

# BMO Managed Portfolio Trust PLC

*(Incorporated in Scotland under the Companies Act 2006 with registered number SC338196 and registered as an investment company under section 833 of the Companies Act 2006)*

*Registered Office: Quatermile 4, 7a Nightingale Way, Edinburgh EH3 9EG*

## CERTIFICATED CONVERSION NOTICE

- Please read page 4 of this Certificated Conversion Notice where detailed instructions on how to complete this Certificated Conversion Notice are set out, and then complete and sign this Certificated Conversion Notice where indicated on page 3.
- Please return this entire Certificated Conversion Notice duly completed and signed by post to **Equiniti Limited, Corporate Actions (BMO), Second Floor, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA** as soon as possible, but in any event so as to be received by **5.00 p.m. on Tuesday 1 October 2019**. If you have any questions as to how to complete this Certificated Conversion Notice, please contact Equiniti Limited on weekdays between the hours of 8.30 a.m. and 5.30 p.m. (except public holidays in England and Wales) on 0371 384 2050 (from inside the United Kingdom) or +44 121 415 0259 (from outside the United Kingdom). Calls to the +44 121 415 0259 number from outside of the United Kingdom are charged at applicable international rates. Different charges may apply to calls made from mobile phones and calls may be recorded and monitored for security and training purposes. Please note that, for legal reasons, the helpline is unable to give advice on the merits of the Conversion or to provide legal, financial, tax or investment advice. Elections, once made in this Certificated Conversion Notice, will be irrevocable.
- If you hold your Shares jointly with others, you must arrange for ALL of your co-holders to sign Part 4 of this Certificated Conversion Notice before returning it to Equiniti Limited.
- If you hold your Shares in certificated form, you should return this Certificated Conversion Notice duly completed, signed (and, if you are an individual, witnessed) or executed (if you are a company) to Equiniti Limited at the address referred to above **together with your share certificate(s) and/or other documents of title**.
- **You should complete a separate Certificated Conversion Notice for Shares held in certificated form but under different designations.**
- Please ensure that the particulars inserted in Part 1 of this Certificated Conversion Notice are consistent with those registered for your holding. If you have any doubt as to whether it may be a joint holding, or as to any other details, please check the relevant certificate or contact Equiniti Limited.
- **The Conversion notice period will end on Tuesday 1 October 2019 and the Conversion date will be Thursday 31 October 2019.**
- This form is not a recommendation to convert, or not to convert, any of your shares.
- This form is not for use by overseas shareholders and the conversion facility is not available to overseas shareholders except where appropriate confirmation has been provided to the directors and the directors are satisfied that it would be lawful for the conversion facility to apply under the relevant overseas laws and regulations.

# BMO Managed Portfolio Trust PLC

## CERTIFICATED CONVERSION NOTICE

Please complete in BLOCK CAPITALS. You should read the Notes before completing this form.

The form should then be returned to: **Equiniti Limited, Corporate Actions (BMO), Second Floor, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA.**

If you have any questions regarding this form, please call Equiniti Limited on the number provided on page 1.

### Part 1

### Personal details

|                               |  |          |                      |
|-------------------------------|--|----------|----------------------|
| Title (Mr/Mrs/Miss/Ms/Other)  | <input type="text"/>   |          |                      |
| First name(s) in full         | <input type="text"/>   |          |                      |
| Surname                       | <input type="text"/>   |          |                      |
| Permanent residential address | <input type="text"/>   |          |                      |
|                               | <input type="text"/>   | Postcode | <input type="text"/> |
|                               | Tick here if you have not yet been allocated a postcode <input type="checkbox"/> |          |                      |
| Telephone (daytime)           | <input type="text"/>   |          |                      |
| Email address                 | <input type="text"/>   |          |                      |

