

# BMO Child Trust Fund to BMO Junior ISA transfer form

## Please use this form:

- If you have a BMO Child Trust Fund (CTF) (Shares) and you want to transfer to a BMO Junior ISA (JISA).
- If you have a BMO CTF (Stakeholder) and you want to transfer to an BMO JISA.
- Minimum transfer is £500.

Please note to transfer from an existing BMO CTF (Shares/Stakeholder) to the BMO JISA the minimum transfer amount is £500 – transfers will be rejected if the existing BMO CTF held is below this sum. 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 cost disclosures for your savings plan and selected

investment(s). These documents can be found at [bmoinvestments.co.uk/documents](http://bmoinvestments.co.uk/documents). 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: [bmoinvestments.co.uk/privacy-policy](http://bmoinvestments.co.uk/privacy-policy).

## 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

19DLU/1  
06/19

## For your information, the following table provides a comparison of the charges/options that apply to the BMO CTF (Shares/Stakeholder versions) and the BMO JISA:

Product information	Child Trust Fund – Shares account	Child Trust Fund – Stakeholder account	Junior ISA
Minimum investment	£25 per trust per month £100 per trust lump sum	£10 per month £10 lump sum	£30 per trust per month £250 lump sum per trust
Annual account charge	£25 + VAT	0.7%**	£25 + VAT
Dealing charge †	Nil	Nil	£12 postal £8 online per holding on lump sum sales & purchases
Option to hold cash	No	No	No
Investment options	10 investment trusts	BMO FTSE All-Share Tracker Fund	10 investment trusts
Invest £4,368 each year	Birthday year	Birthday year	Tax year
Friends and family can invest	✓	✓	✓
Locked away until child's 18th birthday	✓	✓	✓

† Charges do not apply to the reinvestment of dividends and/or monthly instalments. \*\* Regulations cap annual charges at 1.5% (including on-going expenses charged in the fund, which are currently 0.36%).

## Part 1 Instruction type

BMO Child Trust Fund account number:

Please tick **one** of the options below:

I hold the BMO CTF Shares account and would like to transfer my holdings into the BMO JISA.

I hold the BMO CTF Stakeholder account and would like to sell my holdings and transfer the proceeds into the BMO JISA.

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

Retirement  Education  Income  Capital growth  Other

## Part 2 Personal details (Registered Contact)

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

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



† Providing your telephone number and email address will help us contact you quickly if there are any queries with this form.

## Part 3 Child's details

Master <input type="checkbox"/>	Miss <input type="checkbox"/>	Child's first name(s) in full <input type="text"/>
Child's surname <input type="text"/>		Nationality <input type="text"/>
Child's home address <input type="text"/>		
		Postcode <input type="text"/>
Child's date of birth <input type="text"/>	Unique Reference Number (URN) <input type="text"/>	

## Part 4 Transfer instructions – please instruct us how much you would like to invest

### Part 4a – Transferring from a BMO CTF Shares account

- Your existing shares will be transferred from your BMO CTF to a BMO JISA.
- You do not need to complete Column A as the shares will be transferred however, if you would like to change the the investment trusts you're invested in please send us the respective change of instructions form available on our website ensuring it is signed by the Registered Contact.
- A new account number will be allocated after we have completed the transfer to the BMO JISA.
- All existing Direct Debits in place under your BMO CTF will be cancelled. This will include direct debits made by other family members. To continue savings into the BMO JISA please complete Column B below to confirm the amount you wish to pay and fill in the bank details at Part 6. In order to set up any additional direct debits that were in place under the BMO CTF please ensure that the other family members complete new top up forms which must also be signed by the Registered Contact.
- If you are paying the Annual Management Fee on your BMO CTF by direct debit this will also be cancelled.

### Part 4b – Transferring from a BMO CTF Stakeholder account

- You need to complete Column A and your BMO FTSE All Share Tracker fund shares will be sold and the proceeds invested as per your instructions in Column A below.
- A new account number will be allocated after we have completed the transfer to the BMO JISA.
- All existing Direct Debits in place under your BMO CTF will be cancelled. This will include direct debits made by other family members. To continue savings into the BMO JISA please complete Column B below to confirm the amount you wish to pay and fill in the bank details at Part 6. In order to set up any additional direct debits that were in place under the BMO CTF please ensure that the other family members complete new top up forms which must also be signed by the Registered Contact.
- If you are paying the Annual Management Fee on your BMO CTF by direct debit this will also be cancelled.

