - MAIN HOLDER DETAILS - please complete this section in full as this is mandatory**

Title Surname Forename(s)  
 Postal address  
 Postcode  
 National Date of birth  
 National insurance number (if you do not have a NI number please tick this box)  
 Telephone number  
 Email address  
 Existing holder ID / account number (if known)  
 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**

Adviser's name/firm  
 Adviser's email address  
 FCA/FSN 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 C - FUND SWITCH - please complete this section if you wish to switch some or all of your holdings from one fund into another**

CURRENT	NEW	SEDOL/ISIN	Cash amount	OR	Unit amount
			£		units
CURRENT Fund Name		SEDOL/ISIN	£		units
NEW Fund Name		SEDOL/ISIN	£		units
CURRENT Fund Name		SEDOL/ISIN	£		units
NEW Fund Name		SEDOL/ISIN	£		units
Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus for details of the minimum investment amounts, this can be found at <a href="http://www.ifslfunds.com/fundature">www.ifslfunds.com/fundature</a>			TOTAL	£	units

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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## SECTION B FINANCIAL ADVISERS DETAILS

If you are changing your investment via a financial adviser they will need to complete this section.

## 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.

## SECTION E PRIVACY NOTICE

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

**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	NEW Class	SEDOL/ISIN	Unit amount
				units
Fund Name			SEDOL/ISIN	Unit amount
				units
Fund Name			SEDOL/ISIN	Unit amount
				units
Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus for details of the minimum investment amounts, this can be found at <a href="http://www.ifslfunds.com/fundature">www.ifslfunds.com/fundature</a>				TOTAL
				units

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 Switch/Conversion 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 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](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. We'll only contact you if you consent by ticking the boxes below.

**You 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 F - AUTHORISED SIGNATORIES**  
 Please provide an original or certified copy of your most up to date signatory list where a holder is a company.

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**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.

**SECTION G - DECLARATION** - please ensure that you read and sign this section as this is mandatory.  
All holders must sign

- I/we will (convert the above mentioned units/shares at the price prevailing at the next valuation point following redemption)
- I confirm (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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**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](http://www.ifslfunds.com) and **must be read before submitting the application.**

**CHECKLIST**

- Have you read the KIID, SID and T&Cs for the fund(s) you are investing in?
- Have you read, signed & dated the declaration?

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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- Investor Support: 0808 178 9321
- Email: [enquiries@ifslfunds.com](mailto:enquiries@ifslfunds.com)
- Website: [www.ifslfunds.com](http://www.ifslfunds.com)