

# F&C Investment Trust ISA

## Additional Permitted Subscription (APS) application form



18DDF/1  
05/18 v2

This application pack contains forms required to use an Additional Permitted Subscription (APS) allowance following the death of an ISA investor. There are 2 forms in this pack, please refer to the information below to find which forms you need to complete.

### Form A – APS application form

Application to use an APS allowance to invest in an F&C Investment Trust ISA.

Please complete Form A if you would like to invest all or part of your APS allowance into an F&C Investment Trust ISA.

### Form B – APS transfer form

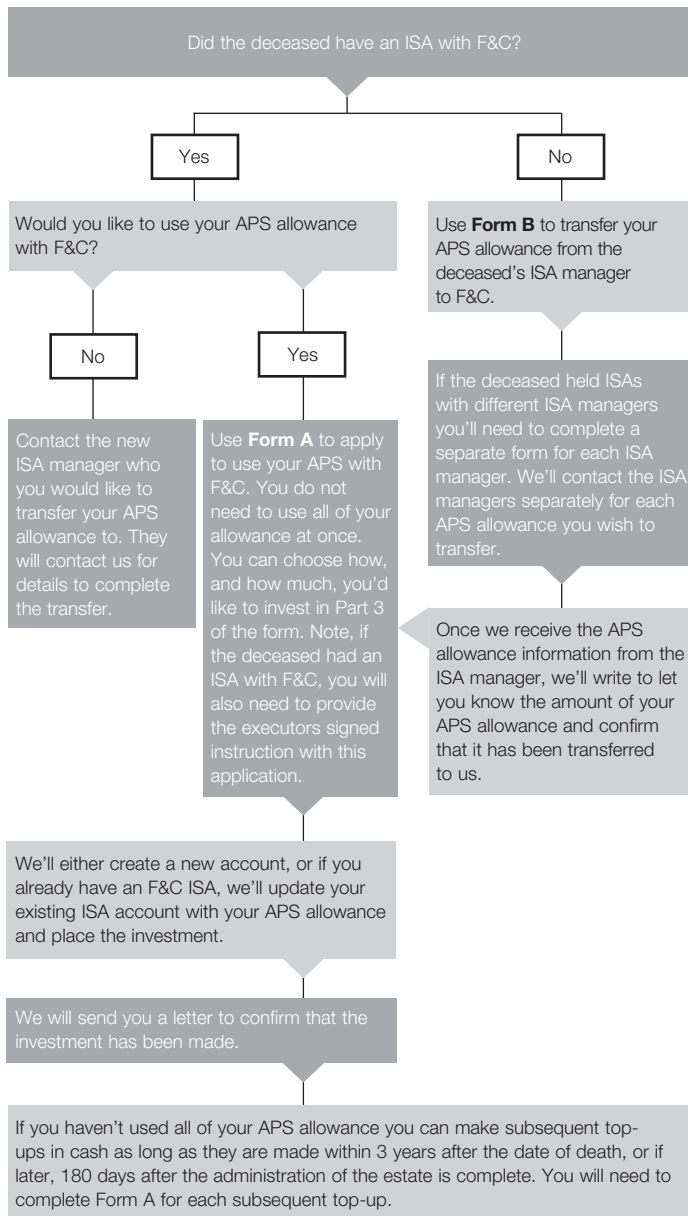
Application to transfer your APS allowance from another ISA provider to F&C Management Limited.

Please complete Form B if you would like us to request the transfer of your APS allowance from another ISA manager. Once your APS allowance has been transferred, you can then complete Form A to invest. Please note, subsequent subscriptions can only be made in cash.

If you need further application forms, please download them from our website at [fandc.co.uk](http://fandc.co.uk), email [info@fandc.com](mailto:info@fandc.com) or call **0345 600 3030\***. You can also photocopy this form, although all signatures must be original.

If you have any questions about filling in these forms, please contact us on **0345 600 3030\***.

### Which form should I complete?



### Before you send your completed application form to us, please refer to the checklist below:

#### Step 1

Your APS allowance is the value of i. if the investor died on or before 5 April 2018, up to the value of the deceased ISA investor's ISA holdings at the date of death; or ii. if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor's ISA holdings at the date of death or at the point the ISA ceased to be a "continuing account of a deceased investor". This information can be obtained from the legal representative of the estate.

#### Step 2

Please complete the form in block capitals and black ink, ensuring you have completed all the sections that applies to you.

#### Step 3

Once you have completed the form, please sign the declaration. We can only accept application forms with an original signature.

