

# BMO Investment Trust Savings Plans

## Sale of shares form



Please use this form if you would like to:

- Sell some or all of your shares in one or more investment trust(s) within the BMO General Investment Account, BMO Individual Savings Account or the BMO Junior Investment Account and receive the proceeds.

If your holding is jointly owned, all parties must agree to the sale and sign this form.

Shares will normally be sold on the next Business Day. We must receive your instruction in writing no later than 5pm on the business day before the next dealing day. The dealing fee for selling shares in the BMO Individual Savings Account is 0.2%. For selling shares in the BMO General Investment Account and/or BMO Junior Investment Account the dealing charge is £12 per trust via post or £8 per trust if you are able to sell online. Online dealing cannot be conducted by joint holders.

You will receive the proceeds of your sale approximately eight working days later assuming all necessary identity checks have been conducted.

Should you wish to switch your holdings to another trust please visit [bmogam.com/literature](http://bmogam.com/literature), call our Investors Services Team on 0345 600 3030 for the relevant form, or if you are registered for our online service

you may be able to do this online, depending on the set up of your account.

Please email our Investor Services Team at [investor.enquiries@bmogam.com](mailto:investor.enquiries@bmogam.com) or call 0345 600 3030 if you have any queries.

All personal information submitted with this application form will be treated in accordance with BMO Asset Management Limited's Privacy Notice which is available at: [bmogam.com/privacy](http://bmogam.com/privacy).

**Please complete this form in block capitals and black ink.**

**Please return the form to:**

**BMO Asset Management Limited**

**PO Box 11114**

**Chelmsford**

**CM99 2DG**

**You can also instruct us to sell by sending the completed form by fax to 0845 850 1805. Proceeds will not be issued until after the original signed form has been received at the above address.**

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### Part 1 Plan type

Please tick the type of Plan that you are selling shares from (tick one box).

BMO General Investment Account  BMO Individual Savings Account  BMO Junior Investment Account

Designation (if applicable)

Account number

### Part 2 Personal details

Please fill in the details of all account holders. If there are more than two account holders please write the additional holders details on a separate sheet of paper. All holders must sign this form.

**Please ensure you supply all information requested below. Without the full information your account may be restricted - all fields marked with an \* are required.**

#### 2.1 Holders details

Title (Mr/Mrs/Miss/Ms/Other)\*  First name(s) in full\*  Surname\*

Permanent residential address (including country and postcode)\*   
Postcode

Nationality\*  National Insurance number\*  Date of birth\*

Telephone  Email address

#### 2.2 Joint holders (if required)

Title (Mr/Mrs/Miss/Ms/Other)\*  First name(s) in full\*  Surname\*

Permanent residential address (including country and postcode)\*   
Postcode

Nationality\*  National Insurance number\*  Date of birth\*

Telephone  Email address

### 2.3 Joint holders (if required)

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\* Surname\*

Permanent residential address (including country and postcode)\*

Nationality\* National Insurance number\* Date of birth\*

Telephone Email address

### 2.4 Joint holders (if required)

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\* Surname\*

Permanent residential address (including country and postcode)\*

Nationality\* National Insurance number\* Date of birth\*

Telephone Email address

■ We will send all correspondence about this sale of shares to the address of the first named account holder only. Providing your telephone number will help us contact you quickly if there are any queries with your request.

### Data Protection

All personal information submitted with this application form will be treated in accordance with BMO Asset Management Limited's Privacy Notice which is available at: [bmogam.com/privacy](http://bmogam.com/privacy). In the Privacy Summary Statement included with this application form, we have provided you with some key information about how we process your personal information. There is a lot more information contained in our Privacy Notice, which we recommend that you read. Should you have any questions regarding how we process your personal information, we have provided you with key contact information in the Privacy Summary Statement, as well as in our Privacy Notice.

### Marketing

We would like to provide you with details of financial services and products that we offer which we think you might find interesting. **If you would NOT like to receive such information, please tick this box** . If at any time you change your mind, please let us know by emailing us at [preferences@bmogam.com](mailto:preferences@bmogam.com). For full details of how we use your personal information, please visit [bmogam.com/privacy](http://bmogam.com/privacy).

## Part 3 Details of sale

Please complete the table below to instruct what you would like to be sold.

Trust name	Cash amount required	OR	Number of shares to be sold	OR	Total holding (tick box)	Cancel Direct Debit for this trust (tick box)
European Assets Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO Capital and Income Investment Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
F&C Commercial Property Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO Global Smaller Companies (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO Managed Portfolio Trust (growth shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO Managed Portfolio Trust (income shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO Private Equity Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
F&C Investment Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO UK High Income Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO UK High Income Trust (B shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
BMO UK High Income Trust (units)	£				<input type="checkbox"/>	<input type="checkbox"/>
F&C UK Real Estate Investments Limited (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
ICG Enterprise Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
TR Property Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
UIL Limited ORD 10P (DI)	£				<input type="checkbox"/>	<input type="checkbox"/>

If you are requesting a partial sale of shares and invest monthly by Direct Debit, your Direct Debit in the trust you are selling will continue after the sale unless you instruct us otherwise by ticking the box.

