

# BMO Individual Savings Account

## Top-up form



Please use this form to top-up your existing BMO Individual Savings Account for the 2019/20 tax year.

You can:

- Add a lump sum
- Start a new Direct Debit, or change the amount you invest in an existing one

Please note, standard dealing charges and limits apply:

- Dealing charge - 0.20% on any purchase and sales under the ISA (plus Government stamp duty of 0.50% where applicable)
- Minimum top-up - £250 per holding
- Minimum Direct Debit - £50 per holding
- Annual limit - £20,000 for the 2019/20 tax year

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.

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](http://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](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**

18DDF/1  
04/19

### Part 1 Personal details

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

ISA account number

Date of birth\*

National Insurance number\*

Nationality\*

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

First name(s) in full\*

Surname\*

Permanent residential address\*

Telephone

Postcode\*

Email address

#### 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 2 ISA annual management charge

An annual management charge of £60+VAT is applied in two equal installments on 5 April and 5 October each year and is 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 6.

I would like to pay my management charge by Direct Debit. (please complete Part 6)

If you do not select this option or Part 6 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 complete the Direct Debit mandate (Part 6) any existing Direct Debit collections in your name within the plan will be taken from the new bank account.

## Part 3 Investment details

Please complete the amount that you would like to invest.

**I'm paying a lump sum**  **Tick here**

Please enter the amount you would like to pay in the relevant box(es) in **column A**.

**I'm changing my direct debit amount**  **Tick here**

Please enter the **NEW TOTAL AMOUNT** you wish to save each month in the relevant box(es) in **column B**. We will change your direct debit to the new amount – you do not need to complete a direct debit instruction.

**I'm setting up a new direct debit**  **Tick here**

Please enter the amount you wish to save each month in the relevant box(es) in **column B**. You will need to complete the Direct Debit instruction overleaf in Part 6 and and provide proof of your bank/building society details with this form. We can accept a pre-printed pay-in slip or a cancelled cheque.

Trust name	SEDOL Code (for office use only)	Column A Lump sum (min £250 per trust)	Column 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	£	£
ICG Enterprise Trust (ordinary shares)*	0329200	£	£
UIL Limited ORD 10P (DI)*	BZ4BVN3	£	£
	<b>Total amount</b>	£	£

\*Top ups can be made by existing investors in these trusts only

- Lump sums must be paid by cheque. Cheques should be made payable to 'BMO Asset Management Limited'.
- Please note that if you complete the Direct Debit mandate (Part 6) any existing Direct Debit collections in your name within the account will be taken from the new account. The Direct Debit will be for the amount in B above. Please provide proof of your new bank/building society details with this form. We can accept a pre-printed pay-in slip or a cancelled cheque.
- Your total investment each tax year must not exceed the overall annual subscription limit. The whole amount may be invested in this stocks and shares ISA, that is £20,000 for the 2019/20 tax year. The amount invested in a another type of 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.





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**

Name(s) of account holder(s)


Service user number

2	7	8	6	0	1
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Reference number (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.

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

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Branch sort code

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Name and full postal address of your bank or building society

<b>To the Manager</b>	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.

## 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](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, 9am - 5pm, 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. L14\_04/19\_CM19713