### Part 2

### Joint holders (if applicable)

|                              |                      |  |  |
|------------------------------|----------------------|--|--|
| Title (Mr/Mrs/Miss/Ms/Other) | <input type="text"/> |  |  |
| First name(s) in full        | <input type="text"/> |  |  |
| Surname                      | <input type="text"/> |  |  |
| Telephone (daytime)          | <input type="text"/> |  |  |
| Email address                | <input type="text"/> |  |  |
| Title (Mr/Mrs/Miss/Ms/Other) | <input type="text"/> |  |  |
| First name(s) in full        | <input type="text"/> |  |  |
| Surname                      | <input type="text"/> |  |  |
| Telephone (daytime)          | <input type="text"/> |  |  |
| Email address                | <input type="text"/> |  |  |

# BMO Managed Portfolio Trust PLC

## CERTIFICATED CONVERSION NOTICE

### Part 3

### About your shares

I/we hereby notify you that I/we wish to convert the following shares on 31 October 2019 ("the Conversion Date")

The minimum amount for the 31 October 2019 Conversion is 1,000 shares per shareholder or the whole shareholding, whichever is lower.

**Number of Growth Shares to be converted into Income Shares or if you wish all of your Growth shares to be converted into Income shares please write 'ALL'**

Box (1)

**Number of Income Shares to be converted into Growth Shares or if you wish all your Income shares to be converted into Growth shares please write 'ALL'**

Box (2)

### Part 4

### Declaration and Authorisation

By signing this form I/we confirm that I/we have read and understood this form and read the latest Key Information Document (KID) for the selected share class of BMO Managed Portfolio Trust PLC.

Your signature

Date (Day/Month/Year)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Additional holder's signature

Date (Day/Month/Year)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Additional Holder's signature

Date (Day/Month/Year)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

#### Data Protection

All personal information submitted with this conversion notice will be treated in accordance with BMO Managed Portfolio Trust's Privacy Policy which is available at: [www.bmomanagedportfolio.com](http://www.bmomanagedportfolio.com)

## Notes for Completing and Lodging this Certificated Conversion Notice

In order to be effective, this Certificated Conversion Notice must specify the number of shares to be converted and, except as mentioned below, be signed personally by the registered Shareholder or, in the case of a joint holding, by ALL the joint holders. In order to avoid delay and inconvenience, the following points may help you:

**1. Failure to complete and return this Certificated Conversion Notice so as to be received by 5 p.m. on Tuesday 1 October 2019**

If this Certificated Conversion Notice is not duly completed and returned to Equiniti Limited at the address on page 1 so as to be received by 5 p.m. on Tuesday 1 October 2019 the holder(s) will not have any of their Shares converted.

**2. If you hold Shares in certificated form and your share certificate(s) and/or other document(s) of title are held by your stockbroker, bank or other agent.**

If your share certificate(s) and/or other document(s) of title is/are held by your stockbroker, bank or other agent, complete this Certificated Conversion Notice and, if the share certificate(s) and/or other document(s) of title is/are readily available, deliver this completed Certificated Conversion Notice to your stockbroker, bank or other agent for lodging with Equiniti Limited at the address on page 1 of this Certificated Conversion Notice accompanied by the relevant share certificate(s) and/or document(s) of title.

If the share certificate(s) and/or other document(s) of title is/are not readily available, you should complete this Certificated Conversion Notice and lodge it with Equiniti Limited at the address on page 1 of this Certificated Conversion Notice together with a note of explanation (for example 'share certificates to follow'), and arrange for the share certificate(s) and/or other document(s) of title to be forwarded as soon as possible thereafter and, in any event, so as to be received not later than 5 p.m. on 1 October 2019.

If the relevant share certificate(s) and/or other document(s) are not lodged with Equiniti Limited by 5 p.m. on 1 October 2019, your election will be invalid and you will not have any of their Shares converted.

