

F&C Child Trust Fund to F&C Junior ISA transfer form



Please use this form:

- If you have an F&C Child Trust Fund (CTF) (Shares) and you want to transfer to an F&C Junior ISA (JISA).
- If you have an F&C CTF (Stakeholder) and you want to transfer to an F&C JISA.
- Minimum transfer is £500.

Please note to transfer from an existing F&C CTF (Shares/Stakeholder) to the F&C Junior ISA the minimum transfer amount is £500 - transfers will be rejected if the existing CTF held is below this sum. Please email our Investor Services Team at 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/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

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05/18

For your information, the following table provides a comparison of the charges/options that apply to the F&C Child Trust Fund (Shares/Stakeholder versions) and the F&C Junior ISA:

Product information	Child Trust Fund – Shares account	Child Trust Fund – Stakeholder account	Junior ISA
Minimum investment	£25 per trust per month £100 per trust lump sum	£10 per month £10 lump sum	£30 per trust per month £250 lump sum per trust
Annual account charge	£25 + VAT	0.7%**	£25 + VAT
Dealing charge †	Nil	Nil	£12 postal £8 online per holding on sale & purchase
Option to hold cash	No	No	No
Investment options	10 investment trusts	F&C FTSE All-Share Tracker Fund	10 investment trusts
Invest £4,260 each year	Birthday year	Birthday year	Tax year
Friends and family can invest	✓	✓	✓
Locked away until child's 18th birthday	✓	✓	✓

† Charges do not apply to the reinvestment of dividends and/or monthly instalments. ** Regulations cap annual charges at 1.5% (including on-going expenses charged in the fund, which are currently 0.36%).

Part 1 Instruction type

F&C Child Trust Fund account number:

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

I hold the F&C CTF Shares account and would like to transfer my holdings into the F&C JISA.

I hold the F&C CTF Stakeholder account and would like to sell my holdings and transfer the proceeds into the F&C JISA.

What is your intended use for this account? Are you investing for:

Retirement Education Income Capital growth Other

Part 2 Personal details (Registered Contact)

Please ensure you supply your address, date of birth, Nationality and National Insurance number - all are required to open your plan.

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Permanent residential address

Date of birth

Postcode

Telephone †

National Insurance number

Nationality

Email address †

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

Part 3 Child's details

Master	Miss	Child's first name(s) in full
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's surname		Nationality
<input type="text"/>		<input type="text"/>
Child's home address		
<input type="text"/>		
Postcode		
<input type="text"/>		
Child's date of birth	<input type="text"/>	Unique Reference Number (URN) <input type="text"/>

Part 4 Transfer instructions – please instruct us how much you would like to invest

Part 4a – Transferring from an F&C CTF Shares account

- Your existing holdings will be transferred in-specie from your F&C CTF to an F&C JISA.
- You do not need to complete Column A as the shares will be transferred in-specie however, if you would like to change the funds you're invested in please send us an instruction the respective change of instructions form available on our website ensuring it is signed by the Registered Contact.
- A new Account Number will be allocated to your child's investment after we have completed the transfer to the F&C JISA.
- All existing Direct Debits in place under your F&C CTF will be cancelled. This will include direct debits made by other family members. To continue savings into the F&C JISA please complete Column B below to confirm the amount you wish to pay and fill in the bank details at Part 6. In order to set up any additional direct debits that were in place under the CTF please ensure that the other family members complete new direct debit forms that are available on our website.
- If you are paying the Annual Management Fee on your F&C CTF by direct debit this will also be cancelled.

Part 4b – Transferring from an F&C CTF Stakeholder account

- You need to complete Column A and your F&C FTSE All Share Tracker fund holdings will be sold and the proceeds invested as per your instructions in Column A below.
- A new Account Number will be allocated to your child's investment after we have completed the transfer to the F&C JISA.
- All existing Direct Debits in place under your F&C CTF will be cancelled. This will include direct debits made by other family members. To continue savings into the F&C JISA please complete Column B below to confirm the amount you wish to pay and fill in the bank details at Part 6. In order to set up any additional direct debits that were in place under the CTF please ensure that the other family members complete new direct debit forms that are available on our website.
- If you are paying the Annual Management Fee on your CTF by direct debit this will also be cancelled.

