

BMO General Investment Account

Transfer sale proceeds to an BMO Individual Savings Account form



Please use this form if you would like to:

- Sell shares in one or more investment trusts within the BMO General Investment Account and transfer the proceeds into a BMO Individual Savings Account.

If your holding is jointly owned, all parties must complete the mandatory personal details and sign this form in Part 7 to show they agree to the sale.

Please ensure the form is correctly completed to avoid any delay in the investment of your proceeds into the ISA.

Please ensure that you have read the latest Key Information Documents (KIDs) for your preferred investment(s), and the pre-sales costs disclosures for your savings plan and selected investment(s). These documents can be found at bmogam.com/literature. Paper copies can be provided on request.

Please email our Investor Services Team at 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.

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

18DDF/1
10/18

Part 1 Personal details

If shares are jointly held, please provide details of the person in whose name the ISA will be held, but all BMO General Investment Account account holders must provide the mandatory personal details fields and sign the form (section 7).

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

National Insurance number*	Date of birth*	Title (Mr/Mrs/Miss/Ms/Other)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
First name(s) in full*	Surname*	
<input type="text"/>	<input type="text"/>	
Permanent residential address*	Nationality*	
<input type="text"/>	<input type="text"/>	
	Telephone	
	<input type="text"/>	
Postcode*	BMO General Investment Account account number	
<input type="text"/>	<input type="text"/>	
Email address		
<input type="text"/>		

- If you wish to cancel your BMO Individual Savings Account, we will pay the proceeds from the cancellation to you directly and will not transfer them back to the BMO General Investment Account.

What is your intended use for this account? Are you investing for:

Retirement Education Income Capital growth Other

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. 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. For full details of how we use your personal information, please visit bmogam.com/privacy.

Part 2 Details of sale

Please complete the name(s) of the investment trust(s) from which you wish to sell shares. If you are selling shares in more than four trusts, please provide further details of the investment trusts on a separate sheet of paper and attach it to this form. Alternatively, the information may be completed on photocopies of this form.

Trust name	Cash amount required	OR	Number of shares to be sold	OR	Total holding (tick box)	Tick here to cancel your Direct Debit for this trust
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

- If you are requesting a partial sale of shares and invest monthly into the BMO General Investment Account by Direct Debit, your Direct Debit for the trust you are selling will continue after the sale unless you instruct us otherwise by ticking the box.
- We need up to 5 working days to cancel a Direct Debit. If there is not enough time to cancel it, a further investment will be made into your account and a small holding may remain to be sold by you. This will be shown on your next statement.
- You should inform your bank in writing if you wish to completely cancel your Direct Debit.
- Any dividends declared and not yet paid when the shares are sold will be paid into your BMO General Investment Account.
- If you are selling your total holding, any reinvested dividend instructions will be cancelled and we will send a cheque to your registered address as soon as possible after the payment date.
- Shares will normally be sold on the next business day if your instruction is received before 5pm of the previous business day. We will then use the proceeds to purchase the new shares in the ISA on the next again business day.
- If the sale proceeds of your transfer exceeds the maximum amount allowed for an ISA for the current tax year, we will return any excess by cheque to your registered address.

Part 3 ISA annual management charge

An annual management charge of £60+VAT is applied in two equal instalments on 5 April and 5 October each year and collected shortly thereafter. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 8.

I would like to pay my management charge by Direct Debit. (please complete Part 8)

If you do not select this option or Part 8 is not completed your annual management charge will be paid out of any available cash on your account. If there is insufficient cash in the account the outstanding management charge will be settled by the sale of shares.

Please note that if you have an existing BMO Individual Savings Account and you complete the Direct Debit mandate (Part 8) all existing Direct Debit collections in your name within the account will be taken from the new bank account.

Part 4 Investment details

If you already have a BMO Individual Savings Account please complete your account number here.

Existing ISA account number

The proceeds will be paid into your ISA in the current tax year up to the annual subscription limit.

If you are selling ICG Enterprise Trust shares you will only be able to buy them back in an ISA if you already hold them within your existing ISA.

Please enter below how you would like the proceeds from the BMO General Investment Account to be invested in Column A. You can also make a new investment into your ISA. You can invest (i) a lump sum only or (ii) an initial lump sum followed by monthly savings or (iii) monthly savings only. Please note for investments via monthly savings, you will need to provide proof of your bank/building society details with this form. We can accept a pre-printed pay-in slip or a cancelled cheque. Please fill in the amount that you wish to invest.

Trust name	SEDOL Code (for office use only)	(A) Investing proceeds of sale (min £500 per trust)	(B) New lump sum (£500 per trust)	(C) Monthly savings (£50 per trust)
European Assets Trust (ordinary shares)	BD0BSY3	£	£	£
BMO Capital and Income Investment Trust (ordinary shares)	0346328	£	£	£
F&C Commercial Property Trust (ordinary shares)	B4ZPCJ0	£	£	£
BMO Global Smaller Companies (ordinary shares)	0017505	£	£	£
BMO Managed Portfolio Trust (growth shares)	B2PP252	£	£	£
BMO Managed Portfolio Trust (income shares)	B2PP3J3	£	£	£
BMO Private Equity Trust (ordinary shares)	3073827	£	£	£
F&C Investment Trust (ordinary shares)	0346607	£	£	£
BMO UK High Income Trust (ordinary shares)	B1N4G29	£	£	£
BMO UK High Income Trust (B shares)	B1N4H59	£	£	£
BMO UK High Income Trust (units)	B1N4H93	£	£	£
F&C UK Real Estate Investments Limited (ordinary shares)	B012T52	£	£	£
ICG Enterprise Trust	0329200	£	£	£
TR Property Trust (ordinary shares)	0906409	£	£	£
Total amount		£	£	£

