

BMO Investment Trust ISA and Transfer

Application form



- This application form is an offer to enter into an agreement with BMO Asset Management Limited ("BMO") for a BMO Investment Trust ISA.
- You can use this form to invest in an ISA (stocks and shares) for the current tax year or transfer existing ISA(s) from another plan manager, or both.
- For a current year ISA, you can invest a lump sum, or monthly savings, or both.
- For stocks and shares ISA transfers, please note that you may only transfer to BMO the cash value of ISAs held with other managers.
- If you need further application forms, please download them from our website at bmoinvestments.co.uk, email info@bmogam.com or call 0800 136 420. You can also photocopy this form, although signatures must be original.

Before making your investments, 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.

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 the form in block capitals and in black ink.

Please return the form to the following address:

BMO Asset Management Limited
PO Box 11114
Chelmsford
CM99 2DG

18DDF/1
05/18 v2

Part 1 Application details

- I am applying for a new ISA only - complete parts 2-6 (and 12 if applicable)
- I am applying to transfer existing ISA(s) only - complete parts 2-4, 7-9, 10 (to transfer a stocks and shares ISA) and/or 11 (to transfer a cash ISA) (and 12 if applicable)
- I am applying for a new ISA and an ISA transfer - complete all parts.

Part 2 Personal details

Please ensure you supply your address, date of birth, nationality and National Insurance number / Local Identity number – all are required to open your plan.

If you have an existing plan with BMO, please give your account number

National Insurance number / Local Identity number

Tick here if you have never been issued with a National Insurance number

Date of birth

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Permanent residential address (including postcode)

Postcode

Country

Nationality*

Telephone

Email address

*Additional identification documentation may be required for non UK nationals dependent on the information currently held on file. We will write to you if further information is required.

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 3 ISA annual management charge

An annual management charge of £60+VAT is payable six-monthly on 5 April and 5 October each year. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 12.

I would like to pay my management charge by Direct Debit.

If you do not select this option or Part 12 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 plan the outstanding management charge will be settled by the sale of shares. Please note that if you have an existing BMO Investment Trust ISA and you complete the Direct Debit mandate (Part 12) all existing Direct Debit collections will be taken from the new account.

Part 4 Dividend options

Dividends will be automatically reinvested to buy more shares. If you would prefer dividends to be paid out to your bank/building society, please complete your details below.

Name of bank or building society		Branch sort code			Roll Number
<input type="text"/>		<input type="text"/>			<input type="text"/>
Account number	Name of account holder(s)				
<input type="text"/>	<input type="text"/>				
Bank or building society address					
				Postcode	Country

Please note that if you are transferring into an existing BMO Investment Trust ISA the instructions given above will override any existing dividend arrangements. If this section is left blank all dividends received within the Plan will be re-invested.

Part 5 New ISA - Investment details

I apply to subscribe to a stocks and shares ISA for the tax year and for each subsequent tax year until further notice (this does not mean that you are obliged to invest with us for future tax years, but if you do wish to do so, you will not need to complete a further application form). 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 only, 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) Lump sum (min £500 per trust)	(B) Monthly savings (min £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	£	£
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 12) and this will be for the amount in B 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 Investment Trust ISA and you complete the Direct Debit mandate (Part 12) 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 2018/2019 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 2018/19).

Part 6 New ISA - Declaration and authorisation

I wish to subscribe the total amount detailed in Part 5 to the BMO Investment Trust ISA for the tax year 2018/19 or the tax year as added in Part 5. In respect of regular savings, I wish to subscribe to the BMO Investment Trust ISA, under Direct Debit, the amount detailed in Part 5, or the maximum permitted subscription, whichever is lesser, for the tax year 2018/19 or the tax year as added in Part 5 and for each subsequent tax year until further notice.

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 Tax (Earnings & Pensions) 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 have read the Key Information Document for the selected trust(s).
- I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.

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 Investment Trust ISA 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.
- This application is subject to acceptance by BMO.

I declare that the information on this completed application form is correct to the best of my knowledge and belief.

The above forms part of our standard client agreement. Our terms are detailed fully in our BMO Investment Trust ISA Key Features and Terms & Conditions document which you should read before signing this application form. Familiarising yourself with our terms and conditions ensures you know your rights and what you are agreeing to. You can find our Key Features and Terms & Conditions document on our website or you can request a copy in the mail by phoning us. If you have any questions or need more information on any of our terms, please get in touch.

Signature of account holder

Date

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Copies of the current Key Features and Terms & Conditions can be downloaded from our website bmoinvestments.co.uk or requested from 0800 136 420.

Part 7 ISA transfers - investment details

Please state the percentage split for your transfer amount, ensuring that the overall total adds up to 100%.

The minimum investment is £500 per trust.

Trust name	SEDOL Code (for office use only)	% Amount (min £500 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	%
TR Property Trust (ordinary shares)	0906409	%
Total		%

Part 8 ISA transfer - Declaration and authorisation

I apply to transfer my existing ISA(s) to the BMO Investment Trust ISA as indicated in Part 10 or Part 11.

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; and
- To make on my behalf any claims to relief from tax in respect of ISA investments.