#### Step 4

If you are investing using inherited assets from the deceased's F&C ISA, then please enclose a signed executor(s) instruction with this application. This instruction should include what to do with any assets remaining in the deceased's F&C ISA. If you are making a cash contribution, please enclose a cheque made payable to 'F&C Management Limited'. Only cheques drawn on an account in your own name or a joint account including your name can be accepted. Please remember to sign and date the cheque. Post-dated cheques will not be accepted. Cheques that have not been drawn from a personal bank account must be endorsed by your bank or your building society. It can be endorsed with a company stamp or an accompanying letter from your bank or building society.

#### Step 5

Return the completed form to us at **F&C Management Limited, PO Box 11114, Chelmsford, CM99 2DG.**



## Part 3 Using your APS allowance

In this section, please indicate how much of your APS allowance you would like to subscribe and how you would like to invest by selecting from the options.

Once you have made a subscription with this APS allowance, you must make any future subscriptions in respect of this APS allowance with F&C Management Limited. Each time you would like to make a new subscription, you will need to complete an APS application form (Form A).

I wish to subscribe £ \_\_\_\_\_ of my APS allowance or  100% of my APS allowance

Please select one of the options below to let us know where the funds for your ISA are coming from.

**Option 1: Re-register the existing holdings from the deceased investor's F&C Investment Trust ISA (an "in specie" subscription)**

This option is only available if the deceased held an F&C Investment Trust ISA and you inherited the assets in that ISA. In addition to this application form we require a signed instruction from the executor(s) authorising the re-registration. Note, you do not need to fill out Part 4 if you select this option.

**Option 2: Sell the deceased investor's F&C Investment Trust ISA holdings and reinvest the cash proceeds**

This option is only available if the deceased held an F&C Investment Trust ISA and you inherited the assets in that ISA. In addition to this application form we require a signed instruction from the executor(s) authorising the sale and confirming that you are entitled to the proceeds. Please complete Part 4 to let us know how to re-invest the cash.

**Option 3: Subscribe in cash**

This option would apply if the funds are not coming from an existing F&C Investment Trust ISA. Please complete Part 4 and enclose a cheque made payable to 'F&C Management Limited'.

**Important information:**

**Option 1 & 2: Subscribing using the deceased's holdings**

If the deceased investor held more than one fund in their ISA and

- the total value of the deceased's ISA account has risen above the APS allowance, or
- you wish to subscribe less than 100% of the APS allowance,

Then the holdings will be re-registered (option 1) or sold (option 2) proportionally across all funds based on the previous business day's prices.

Any residual holdings remaining in the deceased's account will be sold and sent to the payee as instructed by the signed executor(s) instruction.

**Option 2: Sell and re-invest**

The sale of holding will be processed on the next business day following receipt of your instruction and the signed executor(s) instruction authorising this action. Your new holdings will be purchased on the next business day following completion of the sale. This means the sale proceeds will be out of the market for one business day.

## Part 4 ISA investment details *(you do not need to complete this section if you selected option 1 in Part 3)*

Please state the percentage split for your investment, ensuring that the overall total adds up to 100%. The minimum investment is £500 per trust.

Note, you will not need to complete this section if you have selected Option 1 in Part 3 to re-register the deceased's ISA investor's existing trust holdings.

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 costs disclosures for your savings plan and selected investment(s). These documents can be found at [fandc.com/literature](http://fandc.com/literature). Paper copies can be provided on request.

Trust name	SEDOL Code (for office use only)	% Amount (min £500 per trust)
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	%
	<b>Total</b>	%

Once you have made a subscription with this APS allowance with F&C, any future subscriptions in respect of this APS must be made to F&C Management Limited and be accompanied by a new application form (Form A).

## Part 5 Dividend options

Dividends will be automatically reinvested to buy more shares. If you would prefer dividends to be paid out to your bank/building society, please complete your details below.

Name of bank or building society

Bank or building society address

Postcode

Sort code

Account number

Name(s) of account holder(s)

Roll number (if applicable)

## Part 6 Declaration and authorisation

### I understand that:

- the F&C Investment Trust ISA is a stocks and shares ISA as defined in the Individual Savings Account regulations 1998, as may be amended or updated from time to time.
- this application is subject to acceptance by F&C.

**I declare that** I am the surviving spouse/civil partner of the deceased. I was living with the deceased within the meaning of Section 1011 of the Income Tax Act 2007 at the date of the deceased's death (we were not separated under a court order, under a deed of separation, or in circumstances where the marriage or civil partnership had broken down). The subscription is made under the provisions of regulation 5DDA of the ISA regulations (additional permitted subscription). The subscription is being made:

- in the case of 'in specie' subscriptions, within 180 days of beneficial ownership passing to me and
- in the case of cash subscriptions, within 3 years of the date of death, or if later, 180 days of the completion of the administration of the estate (where the deceased died in the period beginning with 3 December 2014 and ending on 5 April 2015, the deceased is treated as dying on 6 April 2015).

