

F&C Investment Trusts

Changes to your personal details form



If your personal details have changed, please let us know by completing and returning this form.

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 return the form to:

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

Please complete this form in block capitals and black ink.

18DDF/1
05/18 v2

Part 1 Account 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.

Your name(s)*	<input type="text"/>	Your account number*	<input type="text"/>								
Date of birth*	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Nationality*	<input type="text"/>
D	D	M	M	Y	Y	Y	Y				
		National Insurance number*	<input type="text"/>								

Part 2 Change of contact details

Previous address		Postcode								
<input type="text"/>		<input type="text"/>								
Date moved into new address	New address*									
<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	<input type="text"/>	
D	D	M	M	Y	Y	Y	Y			
	Postcode									
	<input type="text"/>									
Telephone	Email address									
<input type="text"/>	<input type="text"/>									

Where a child for whom the CTF/ JISA account has been set up is under 16 years of age, postal instructions received from the Registered Contact to update their address will result in the address details for both the Registered Contact and the child being updated unless we are advised otherwise.

Signatures of account holder(s) moving to this address		Date								
<input type="text"/>	<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			

If you are moving to an address in the USA then please contact us rather than completing this form as we may require some further information from you.

Part 3 Change of name

If your name has changed you will also need to send us documentary evidence such as your marriage certificate. We cannot accept photocopies.

New name

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous name

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

New signature	Old signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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

0345 600 3030, 9am - 5pm, weekdays, calls may be recorded or monitored for training and quality purposes.

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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. L18_05/18_v2_CM15942

