

# F&C Child Trust Fund

## Top-up form



Please use this form to top-up an existing Child Trust Fund (CTF) account.

You can:

- Add a lump sum
- Start a new Direct Debit, or change the amount you invest in an existing one

Please note, standard dealing charges and limits apply:

**Dealing charge** – Government stamp duty of 0.50% applies on purchases of shares in the F&C CTF Shares account. Government stamp duty does not apply on purchases in the F&C Stakeholder account.

**Minimum top-up** – For the F&C CTF Shares account, the minimum top-up is £100 per holding, and for the F&C CTF Stakeholder account, the minimum top-up is £10 per holding.

**Minimum Direct Debit** – For the F&C CTF Shares account, the minimum Direct Debit is £25 per holding per month, and for the F&C CTF Stakeholder account, the minimum Direct Debit is £10 per month.

**Annual limit** – £4,260 for the 2018/19 tax year. This allowance runs from the child's birthday to the day before their birthday the following year, this is known as a birthday year.

If you are setting up a new Direct Debit, you should also complete the Direct Debit instruction (Part 7).

**The total investment each birthday year must not exceed the annual limit which is currently £4,260.**

Please email our Investor Services Team at [investor.enquiries@fandc.com](mailto:investor.enquiries@fandc.com) or call 0345 600 3030 if you have any queries.

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](http://fandc.com/kiids) for the F&C FTSE All-Share Tracker Fund (Share Class 1 Accumulation), and [fandc.com/literature](http://fandc.com/literature) for our other important regulatory documents. Paper copies can be ordered on request.

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](http://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**

Cheques should be made payable to F&C Management Limited

18DDF/1  
05/18 v2

### Part 1 Child's details

Please complete the child's details below.

Title (Master/Miss)	Child's first name(s) in full
Child's surname	Nationality
Child's home address	Child's date of birth
Postcode	Account number

### Part 2 Registered contact's details

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

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s) in full*
Surname*	Nationality*
Permanent residential address*	Telephone
Postcode*	National Insurance number*
Email address	Date of birth*

## Part 3 Donor details

Please ensure you supply all information requested below – all fields marked with an \* are required.

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s) in full*		
Surname*	Nationality*		
Permanent residential address*	Telephone		
	National Insurance number*		
Postcode*			
Email address	Date of birth*		

### 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](http://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](mailto:preferences@bmogam.com). For full details of how we use your personal information, please visit [www.bmogam.com/privacy](http://www.bmogam.com/privacy).

## Part 4 Investment amount

A. I wish to make a lump sum of £  to the child named in Part 1.

**Note:** The minimum lump sum is £10 for an F&C CTF Stakeholder account or £100 for an F&C CTF Shares account. Cheques for lump sums should be made payable to 'F&C Management Ltd'.

B. I wish to make a monthly contribution of £  to the child named in Part 1.

**Note:** The minimum monthly amount is £10 for an F&C CTF Stakeholder account or £25 for an F&C CTF Shares account.

- **If you are already saving monthly**, please enter the new amount you wish to save each month and we will change your direct debit to the new amount - you do not need to complete a direct debit instruction.

- **If you are setting up a new monthly contribution**, you will also need to complete the direct debit instruction in Part 7.

If you have a **F&C CTF Shares account**, this amount will be invested into the default fund already specified on the account unless the Registered Contact provides alternative investment instructions in Part 5 below.

If you have a **F&C CTF Stakeholder account**, there is only one investment option (the F&C FTSE All-Share Tracker Fund Share Class 1 Accumulation) and so top-ups will be made into this fund.

**The total investment each birthday year must not exceed the annual limit of £4,260 for the 2018/19 tax year.**

## Part 5 Alternative investment instructions (F&C CTF Shares account only)

On a Child Trust Fund, only the Registered Contact can give us an investment decision. If you are the Registered Contact and you want to give us a specific instruction for the amount(s) in Part 4, you can do this below.

Trust name	SEDOL Code (for office use only)	Column A Lump sum (min £100 per trust)	Column B Monthly savings (min £25 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	£	£
ICG Enterprise Trust (ordinary shares)*	0329200	£	£
	<b>Total amount</b>	£ <b>A</b>	£ <b>B</b>

\*Top ups can be made by existing investors in these trusts only

The amount stated above should equal the amount stated in Part A above.

The amount stated above should equal the amount stated in Part B above.

Registered Contact signature

Date

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If this is not signed by Registered Contact the gift will be invested in the default fund.

Registered Contact's full name (if different to part 2)

Please note that if you are the also the person making the contribution, you also need to sign Part 6.

## Part 6 Declaration and signature

**I declare that** the information on this completed top-up form is correct to the best of my knowledge and belief. **I confirm** I have read the Key Features of the F&C Child Trust Fund and in the case of topping-up 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 application for a top-up is made on the basis of and subject to the current F&C Child Trust Fund Terms & Conditions.

**I understand** subscriptions to the CTF are a gift to the child and will not be returned to me if I change my mind. Subscriptions may be withdrawn by the child when they reach their 18th birthday. **I understand** that this top-up is subject to acceptance by F&C.

**I confirm that** I have read the latest Key Information Documents (KID) for the selected investment trust(s). **I confirm that** I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.

Registered contact Signature

Date

Donor Signature

Date

## Part 7 Instruction to your bank/building society to pay 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

<b>To the Manager</b>	bank/building society
Address	
<input type="text"/>	
Postcode	

Service user number

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(s)

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.

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. L13\_05/18\_v2\_CM15940