**3. If you hold Shares in certificated form and one or all of your certificate(s) has/have been lost**

Complete and lodge this Certificated Conversion Notice, together with a letter of explanation and any share certificate(s) available, with Equiniti Limited at the address on page 1 of this Certificated Conversion Notice. At the same time you should also write to Equiniti Limited at the address on page 1 or telephone Equiniti Limited on the number given on page 1 for a letter of indemnity which should be completed in accordance with the instructions given. When completed, the letter of indemnity must be returned to Equiniti Limited at the address on page 1 of this Certificated Conversion Notice, so as to be received by 5 p.m. on 1 October 2019.

**4. Incomplete or illegible Forms of Election**

In the event that any Certificated Conversion Notice is not fully completed or is completed incorrectly, inaccurately or illegibly, the Directors shall have absolute discretion as to whether the Certificated Conversion Notice is treated as invalid or interpreted in accordance with what they consider to be the wishes of the holder(s). You shall, by signing this Certificated Conversion Notice, agree that neither the Company nor the Directors shall have any liability arising out of the exercise of any such discretion.

**5. Incorrect number of Shares inserted on Certificated Conversion Notice**

If a number of Shares is inserted in Part 3 on page 3 which is greater (by itself or when added to the holding indicated on any other Certificated Conversion Notices submitted by such holder) than the Shareholder's actual holding of the relevant class of Share, then any election made or deemed to be made by any such holder shall be deemed to be in respect of the whole of his actual holding and the elections made will be adjusted *pro rata* and any such adjustment will be made at the discretion of the Directors. If the number of shares inserted in Part 3 on page 3 is less than 1,000 (the minimum per shareholder for the 31 October 2019 conversion) and does not represent your entire shareholding, your election will be invalid and you will not have any of your shares converted.

**6. As set out in more detail in the Company's articles of association, shares will be converted into the other Share class by reference to the ratio of the relative underlying NAVs (as adjusted for costs) of the Growth Shares and the Income Shares, as at close of business on the business day immediately prior to the Conversion Date. A resolution was passed at the Annual General Meeting in 2018 to approve certain amendments to the conversion mechanics and the expenses of the conversion will, in the current year, be borne by the Company.**

**7. The Board of BMO Managed Portfolio Trust PLC may, *inter alia*, change the date or dates on which Conversion Dates fall, set additional Conversion Dates, change the Conversion Notice Period, cancel or postpone a Conversion Date.**

**8. The Board may at any time set a maximum and/or minimum number of Growth Shares or Income Shares which may be converted on any Conversion Date and may change such maximum and/or minimum in their absolute discretion from time to time. If this maximum limit is exceeded the number of Shares in the request for conversion will be reduced *pro rata* and the request for conversion will not be deemed to apply to the balance of the Shares in the conversion instruction.**

**9. The Board will specify a minimum net value of assets in total to be transferred from a Portfolio on any Conversion Date, and may change any such minimum from time to time. If on any Conversion Date, the value of the assets to be so transferred is less than such specified minimum, then the Board may, in its sole and absolute discretion cancel any such conversion.**

**10. Income Shares arising on Conversion will carry the right to receive all dividends declared by reference to a record date falling after the Conversion Date. Income Shares which are converted into Growth Shares will carry the right to receive all dividends declared by reference to a record date falling prior to the Conversion Date but not on or thereafter.**

**11. This form is not a recommendation to convert, or not to convert, any of your shares.**

**The Company reserves the right to treat as valid only Certificated Conversion Notices which are received entirely in order by 5 p.m. on Tuesday 1 October 2019 and which are accompanied by the relevant share certificate(s) and/or other document(s) of title or a satisfactory indemnity in lieu thereof. The share certificates in respect of the Shares elected for under this Certificated Conversion Notice cannot be sent to you until all relevant documents have been properly completed and lodged with Equiniti Limited by the dates specified.**

**The Directors cannot, and do not, offer any advice or recommendations to Shareholders as to whether to make an election. If you need advice, you should consult a stockbroker, bank manager, solicitor, accountant or other independent financial adviser without delay.**