### 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 selected investment trust(s) and savings plan.

### I hereby declare that

- all subscriptions made, and to be made, to this ISA belong to me;
- I am 18 years of age or over and I am resident in the UK for tax purposes or, if not resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown Employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform F&C Management Limited if I cease to be resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.

### I hereby authorise F&C Management Limited to:

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- on my written request, to transfer or pay to me, as the case may be, ISA investments, dividends, rights or other proceeds in respect of such investments or any cash;
- to make on my behalf any claims to relief from tax in respect of ISA investments.

**I declare that** the information on this application form is correct to the best of my knowledge and belief.

The above forms part of our standard client agreement. Our terms are detailed fully in our F&C Investment Trust ISA Key Features and Terms & Conditions document which you should read before signing this application form. Familiarising yourself with our terms and conditions ensures you know your rights and what you are agreeing to. You can find our Key Features and Terms & Conditions document on our website or you can request a copy in the mail by phoning us. If you have any questions or need more information on any of our terms, please get in touch.

Signature

Date

Financial adviser's stamp/company name and address

Financial Conduct Authority Ref No.

Agency number

Adviser's name

No commission is paid on the F&C Investment Trust ISA

**Application checklist**

- You have read and understood the Investment Trust ISA Key Features and Terms and Conditions document.
- Make sure you have signed the declaration in part 6.
- If you are making a cash subscription (i.e. option 3), that you have enclosed a cheque and it is made payable to 'F&C Management Limited'. Only cheques from an account in your name, or a joint account including your name, can be accepted. Please remember to sign and date the cheque. Post-dated cheques will not be accepted.
- Cheques that have not been drawn from a personal bank account must be endorsed by your bank or your building society. It can be endorsed with a company stamp or an accompanying letter from your bank or building society.
- You have read the latest Key Information Document and pre-sales cost disclosures for the selected investment trust(s) and savings plan.

Please send your application, and, where applicable your cheque and/or the executor's instructions to us at:

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

If you have any queries about completing your application you can call us on **0345 600 3030\***



## Part 3 Transfer details

In this section, please provide the information about the deceased's ISA manager. We will contact the ISA manager on your behalf to organise the transfer. Once the transfer has been done, we will contact you by letter to confirm. You will then need to complete Form A and send us a cheque for the amount that you want to invest. You should not send payment at this stage.

Please note, you will need to complete a separate transfer form (Form B) for each ISA manager you wish to transfer your APS allowance from. You only need to complete one form for each ISA manager.

Name of deceased's ISA manager

Address of deceased's ISA manager (including postcode)

	Postcode

Deceased's ISA account number(s) with ISA manager

## Part 4 Your Additional Permitted Subscription (APS) eligibility declaration and signature

Please be aware that an APS allowance can only be transferred once, and only where no subscriptions have been made in respect of that APS allowance. Once the APS allowance has been transferred, subscriptions may only be made in cash.

### Your details

Title	First names (in full)	Surname

Date of birth

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### I, the investor wishing to transfer the APS allowance to F&C Management Limited, declare that:

- I am the surviving spouse / civil partner of the deceased
- I was living with the deceased within the meaning of Section 1011 of the Income Tax Act 2007 at the date of the deceased's death (we were not separated under a court order, under a deed of separation, or in circumstances where the marriage or civil partnership had broken down)
- I have not subscribed and will not subscribe to the additional permitted subscription allowance with the existing ISA provider of the deceased in respect of the deceased named on this application
- I intend to make an APS application to F&C Management Limited.

I authorise the existing ISA manager of the deceased as specified on this application to provide F&C Management Limited with any information, written or non-written, concerning the APS allowance and former ISA in respect of myself (the investor) and the deceased and to accept any instruction from them relating to the APS allowance being transferred.

I declare that this APS allowance transfer application form has been completed correctly to the best of my knowledge and belief.

Signature

Date

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Please return your completed form to F&C Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

## Part 5 APS Transfer Acceptance

We, F&C Management Limited, are willing to accept this APS allowance transfer in line with the investor's instructions overleaf. We confirm that, subject to relevant checks, we are willing to accept an APS application from the investor.

### To the ISA provider:

Please confirm in writing the aggregated value of the Additional Permitted Subscription (APS) allowance and that the transfer is complete to:

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

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](http://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](http://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](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

## F&C Management Limited

\*0345 600 3030, 9.00am – 5.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.

**BMO**  A part of BMO Financial Group

F&C Management Limited is authorised and regulated by the Financial Conduct Authority and is a member of the F&C Group of which the ultimate parent company is the Bank of Montreal. L11\_05/18\_v2\_CM15940

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Investments