

# 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: IFSL Rockhold, Marlborough House, 59 Charley New Road, Bolton BL1 4GP, via email at [dealing@ifslfunds.com](mailto:dealing@ifslfunds.com), by facsimile on 01204 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 firm stamp **B**  
 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

**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 FUND	SEDOL/ISIN	Cash amount	OR	Unit amount
NEW FUND	SEDOL/ISIN	£		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
TOTAL		£		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 [www.ifslfunds.com/fundshare](http://www.ifslfunds.com/fundshare)

IF YOU WISH TO SWITCH THE ENTIRE HOLDING FROM ONE FUND INTO ANOTHER, PLEASE WRITE 'ALL' IN THE UNIT AMOUNT BOX

Investment Fund Services Limited (IFSL) is registered in England No. 06110770 (Authorised Corporate Director for the IFSL Rockhold OEIC).  
 Authorised and regulated by the Financial Conduct Authority.

SWITCH & CONVERSION FORM PAGE 1 OF 3

## 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	SEDOL/ISIN	Unit amount
	NEW Class	SEDOL/ISIN	units
Fund Name	CURRENT Class	SEDOL/ISIN	Unit amount
	NEW Class	SEDOL/ISIN	units
Fund Name	CURRENT Class	SEDOL/ISIN	Unit amount
	NEW Class	SEDOL/ISIN	units
TOTAL			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 [www.ifslfunds.com/fundshare](http://www.ifslfunds.com/fundshare)

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.

Investment Fund Services Limited (IFSL) is registered in England No. 06110770 (Authorised Corporate Director for the IFSL Rockhold OEIC).  
 Authorised and regulated by the Financial Conduct Authority.

SWITCH & CONVERSION FORM PAGE 2 OF 3