## Part 4 Proceeds

Please specify the way that you would like us to pay you the proceeds from the sale.

**(a) Send the sale proceeds by bank giro credit to a bank/building society account.**

You must also enclose proof of your bank details for example a pre-printed pay-in slip (normally found at the back of your cheque book) or a cancelled cheque. Without proof of your bank account we will be unable to send the proceeds to your bank/building society and a cheque will be dispatched to the registered address.

Please complete your bank details below.

Sort code    Account number         Account name

**(b) Send a cheque to your registered address.**

The cheque for the proceeds will be made payable to the account holder(s) as listed on our records. If the holding is a joint one you may experience difficulties in banking your cheque if the joint holders do not maintain a joint bank account. A letter of authority is required from joint holders if the cheque is to be issued in a sole name. We will send a cheque to the registered address. **Please note, payment cannot be made to third parties.**

## Part 5 Signature(s) of all account holders

I/We declare and accept that this sale transaction is made on the basis of and subject to the current Terms & Conditions of my Plan as contained in the latest brochure and Key Features as amended from time to time.

I/We understand that selling shares not held in an ISA could give rise to a liability to capital gains tax.

**Please note this form must be signed by all account holders.**

**First Joint/Only account holder**

Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date

If you are interested in the Fund(s) and contact us about them, or already hold shares or units in a Fund, we are likely to process personal information about you. As such, and in accordance with our obligations under data protection law, BMO Asset Management Limited's privacy notice provides details about our processing of your personal information. The most up to date version of the Privacy Notice is available online at [bmogam.com/privacy](https://www.bmogam.com/privacy).

Our Privacy Notice provides you with important information about how, when, and why we collect and process your personal information. The Privacy Notice also provides you with information regarding your rights in relation to the personal information which we process about you and our responsibilities in that regard.

As ISA manager, when we process your personal information, it is being processed:

1. to comply with our legal obligations, such as our financial regulatory obligations (which include the obligation to record calls and monitor trades), identity verification and anti-money-laundering obligations amongst others specified in our Privacy Notice;
2. where it is necessary for us to provide our services to you, which includes, for example undertaking transactions in relation to your investments, communicating with you about your investments and any changes to them or their performance amongst others specified in our Privacy Notice;
3. where it is necessary for our legitimate interests (so long as those legitimate interests are not overridden by your interests or fundamental rights). Those legitimate interests include monitoring calls for training, quality and security purposes, testing our products and services to ensure that they are performing to their best potential (and therefore your financial benefit), contacting you about updates to our Privacy Policy and other document amendments, appointing third party contractors to assist us carry our services amongst others specified in our Privacy Notice;
4. where it is necessary for the performance of a task which is in the public interest, such as assisting with regulatory and/or other law enforcement investigations, as well as for our ability to have appropriate conversations and dialogue with regulators in relation to our business practices; and/or
5. where you have given your consent, such as when you have agreed to receive marketing communications from us, or where you have consented or instructed us to provide information to a third party (such as your financial advisor), or where you have volunteered personal information to us during correspondence amongst others specified in our Privacy Notice.

We can confirm that when you provide personal information to us, it will be shared with other third parties and further information is provided about this in the Privacy Notice. We can also advise you that your personal information will be sent outside of the European Economic Area and our Privacy Notice gives you guidance on how to obtain further information about these transfers, if you would like to know more about them.

As you may be aware, when we process personal information about you, you have certain rights in relation to your personal information and we are under various obligations in relation to the same. Included within the Privacy Notice is information about your rights, and how you can contact us about exercising them.

The above is a summary of the key aspects of how we process your personal information, and important aspects of our Privacy Notice which we consider that you may be most interested in. There is a lot more information and detail on each of the above topics, and other information about how we process your personal information which is contained within our Privacy Notice. We recommend that you take time to read our Privacy Notice, or use it as your first port of call in the event you have a question about our processing of your personal information. Of course, if you have any questions, you can also contact us directly using the below information.

### [bmogam.com/privacy](https://www.bmogam.com/privacy)

Please contact us if you have any questions about our privacy notice or information we hold about you.


**Our Data Protection Officer** is: Barry Gibbon and he can be contacted by the following means:

**Email:** [Privacy.UK-EU@bmo.com](mailto:Privacy.UK-EU@bmo.com)

**Write:** BMO Financial Group  
Office of the Data Protection Officer  
95 Queen Victoria Street  
London, EC4V 4HG  
United Kingdom

## BMO Asset Management Limited

0345 600 3030, 9.00am - 5.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.

**BMO**  | A part of BMO Financial Group

BMO Asset Management Limited is authorised and regulated by the Financial Conduct Authority and is a member of BMO Global Asset Management EMEA of which the ultimate parent company is the Bank of Montreal. L30\_10/18\_CM15942

**BMO** 