

# BMO Managed Portfolio Trust PLC

Held within any Investment Product managed or marketed by BMO Asset Management Limited

This Conversion Instruction Form forms part of and is to be read in conjunction with pages 96 and 97 of the Company's Annual Report and Financial Statements to 31 May 2021.

Please complete in BLOCK CAPITALS. You should read the Notes on page 3 before completing this form.

The form should then be returned to:

**BMO Asset Management Limited**  
**PO Box 11114**  
**Chelmsford**  
**CM99 2DG.**

If you have any questions regarding this form, please call BMO GAM's Investor Services Team on 0345 600 3030.

To be valid (for the 28 October 2021 Conversion Date), this form must be signed by you and all additional holders and received by **5 pm on Friday 24 September 2021**.

Please note that all existing Direct Debit instructions will remain unaffected unless you provide alternative instructions.

**This form is not to be used by overseas shareholders (Please see note 1).**

## Part 1 Personal and Account details

To be completed by the Primary holder or the Registered Contact (in the case of CTF or JISA accounts)

Please ensure you supply all information requested below. All fields marked with an \* are required and if these are not completed we may need to reject this instruction.

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\* Surname\*

Permanent residential address\*

Postcode

Tick here if you have not yet been allocated a postcode

Telephone (daytime)

Date of birth\*

National insurance number/  
National Identifier (for non-UK nationals)\*

Nationality\*

Email address

Account number           A separate form must be completed for each account held

## Part 2 Joint holders (if applicable)

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\* Surname\*

Permanent residential address\*

Postcode

Tick here if you have not yet been allocated a postcode

Telephone (daytime)

Date of birth\*

National insurance number/  
National Identifier (for non-UK nationals)\*

Nationality\*

Email address

If there are more than two joint holders please contact us on 0345 600 3030

### Part 3 About your shares

I/we hereby notify you that I/we wish to convert the following shares on 28 October 2021 ("the Conversion Date")

The minimum amount for the 28 October 2021 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 Income payments (if required and only for those converting to Income shares)

If Part 4 is not completed your dividends for BMO Managed Portfolio Trust and any other Investment Trusts held within this account will be reinvested. Please note that income payments are only available on Income Shares but this facility is not available in respect of Income Shares held in a Child Trust Fund or a Junior ISA.

Please note that by completing Part 4, all of your existing income instructions for your account (specified in Part 1) will be amended so that all future income will be paid out to the bank account detailed below.

#### Bank details

Name of bank/building society

Address

Postcode

Telephone number

Name of account holder

Account number

Sort code

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### Part 5 Declaration and Authorisation

By signing this form I/we confirm that I/we have read and understood this form, read the latest Key Information Documents (KID) for the selected investment trust and read and understood the Pre-Sales Cost & Charges Disclosure for the selected investment trust and savings plan.

Your signature

Date (Day/Month/Year)

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Additional holder's signature

Date (Day/Month/Year)

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Additional holder's signature

Date (Day/Month/Year)

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## Notes

1. 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 Board of BMO Managed Portfolio Trust and the Board are satisfied that it would be lawful for the Conversion facility to apply under the relevant overseas laws and regulations.
2. A separate form must be completed for each account held.
3. If you elect to participate in the share conversion process prior to the Friday 24 September 2021 deadline, you will not be able to trade the shares to which the election applies, until the conclusion of the Conversion process, anticipated to occur on 28 October 2021, the Conversion date.
4. If the number inserted in Box (1) exceeds the number of Growth Shares registered in your name(s) then we will take this as your instruction to convert all of your Growth Shares into Income Shares. If the number inserted in Box (1) is less than 1,000 (the minimum per shareholder for the 28 October 2021 conversion) and does not represent your entire Growth shareholding, your election will be invalid and you will not have any of your shares converted.
5. If the number inserted in Box (2) exceeds the number of Income Shares registered in your name(s) then we will take this as your instruction to convert all of your Income Shares into Growth Shares. If the number inserted in Box (2) is less than 1,000 (the minimum per shareholder for the 28 October 2021 conversion) and does not represent your entire Income shareholding, your election will be invalid and you will not have any of your shares converted.
6. In the event that any Conversion Instruction Form is not fully completed or is completed incorrectly, inaccurately or illegibly, the Directors shall have absolute discretion as to whether the Conversion Instruction Form 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 Conversion Instruction Form, agree that neither the Company nor the Directors shall have any liability arising out of the exercise of any such discretion.
7. 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.
8. 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.
9. The Board may at any time set a maximum and/or minimum number of Growth 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 the 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.
10. The Board will specify a minimum net value of assets 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.
11. 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.
12. This form is not a recommendation to convert, or not to convert, any of your shares.
13. Please note that all existing Direct Debit arrangements will remain unaffected unless you provide alternative instructions.

### Data Protection

All personal information submitted with this instruction form will be treated in accordance with BMO Asset Management Limited's Privacy Notice which is available at: [www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy)



**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. L16\_04/20