

F&C Investment Trusts

Change of investment instructions form



Please use this form if you would like to:

- Switch your investments by selling shares and using the proceeds to buy other shares.
- Change the amounts or investment instructions for an existing Direct Debit

Please use a separate form for each account. You may photocopy this form but signatures must be original on each form.

Please email our Investor Services Team at investor.enquiries@fandc.com or call 0345 600 3030 if you have any queries.

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/literature. Paper copies can be provided on request.

All personal information submitted with this application form will be treated in accordance with F&C Fund Management Limited 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
04/18

Part 1 Plan type

Please tick the type of Plan that you are switching or redirecting from (tick one box).

F&C Investment Trust ISA	<input type="checkbox"/>		
F&C Private Investor Plan	<input type="checkbox"/>	Designation (if applicable)	<input type="text"/>
F&C Children's Investment Plan	<input type="checkbox"/>	Designation (if applicable)	<input type="text"/>
Account number	<input type="text"/>		

Part 2 Personal 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.

Please complete the details of the account holder. If shares are jointly held, you only need to write in the details of the first named holder in Part 2, but all holders must enter their details and sign in part 5.

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

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

Data Protection

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. 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 Switch instructions

Please complete this section if you wish to switch your holding from one investment trust to another trust offered within your account.

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 'All'.

In Column 3, complete the percentage of the total proceeds you would like to invest in each 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 cancel your Direct Debit for this trust
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"/>
UIL Limited ORD 10P (DI)	BZ4BVN3	£		N/A	N/A
	Total	£		100%	

Charges:

- The annual account charge for F&C Investment Trust ISA is £60 + VAT, F&C Private Investor Plan is £40 + VAT and F&C Children's Investment Plan is £25+ VAT. You can pay the charge from your account, or by Direct Debit.
- The dealing fee for selling and/or buying shares in the F&C Investment Trust ISA is 0.2%. For selling and/or buying shares in the F&C Private Investor Plan and/or F&C Children's Investment Plan the dealing charge is £12 per trust via post or £8 per trust if you are able to deal online. Online dealing cannot be conducted by joint holders.
- Government stamp duty of 0.5% also applies 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 ticking the relevant box above. 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 4 Change an existing Direct Debit instruction

Complete this section if you wish to change your future monthly savings.

Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

Trust name	SEDOL Code (for office use only)	Monthly amount in new 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	£
Total		£

Please remember the minimum monthly amounts are as follows:

- F&C Private Investor Plan £50 per trust.
- F&C Children's Investment Plan £25 per trust.
- F&C Individual Savings Account £50 per trust.

Part 5 Declaration and signature(s) of all account holders

I/We declare and accept that this instruction is made on the basis of, and subject to, the current Terms & Conditions of the F&C Private Investor Plan, F&C Investment Trust ISA or F&C Children's Investment Plan (as indicated in Part 1).

I/We understand that switching shares within the F&C Private Investor Plan/F&C Children's Investment Plan (ie outside of an ISA) could give rise to a liability to pay capital gains tax.

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

Please note this form must be signed by all account holders. All fields marked with an * are required for any joint holders.

First Joint/Only Holder*

Date

Joint Holder*

Date

Name*

Address*

Postcode

Date of birth*

National Insurance number*

Nationality*

Part 5 Declaration and signature(s) of all account holders (continued)

Joint Holder*

Date

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Name*

Address*

Postcode*

Date of birth*

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National Insurance number*

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Nationality*

Joint Holder*

Date

--	--	--	--	--	--	--	--	--	--

Name*

Address*

Postcode*

Date of birth*

--	--	--	--	--	--	--	--	--	--

National Insurance number*

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Nationality*

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 Fund 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, 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. L28_05/18_CM15942

