

# F&C Child Trust Fund

## Change of investment instructions form



Please use this form if you would like to:

- Switch your investment from one investment trust to another trust offered within the Child Trust Fund (CTF) Shares account.
- Change the amounts or investment instructions for an existing Direct Debit.
- If you have a F&C Stakeholder CTF to transfer to a F&C Shares CTF
- If you have a F&C Shares CTF to transfer to a F&C Stakeholder CTF

To set up a new Direct Debit Instruction, please complete a Child Trust Fund Top-up form instead.

- 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/kids](http://fandc.com/kids) 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 provided on request.

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

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

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

**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**

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05/18 v2

### Part 1 Instruction type

Please tick **one** of the options below:

- I hold the F&C CTF Shares account and would like to **switch or change** my current holdings or change my future Direct Debit instruction to other trusts within the CTF shares account (complete Parts 2, 3, 4 and/or 5 and 7).
- I hold the F&C CTF Stakeholder account and would like to **transfer** my holdings to the CTF Shares account [complete Parts 2, 3, 6a, 7 (and 8 if you are saving monthly)].
- I hold the F&C CTF Shares account and would like to **transfer** my holdings to the CTF Stakeholder account [complete Parts 2, 3, 6b, 7 (and 8 if you are saving monthly)].

### Part 2 Personal details

Please complete the personal details of the Registered Contact.

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

Mr/Mrs/Ms/Miss/Other*	First name(s) in full*
<input type="text"/>	<input type="text"/>
Surname*	Registered Contact's date of birth*
<input type="text"/>	<input type="text"/>
Permanent residential address*	
<input type="text"/>	
	Postcode*
<input type="text"/>	<input type="text"/>
Email address	Telephone
<input type="text"/>	<input type="text"/>
Nationality*	National Insurance number*
<input type="text"/>	<input type="text"/>

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

### Part 3 Child's details

Please complete the child's details below.

Master	Miss	Child's first name(s) in full
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's surname		
Child's home address		
		Postcode
Nationality	Child's date of birth	Child Trust Fund account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 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 CTF shares account – switching instructions

Please complete this section if you hold the CTF Shares account and wish to switch your holding from one investment trust to another.

Please note, you can have two free switches per birthday year, the cost is £25 plus VAT per switch thereafter.

Please complete the value of shares you wish to sell from each investment trust in Column 1, **or** the number of shares you wish to sell in Column 2.

If you wish to sell your total holding, please write 'total'.

Please note you can only tick one fund for the default fund choice as this will be where any donor payments will go. If left blank, the existing default fund will remain.

In Column 3, complete the percentage of the total proceeds you would like to invest in each **new** trust. Column 3 should total 100%.

Trust name	SEDOL Code (for office use only)	Column 1 Value of shares to be sold	Column 2 Number of shares to be sold	Column 3 % of proceeds to be reinvested	Tick here to select new default fund
European Assets Trust (ordinary shares)	BD0BSY3	£		%	<input type="checkbox"/>
F&C Capital and Income Investment Trust (ordinary shares)	0346328	£		%	<input type="checkbox"/>
F&C Commercial Property Trust (ordinary shares)	B4ZPCJ0	£		%	<input type="checkbox"/>
F&C Global Smaller Companies (ordinary shares)	0017505	£		%	<input type="checkbox"/>
F&C Managed Portfolio Trust (growth shares)	B2PP252	£		%	<input type="checkbox"/>
F&C Managed Portfolio Trust (income shares)	B2PP3J3	£		%	<input type="checkbox"/>
F&C Private Equity Trust (ordinary shares)	3073827	£		%	<input type="checkbox"/>
Foreign & Colonial Investment Trust (ordinary shares)	0346607	£		%	<input type="checkbox"/>
ICG Enterprise Trust (ordinary shares)	0329200	£		N/A	N/A
F&C UK High Income Trust (ordinary shares)	B1N4G29	£		%	<input type="checkbox"/>
F&C UK High Income Trust (B shares)	B1N4H59	£		%	<input type="checkbox"/>
F&C UK High Income Trust (units)	B1N4H93	£		%	<input type="checkbox"/>
F&C UK Real Estate Investments Limited (ordinary shares)	B012T52	£		%	<input type="checkbox"/>
TR Property Trust (ordinary shares)	0906409	£		%	<input type="checkbox"/>
Deposit Account		£		%	N/A
<b>Total</b>		£		100%	

#### Charges:

- The annual account charge is £25+VAT and you can pay it from your account, or by Direct Debit (please see Part 6c).
- Government Stamp Duty of 0.5% will be charged on share purchases where applicable.
- If you invest monthly by Direct Debit, your Direct Debit for a trust you are selling will continue after the sale unless you instruct us otherwise by completing Part 5 of this form.
- You should inform your bank in writing if you wish to completely cancel your Direct Debit. Please note this may take up to 5 working days to take effect.

**Part 5** CTF shares account – redirection of existing monthly Direct Debit

Complete this section if you wish to change your future monthly investment. Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

<b>Trust name</b>	<b>SEDOL Code (for office use only)</b>	<b>Monthly amount in new trust</b>
European Assets Trust (ordinary shares)	0322566	£
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 amount</b>		£

**Please remember the minimum monthly amount for the F&C CTF Shares account is £25 per trust.**







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.

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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. L19\_05/18 v2\_CM15942