### Part 4c – JISA annual management charge

- An annual management charge of £25+VAT is applied in two equal instalments 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 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 plan the outstanding management charge will be settled by the sale of shares.

Please note we are unable to receive additional subscriptions until the transfer is complete.

The minimum transfer amount to the BMO JISA is £500.

Trust name	SEDOL Code (for office use only)	Column A % Amount (only required for transfers from BMO Stakeholder account)	Column B Monthly savings (min £30 per trust)
European Assets Trust (ordinary shares)	BHJVQ59	<input type="text"/>	<input type="text"/>
BMO Capital and Income Investment Trust (ordinary shares)	0346328	<input type="text"/>	<input type="text"/>
BMO Commercial Property Trust (ordinary shares)	B4ZPCJ0	<input type="text"/>	<input type="text"/>
BMO Global Smaller Companies (ordinary shares)	0017505	<input type="text"/>	<input type="text"/>
BMO Managed Portfolio Trust (growth shares)	B2PP252	<input type="text"/>	<input type="text"/>
BMO Managed Portfolio Trust (income shares)	B2PP3J3	<input type="text"/>	<input type="text"/>
BMO Private Equity Trust (ordinary shares)	3073827	<input type="text"/>	<input type="text"/>
F&C Investment Trust (ordinary shares)	0346607	<input type="text"/>	<input type="text"/>
BMO UK High Income Trust (Ordinary shares)	B1N4G29	<input type="text"/>	<input type="text"/>
BMO UK High Income Trust (B shares)	B1N4H59	<input type="text"/>	<input type="text"/>
BMO UK High Income Trust (units)	B1N4H93	<input type="text"/>	<input type="text"/>
BMO Real Estate Investments Limited (ordinary shares)	B012T52	<input type="text"/>	<input type="text"/>
TR Property Trust (ordinary shares)	0906409	<input type="text"/>	<input type="text"/>
<b>Total amount</b>		100%	£

## Part 4 Transfer instructions – please instruct us how much you would like to invest (continued)

- Please note more than one person can contribute to the JISA account, however the total investment each tax year must not exceed the annual limit of £4,368 for the 2019/20 tax year.
- The amount transferred will not count against the BMO JISA subscription limit for the relevant year.
- Monthly savings must be made by Direct Debit. If you wish to save monthly, please complete the Direct Debit mandate (Part 6). This will be for the total of column B in the table on the previous page.

## Part 5 Declaration

### I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for that child.
- I will be the Registered Contact for the JISA.
- The child named in Part 3 will be the beneficial owner of the account investments.
- I have not subscribed and will not subscribe to another stocks and shares JISA for this child.
- I am not aware that this child has another stocks and shares JISA.
- I am not aware of other JISA subscriptions that will result in this child exceeding the annual limit of £4,368 in the 2019/20 tax year.
- I will not knowingly make subscriptions to JISAs for this child that will result in the £4,368 in the 2019/20 tax year subscription limit being exceeded.
- I authorise BMO Asset Management Limited:
  - to hold, or arrange a suitable third party to hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash;
  - to make on the child's behalf any claims to relief from tax in respect of JISA investments.
- I agree to be bound by the JISA Key Features & Terms and Conditions and will promptly inform you of any changes in my circumstances.
- I confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s).
- I confirm that I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.
- I understand that this application is subject to acceptance by BMO Asset Management Limited.
- I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:
  - minimum subscriptions of £10 allowed; and
  - annual charge of 1.5%.

**If you are applying to transfer a stakeholder CTF, tick this box  to confirm that you understand this and wish to proceed**

- I declare that the statements completed on this application are true to the best of my knowledge and belief.

Signature

Date

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### 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: [bmoinvestments.co.uk/privacy-policy](https://bmoinvestments.co.uk/privacy-policy). 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 [bmoinvestments.co.uk/privacy-policy](https://bmoinvestments.co.uk/privacy-policy).



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

2	7	8	6	0	1
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Reference number (for office use only)

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Name(s) of account holder(s)


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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Branch sort code

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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.

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.

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 [bmoinvestments.co.uk/privacy-policy](https://bmoinvestments.co.uk/privacy-policy).

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 the investment 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.

### [bmoinvestments.co.uk/privacy-policy](https://bmoinvestments.co.uk/privacy-policy)

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 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. L35\_06/19\_CM19222