- Lump sums must be paid by cheque. Cheques should be made payable to 'BMO Asset Management Limited'.
- For monthly savings please complete the Direct Debit mandate (Part 8) and this will be for the amount in C above. Please provide proof of your bank/building society details with this form. We can accept a pre-printed pay-in slip or a cancelled cheque. Please note that if you have an existing BMO Individual Savings Account and you complete the Direct Debit mandate (Part 8) all existing Direct Debit collections in your name within the plan will be taken from the new bank account.
- Your total investment each tax year must not exceed the overall annual subscription limit. The whole amount may be invested in a stocks and shares ISA, that is £20,000 for the 2018/19 tax year. The amount invested in a cash ISA in the same tax year reduces £1 for £1 the amount available for a stocks and shares ISA.
- If you start a Direct Debit we will continue to make collections in future tax years until you cancel or change your instruction. At the beginning of each tax year we will, if necessary, reduce the monthly direct debit amount to the maximum allowed for the new tax year (i.e. £1,666 for the 2018/19 tax year).

Part 5 Dividend preference for your ISA

Please indicate below whether you would like to have your dividends reinvested or paid out by ticking the relevant box.

- I would like to reinvest my dividends
- I would like to have my dividends paid out

If you would like to have your dividends paid out on your ISA but have not yet supplied us with your bank/building society details please provide these below.

Sort code Account number Telephone number

Roll number

Name of account holder(s)

Name of bank/building society

Address (including postcode)
Postcode

Signature of account holder Date

Part 6 Signature of account holder (in whose name the ISA will be held)

I declare and accept that this sale and transfer is made on the basis of, and subject to, the current Terms & Conditions of the BMO General Investment Account as contained in the Key Features as amended from time to time. I understand that selling shares could give rise to a liability to pay capital gains tax.

I hereby declare that:

- all subscriptions made, and to be made, belong to me;
- I have not and will not subscribe more than the overall subscription limit in total to a cash ISA, a stocks and shares ISA, and an innovative finance ISA in the same tax year;
- I have not and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA; and
- I am aged 18 or over and I am resident in the UK for tax purposes, or perform duties which, by virtue of Section 28 of the Income and Corporation Taxes Act 2003 (Crown employees serving overseas), are treated as being performed in the UK or I am married to or in a civil partnership with a person who performs such duties, and will inform BMO if I cease to be so resident or to perform such duties or be married to or in a civil partnership with a person who performs such duties.

I hereby authorise BMO:

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- on my written request, to transfer or pay to me, as the case may be, ISA investments, dividends, rights or other proceeds in respect of such investments or any cash;
- to make on my behalf any claims to relief from tax in respect of ISA investments.

I understand that:

- the BMO Individual Savings Account is a stocks and shares ISA as defined in the Individual Savings Account regulations 1998, as may be amended or updated from time to time.

I confirm that:

- I have read the latest Key Information Documents for the selected investment trust(s).
- I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.

I declare that the information on this completed application form is correct to the best of my knowledge and belief. I confirm that I have read the Key Features of the BMO Individual Savings Account. I agree to be bound by the Terms & Conditions relating to the account and to inform BMO in writing immediately of any change in my circumstances. **I understand that** this application is subject to acceptance by BMO.

Signature Date

Part 7 Signature of all holders of the BMO General Investment Account

Please complete this section if you jointly hold the account with the holder named in Part 1 to confirm that you are happy to sell the shares held in this BMO General Investment Account and transfer the proceeds into a BMO Individual Savings Account in his/her sole name. I/We declare that we have given permission for the proceeds of the sale of shares held in the BMO General Investment Account to be transferred into a BMO Individual Savings Account for the sole benefit of the holder named in Part 1. I/We understand that any sale proceeds in excess of the ISA subscription limits will be returned by cheque payable to, and addressed to, the applicant named in Part 1. I/We understand that selling shares could give rise to a liability to pay capital gains tax.

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

Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	

Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	

Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	



Please fill in the whole form using a ball point pen and send it to:

BMO Asset Management Limited
PO Box 11114
Chelmsford
CM99 2DG

Service user number

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Name(s) of account holder(s)

Reference (for office use only)

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Please pay BMO Asset Management Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

Bank/building society account number

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I understand that this instruction may remain with BMO Asset Management Limited and, if so, details will be passed electronically to my bank/building society.

Branch sort code

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Name and full postal address of your bank or building society

To the Manager	bank/building society
Address	
Postcode	

Signature(s)

Date

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Banks and building societies may not accept Direct Debit instructions for some types of account.

To be detached and retained by the payer

The Direct Debit Guarantee



- 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 BMO Asset Management Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request BMO Asset Management Limited 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 BMO Asset Management Limited 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 BMO Asset Management Limited 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.

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

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 FRN: 119230 and is a member of BMO Global Asset Management EMEA of which the ultimate parent company is the Bank of Montreal. L33_10/18_CM15942