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 Information Document for the selected trusts(s).

I confirm that I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.

The above forms part of our standard client agreement. Our terms are detailed fully in our BMO Investment Trust ISA Key Features and Terms & Conditions document which you should read before signing this application form. Familiarising yourself with our terms and conditions ensures you know your rights and what you are agreeing to. You can find our Key Features and Terms & Conditions document on our website or you can request a copy in the mail by phoning us. If you have any questions or need more information on any of our terms, please get in touch.

Signature of account holder

Date

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Copies of the current Key Features and Terms & Conditions can be downloaded from our website bmoinvestments.co.uk or requested from 0800 136 420.

Part 9 Authorising the transfer

You should complete a separate transfer instruction form for each ISA manager from whom you wish to transfer an ISA. Complete Part 10 if you are transferring a stocks and shares ISA and/or Part 11 if you are transferring a cash ISA. You can photocopy these forms, download another from the website or ask us to send you another. The whole application form should be returned to us. We will then detach the transfer instruction(s) and forward it to your current ISA manager(s).

BMO Investment Trust ISA Stocks and Shares



Transfer instruction form

Part 10 Instruction to the ISA manager from whom you are transferring your stocks and shares ISA

Investor's personal details

National Insurance number /
Local Identification number

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Tick here if you have never been issued
with a National Insurance number

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Permanent residential address (including postcode)

Postcode

Date of birth

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Nationality

Existing manager's details

Company name

Company address

Postcode

PLEASE TURN OVER TO COMPLETE THE REST OF PART 10

BMO Investment Trust ISA

Cash ISA transfer instruction form



Part 11 Instruction to the ISA manager from whom you are transferring your cash ISA

Investor's personal details

National Insurance number /
Local Identification number

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Tick here if you have never been issued
with a National Insurance number

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Permanent residential address (including postcode)

Postcode

Date of birth

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Nationality

Existing manager's details

Company name

Company address

Postcode

PLEASE TURN OVER TO COMPLETE THE REST OF PART 11

Part 10 Instruction to the ISA manager from whom you are transferring your stocks and shares ISA (continued)

Details of plan(s) to be transferred

ISA account number(s)

If you are transferring a stocks and shares ISA for the current tax year, you must transfer the whole subscription. You can transfer previous tax years' subscriptions in whole or in part.

- Transfer all stocks and shares ISA holdings in full. Transfer a current tax year's stocks and shares ISA, in its entirety.
- Transfer previous tax years' stocks and shares ISAs, in their entirety, enter tax year(s)
- Transfer part of previous tax year(s), enter tax year(s) and amount £
- or the part

Instruction and authorisation

- I hereby instruct you to sell investments in line with the above instruction immediately and transfer the proceeds, together with any interest, dividends, rights and any other cash within my plan (less any amount you are entitled to keep under the terms of the account), to BMO Asset Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- Please transfer my plan once instructions have been received from BMO to do so.
- I also authorise you to provide BMO Asset Management Limited with all such relevant information relating to my account as it may require.

Signature Date

Part 11 Instruction to the ISA manager from whom you are transferring your cash ISA (continued)

Details of plan(s) to be transferred

ISA account number(s)

Remember, if you are transferring a cash ISA for the current tax year, you must transfer the whole subscription including accrued interest and close the current cash ISA. You can transfer previous years' subscriptions in whole or in part.

- Transfer a current tax year's cash ISA, in its entirety, including accrued interest and close the current cash ISA.
- Transfer previous tax years' cash ISAs in their entirety, enter tax year(s)
- Transfer part of previous tax year(s), enter amount £

Instruction and authorisation

- I request you to transfer the above mentioned cash ISA funds to BMO Asset Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- Please transfer my plan once instructions have been received from BMO to do so.
- I also authorise you to provide BMO Asset Management Limited with all such relevant information relating to my account as it may require.

Signature Date



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)

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.

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.

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To the Manager	bank/building society
Address	
Postcode	

Signature(s)

Date

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.

Application checklist

Please ensure:

- you have read and understood the brochure, Key Features and Terms & Conditions.
 - you have supplied your postcode, date of birth and National Insurance number.
 - if you are investing a lump sum, that you have enclosed a cheque and it is made payable to 'BMO Asset Management Limited'. Please remember to sign and date the cheque. Post-dated cheques will not be accepted.
 - if you are investing monthly, that you have completed the Direct Debit mandate (Part 12) and enclosed proof of your bank/building society details. We can accept a pre-printed pay-in slip or a cancelled cheque.
 - that you have signed and dated the declarations in Part 6 for a new ISA and/or Part 8 when transferring ISA(s)
 - if you are transferring, that you have signed and dated the transfer instruction form in Part 10 and/or 11.
 - you do not detach any part of the form other than the Direct Debit Guarantee.
 - that you have read the latest Key Information Document and pre-sales cost disclosures for the selected investment trust(s) and savings plan.
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GDPR Privacy Notice – Summary statement

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

0800 136 420, 8.30am - 5.30pm, weekdays, calls may be recorded or monitored for training and quality purposes.

BMO  | A part of BMO Financial Group

BMO Asset Management Limited is regulated and authorised 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. L55_10/18_CM15939

