

# BMO Child Trust Fund

Please use this form if you would like to:

- Switch your investment from one investment trust to another trust offered within the BMO Child Trust Fund (CTF) Shares account.
- Change the amounts or investment instructions for an existing Direct Debit.
- If you have a BMO Stakeholder CTF to transfer to a BMO Shares CTF
- If you have a BMO Shares CTF to transfer to a BMO Stakeholder CTF

To set up a new Direct Debit Instruction, please complete a BMO Child Trust Fund Top-up form instead.

- 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 Cost & Charges Disclosure 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.

**Please note, this form can only be completed by the Registered Contact.**

Please email our Investor Services Team at [investor.enquiries@bmogam.com](mailto:investor.enquiries@bmogam.com) or call on 0345 600 3030 if you have any queries or if you need a Top Up form instead.

**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**

21DLU/1  
06/21

## Part 1 Instruction type

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

- I hold the BMO CTF Shares account and would like to **switch or change** my current holdings or change my future Direct Debit instruction to other trusts within the CTF shares account (complete Parts 2, 3, 4 and/or 5 and 7).
- I hold the BMO CTF Stakeholder account and would like to **transfer** my holdings to the CTF Shares account [complete Parts 2, 3, 6a, 7 (and 8 if you are saving monthly)].
- I hold the BMO CTF Shares account and would like to **transfer** my holdings to the CTF Stakeholder account [complete Parts 2, 3, 6b, 7 (and 8 if you are saving monthly)].

## Part 2 Personal details

Please complete the personal details of the Registered Contact.

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

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

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

## Part 3 Child's details

Please complete the child's details below.

Master	Miss	Child's first name(s) in full
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's surname		
Child's home address		
		Postcode
Nationality	Child's date of birth	Child Trust Fund account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Data Protection

All personal information submitted with this application form will be treated in accordance with BMO Asset Management Limited's Privacy Policy, which is available at: [bmoinvestments.co.uk/privacy-policy](https://bmoinvestments.co.uk/privacy-policy). This privacy policy includes full details about the type of information we collect, what we use this information for, and your related rights.

In addition, the Key Features and Terms & Conditions document for the selected account contains a summary of the key information about how we process your personal information. Should you have any questions regarding how we process your personal information key contact information can be found both in the Privacy Policy and the Terms & Conditions document.

### 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).

## Part 4 CTF shares account – switching instructions

Please complete this section if you hold the CTF Shares account and wish to switch your holding from one investment trust to another.

Please note, you can have two free switches per birthday year, the cost is £25 plus VAT per switch thereafter.

Please complete the value of shares you wish to sell from each investment trust in Column 1, **or** the number of shares you wish to sell in Column 2. If you wish to sell your total holding, please write 'total'.

In Column 3, complete the percentage of the total proceeds you would like to invest in each **new** trust. Column 3 should total 100%.

Trust name	SEDOL Code (for office use only)	Column 1 Value of shares to be sold	Column 2 Number of shares to be sold	Column 3 % of proceeds to be reinvested
European Assets Trust (ordinary shares)	BHJVQ59	£		%
BMO Capital and Income Investment Trust (ordinary shares)	0346328	£		%
BMO 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	£		%
ICG Enterprise Trust (ordinary shares)	0329200	£		N/A
BMO UK High Income Trust (ordinary shares)	B1N4G29	£		%
BMO UK High Income Trust (B shares)	B1N4H59	£		%
BMO UK High Income Trust (units)	B1N4H93	£		%
BMO Real Estate Investments Limited (ordinary shares)	B012T52	£		%
TR Property Trust (ordinary shares)	0906409	£		%
Deposit Account		£		%
<b>Total</b>		£		100%

## Part 4 CTF shares account – switching instructions (continued)

### Charges:

- The annual account charge is £25+VAT and you can pay it from your account, or by Direct Debit (please see Part 6c).
- Government Stamp Duty of 0.5% will be charged on share purchases where applicable.
- If you invest monthly by Direct Debit, your Direct Debit for a trust you are selling will continue after the sale unless you instruct us otherwise by completing Part 5 of this form.
- You should inform your bank in writing if you wish to completely cancel your Direct Debit. Please note this may take up to 5 working days to take effect.

## Part 5 CTF shares account – redirection of existing monthly Direct Debit

Complete this section if you wish to change your future monthly investment. Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

Trust name	SEDOL Code (for office use only)	Monthly amount in new trust
European Assets Trust (ordinary shares)	BHJVQ59	£
BMO Capital and Income Investment Trust (ordinary shares)	0346328	£
BMO 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	£
BMO Real Estate Investments Limited (ordinary shares)	B012T52	£
TR Property Trust (ordinary shares)	0906409	£
<b>Total amount</b>		£

Please remember the minimum monthly amount for the BMO CTF Shares account is £25.

## Part 6a CTF shares account – transfer

Please tick this box if you would like to **transfer** your holdings from the BMO CTF Stakeholder account to the BMO CTF Shares account.

Please select the trust(s) you would like the proceeds of the transfer to be invested in and confirm the percentage of the total proceeds you would like to invest in each trust.

Any existing monthly savings will stop after the transfer. If you would like to save monthly, please complete the Monthly Contribution section below and complete the Direct Debit instruction (Part 8).

## Part 6a CTF shares account – transfer (continued)

Trust name	SEDOL Code (for office use only)	Percentage of proceeds to be invested	Monthly contribution
European Assets Trust (ordinary shares)	BHJVQ59	%	£
BMO Capital and Income Investment Trust (ordinary shares)	0346328	%	£
BMO 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	%	£
BMO Real Estate Investments Limited (ordinary shares)	B012T52	%	£
TR Property Trust (ordinary shares)	0906409	%	£
Deposit Account		%	
Total amount		100%	£

## Part 6b CTF stakeholder account – transfer

Please tick this box if you would like to **transfer** your holdings from the BMO CTF Shares account to the BMO CTF Stakeholder account. (There is only one fund choice available under the BMO CTF Stakeholder account, the BMO FTSE All-Share Tracker Fund (Share Class 2 Accumulation). Your holdings will automatically be invested into this fund.)

Any existing monthly savings will stop after the transfer. If you would like to save monthly, please enter the amount here  and complete the Direct Debit Instruction in Part 8.

## Part 6c Annual Management charge

The shares account annual management charge of £25+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 plan the outstanding management charge will be settled by the sale of shares.

If you are investing into the Stakeholder Account there is an annual management charge of 0.7% of the value of the account which is applied on 31 December 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 plan the outstanding management charge will be settled by the sale of shares.

## Part 7 Declaration and signature

I declare that:

I understand and accept that this application is made on the basis of, and subject to, the current Terms & Conditions of the BMO Child Trust Fund.

I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:

- minimum subscriptions of £10 allowed
- 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 confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s).

I confirm that I have read the latest Key Investor Information Document (KIID) for the FTSE All share tracker fund.

I confirm that I have read and understood the Pre-Sales Cost & Charges Disclosure for the selected savings plan and investment(s).

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

2	7	8	6	0	1
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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

<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.





**BMO Asset Management Limited**

0345 600 3030, 9.00am – 5.00pm, 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. L19\_06/21