Part 4c – JISA annual management charge

- An annual management charge of £25+VAT is applied in two equal instalments on 5 April and 5 October each year. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit form in Part 6.
- I would like to pay my management charge by Direct Debit. (please complete part 6)
- If you do not select this option or Part 6 is not completed your annual management charge will be paid out of any available cash on your account. If there is insufficient cash in the plan the outstanding management charge will be settled by the sale of shares.

Please tick which trust is to be the Default fund. This will be the trust used for investing extra contributions in the future, should we not receive specific instructions from the Registered Contact. Please note we are unable to receive additional subscriptions until the transfer is complete.

The minimum transfer amount to the F&C JISA is £500.

Trust name	SEDOL Code (for office use only)	Column A % Amount (only required for transfers from F&C Stakeholder account)	Column B Monthly savings (min £30 per trust)	Default fund (tick one box only)
European Assets Trust (ordinary shares)	BD0BSY3	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Capital and Income Investment Trust (ordinary shares)	0346328	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Commercial Property Trust (ordinary shares)	B4ZPCJ0	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Global Smaller Companies (ordinary shares)	0017505	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Managed Portfolio Trust (growth shares)	B2PP252	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Managed Portfolio Trust (income shares)	B2PP3J3	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C Private Equity Trust (ordinary shares)	3073827	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
Foreign & Colonial Investment Trust (ordinary shares)	0346607	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C UK High Income Trust (Ordinary shares)	B1N4G29	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C UK High Income Trust (B shares)	B1N4H59	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C UK High Income Trust (units)	B1N4H93	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
F&C UK Real Estate Investments Limited (ordinary shares)	B012T52	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
TR Property Trust (ordinary shares)	0906409	<input type="text"/> %	£ <input type="text"/>	<input type="checkbox"/>
Total amount		100%	£ <input type="text"/>	

Part 4 Transfer instructions – please instruct us how much you would like to invest (continued)

- Please note more than one person can contribute to the JISA account, however the total investment each tax year must not exceed the annual limit of £4,260 for the 2018/19 tax year.
- The amount transferred will not count against the F&C JISA subscription limit for the relevant year.
- Monthly savings must be made by Direct Debit. If you wish to save monthly, please complete the Direct Debit mandate (Part 6). This will be for the total of column B in the table on the previous page.
- If you are transferring from a Stakeholder account your application will be rejected if you do not select a Default fund in the table above.
- If you are transferring from a Shares account your Default fund will remain the same.

Part 5 Declaration

I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for that child.
- I will be the Registered Contact for the JISA.
- The child named in Part 3 will be the beneficial owner of the account investments.
- I have not subscribed and will not subscribe to another stocks and shares JISA for this child.
- I am not aware that this child has another stocks and shares JISA.
- I am not aware of other JISA subscriptions that will result in this child exceeding the annual limit of £4,260 in the 2018/19 tax year.
- I will not knowingly make subscriptions to JISAs for this child that will result in the £4,260 in the 2018/19 tax year subscription limit being exceeded.
- I authorise F&C Management Limited:
 - to hold, or arrange a suitable third party to hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash;
 - to make on the child's behalf any claims to relief from tax in respect of JISA investments.
- I agree to be bound by the Junior ISA Key Features & Terms and Conditions and will promptly inform you of any changes in my circumstances.
- 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.
- I understand that this application is subject to acceptance by F&C Management Limited.
- I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:
 - minimum subscriptions of £10 allowed; and
 - annual charge of 1.5%.

If you are applying to transfer a stakeholder CTF, tick this box to confirm that you understand this and wish to proceed

- I declare that the statements completed on this application are true to the best of my knowledge and belief.

Signature

Date

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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.

GDPR Privacy Notice – Summary statement

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, 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. L35_05/18_CM15939

