F&C Child Trust Fund

Transfer form

Please use this form if you would like to transfer a Child Trust Fund (CTF) you hold with another plan manager to the F&C Child Trust Fund.

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

Also, please note we are unable to accept any top-up payments to your Child Trust Fund until your transfer is complete. We will send you confirmation once we have received the money from the transferring CTF plan manager.

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 disclosures for your savings plan and selected investment(s). These documents can be found at fandc.com/kiids for the F&C FTSE All-Share Tracker Fund (Share Class 1 Accumulation), and fandc.com/literature for our other important regulatory documents. Paper copies can be provided on request.

Please email our Investor Services Team at info@fandc.com or call 0800 136 420 if you have any queries.

All personal information submitted with this application form will be treated in accordance with F&C Management Limited's Privacy Notice which is available at: **www.bmogam.com/corporate/privacy.**

Please complete this form in block capitals and black ink.

Please return the form to:

F&C Management Limited
PO Box 11114
Chelmsford
CM99 2DG

18DDF/1
05/18 v2

Part 1 Child's details

Child details

Master ☐ Miss ☐

Child's first name(s) in full

Child's surname

Child's home address

Postcode

Child's date of birth

Nationality

Child's unique reference number[1]

[1] The child's unique reference number was included in the original Government CTF voucher and should also be found on the annual CTF statement from your existing plan manager.

Part 2 Personal details (Registered Contact)

Please ensure the existing Registered Contact completes this form or your application will be rejected. 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

Postcode

Date of birth

Telephone*

Nationality

National Insurance number

Email address

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

Data Protection

All personal information submitted with this application form will be treated in accordance with F&C Management Limited's Privacy Notice which is available at: **www.bmogam.com/corporate/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. For full details of how we use your personal information, please visit **www.bmogam.com/privacy**.

Part 3 Investment details

You can transfer to either a shares account or a stakeholder account.

I wish to invest in an F&C Child Trust Fund - shares account ☐ Go to part 3a, 3c, then parts 4 (part 5 if applicable) and 6

I wish to invest in an F&C Child Trust Fund - stakeholder account ☐ Go to part 3b, 3c, then parts 4 (part 5 if applicable) and 6

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

Retirement ☐ Education ☐ Income ☐ Capital growth ☐ Other ☐ ______________________

Part 3a Shares account

Please obtain an approximate transfer value from your existing CTF Plan Manager and complete the percentage investment split ensuring that the overall total adds up to 100%.

If you select more than one fund, please ensure that the transfer value into each fund will be at least £100. If a percentage split is selected that would result in less than £100 invested in any fund, that amount will be invested into the default fund instead.

Please tick which trust is to be the default fund. This will be the trust used for investing extra contributions in the future, should we not receive specific instructions from the Registered Contact. Please note we are unable to accept any additional subscriptions until the transfer has been completed.

Trust name	**SEDOL Code** (for office use only)	**% Amount**	**Default fund** (tick one box only)
European Assets Trust (ordinary shares)	BD0BSY3	%	☐
F&C Capital and Income Investment Trust (ordinary shares)	0346328	%	☐
F&C Commercial Property Trust (ordinary shares)	B4ZPCJ0	%	☐
F&C Global Smaller Companies (ordinary shares)	0017505	%	☐
F&C Managed Portfolio Trust (growth shares)	B2PP252	%	☐
F&C Managed Portfolio Trust (income shares)	B2PP3J3	%	☐
F&C Private Equity Trust (ordinary shares)	3073827	%	☐
Foreign & Colonial Investment Trust (ordinary shares)	0346607	%	☐
F&C UK High Income Trust (ordinary shares)	B1N4G29	%	☐
F&C UK High Income Trust (B shares)	B1N4H59	%	☐
F&C UK High Income Trust (units)	B1N4H93	%	☐
F&C UK Real Estate Investments Limited (ordinary shares)	B012T52	%	☐
TR Property Trust (ordinary shares)	0906409	%	☐
	Total amount	**100** %	

Your application will be rejected if you do not select a Default fund in the table above.

Part 3b Stakeholder account

Transfers into the stakeholder account will be invested in the F&C FTSE All-Share Tracker Fund. Please tick here to confirm. ☐

Part 3c 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 5.

☐ I would like to pay my management charge by Direct Debit. (please complete Part 5)

If you do not select this option or Part 5 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 5.

☐ I would like to pay my management charge by Direct Debit. (Please complete Part 5)

If you do not select this option or Part 5 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 4 Declaration

- I declare that the information on this completed application form is correct to the best of my knowledge and belief.
- I confirm that I have read the Key Features of the F&C Child Trust Fund and in the case of an application for a Stakeholder CTF account I have seen the current Key Investor Information Document for the Shares of the F&C FTSE All-Share Tracker Fund (Share Class 1 Accumulation).
- I understand and accept that this transfer application is made on the basis of and subject to the current F&C Child Trust Fund Terms & Conditions.
- I am 16 years of age or over.
- I have full parental responsibility for the child or I am the child (aged 16 or over) named on the voucher.
- I confirm that I am the Registered Contact with the existing Plan Manager and I will be the Registered Contact for this Child Trust Fund.
- I authorise F&C to hold the child's contribution, subscriptions, Child Trust Fund investments, interest, dividends and any other rights or proceeds from Her Majesty's Revenue & Customs (HMRC) in respect of those investments and cash and to make on behalf of the child any claims to relief from tax in respect of CTF investments.
- I confirm that I have read the latest Key Information Documents for the selected investment trust(s).
- I have read and understood the pre-sales cost disclosure(s) for the savings plan and selected investment trust(s).

Signature

Date

Part 5 Instruction to your bank/building society to pay your annual management charge by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

F&C Management Limited
PO Box 11114
Chelmsford
CM99 2DG

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society
To the Manager, name of bank or building society

Address

Postcode

Service User Number

2	7	8	6	0	1

Reference number (for office use only)

Please pay F&C 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 F&C Management Limited and, if so, details will be passed electronically to my bank/building society.

Signature

Date

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 F&C Management Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request F&C 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 F&C 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 F&C 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.

Part 6 Transfer details - instruction form

Please complete the details of the CTF plan manager you are transferring from and sign the box below.

Name of existing plan manager (company)

CTF account number

Existing plan manager's address

Postcode

Child's name

Date of birth

Child's unique reference number (from voucher)

Child's address

Postcode

Registered contact

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

First name(s) in full

Surname

Registered contact's address

Postcode

- I hereby instruct you to sell any investments within my plan immediately and transfer the proceeds, together with any interest, dividends, rights and any other cash within my plan (less any amount you are entitled to keep under the terms of the account), to F&C Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- I also authorise you to provide F&C Management Limited with all such relevant information relating to my account as it may require.

Signature

Date

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, F&C 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 **www.bmogam.com/corporate/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.

www.bmogam.com/corporate/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

Write: BMO Financial Group
Office of the Data Protection Officer
95 Queen Victoria Street
London, EC4V 4HG
United Kingdom

F&C Management Limited

0800 136 420, 8.30am - 5.30pm, weekdays, calls may be recorded or monitored for training and quality purposes.