

# Top Up & Regular Saver Amendment Form

## 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: IFSL Rockhold, Marlborough House, 59 Chorley New Road, Bolton BL1 4QP, via email at [dealing@ifsifunds.com](mailto:dealing@ifsifunds.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 \_\_\_\_\_  
 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 firm stamp \_\_\_\_\_  
 Adviser's email address \_\_\_\_\_  
 SEDOL/FRN number \_\_\_\_\_  
 Agency code (if known) \_\_\_\_\_  
 Please tick all which apply:  Consultation rights apply  Discretionary business  Advised business  
 Execution only  Portfolio management services

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.  
 TOP UP & REGULAR SAVER AMENDMENT FORM PAGE 1 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.ifsifunds.com](http://www.ifsifunds.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.

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

Fund name	SEDOL/ISIN of Fund	Lump Sum Top Up	Monthly
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 Main Account Bank/building society \_\_\_\_\_ Service User: Investment Fund Services Ltd (IFSL)  
 Address \_\_\_\_\_ Marlborough House, 59 Chorley New Road, Bolton BL1 4QP  
 Postcode \_\_\_\_\_ Service User No: 04040404  
 Reference: (to be completed by IFSL) \_\_\_\_\_  
 Name(s) of Account Holders \_\_\_\_\_  
 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.  
 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 obtained by the payer.  
 \* This guarantee is offered by all banks and building societies that agree 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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 TOP UP & REGULAR SAVER AMENDMENT FORM PAGE 2 OF 3

## 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 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 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.ifsifunds.com](http://www.ifsifunds.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.

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**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.ifsifunds.com](http://www.ifsifunds.com).
- \* I understand that for ISA accounts, I cannot invest more than the current tax years ISA allowance and that I will complete a new ISA application form if I have not invested any of this tax year, or last tax year's, 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.ifsifunds.com](http://www.ifsifunds.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 | | | | | | | |

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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TOP UP & REGULAR SAVER AMENDMENT FORM PAGE 3 OF 3

## 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.ifsifunds.com](http://www.ifsifunds.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@ifsifunds.com](mailto:enquiries@ifsifunds.com)

 Website: [www.ifsifunds.com](http://www.ifsifunds.com)

**IFSL**

Fund Services