

## Transfer application form

- This application form is an offer to enter into an agreement with F&C Management Limited ("F&C") for an F&C Investment Trust ISA.
- You can use this form to transfer existing stocks and shares ISA(s) and/or cash ISA(s) from another plan manager.
- The F&C Investment Trust ISA is a stocks and shares ISA only.
- If you need further application forms, please download them from our website at [fandc.co.uk](http://fandc.co.uk), email [info@fandc.com](mailto:info@fandc.com) or call 0800 136 420. You can also photocopy this form, although signatures must be original.
- 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 costs disclosures for your savings plan and selected investment(s). These documents can be found at [fandc.com/literature](http://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 Management Limited's Privacy Notice which is available at: [www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy).

**Please complete the form in block capitals and in black ink.**

*Please return the form to:*

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

18DDF/1  
 05/18 v2

### Part 1 Account to transfer

I wish to transfer:

My existing stocks and shares ISA, please complete Parts 2 to 7 (8 where applicable) then Part 10.

For a stocks and shares ISA transfer, please note that you may only transfer the cash value of the stocks and shares component of ISAs held with other managers.

My existing cash ISA, please complete Parts 2 to 7 (8 where applicable) then Part 11.

### Part 2 Personal details

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

If you have an existing plan with F&C, please give your account number

National Insurance number

Date of birth



Tick here if you have never been issued with a National Insurance number









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

Retirement  Education  Income  Capital growth  Other

#### 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 3 Investment Details

Please state the percentage split for your transfer amount, ensuring that the overall total adds up to 100%.  
The minimum investment is £500 per trust.

Trust name	SEDOL Code (for office use only)	ISA transfer %
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	%
<b>Total amount</b>		<b>100 %</b>

### Part 4 Dividend options

Dividends will be automatically reinvested to buy more shares. If you would prefer dividends to be paid out to your bank/building society, please complete your details below.

Name of bank or building society

Branch sort code

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Account number

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Roll Number

Name of account holder(s)

Bank or building society address

Postcode

Please note that if you are transferring into an existing F&C Investment Trust ISA the instructions given above will override any existing dividend arrangements. If this section is left blank all dividends received within the Plan will be re-invested.





## Part 9 Authorising the transfer

You should complete a separate transfer instruction form for each ISA manager from whom you wish to transfer an ISA. Complete Part 10 if you are transferring a stocks and shares ISA and/or Part 11 if you are transferring a cash ISA. You can photocopy these forms, download another from the website or ask us to send you another. The whole application form should be returned to us. We will then detach the transfer instruction(s) and forward it to your current ISA manager(s).

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### Application checklist

Please ensure:

- you have read and understood the brochure, Key Features and Terms & Conditions.
- you have signed and dated the Declaration in Part 7 and the transfer instruction form in Part 10 and/or Part 11, whichever applies.
- you have supplied your postcode, date of birth and National Insurance number.
- that you have read the latest Key Information Document and pre-sales cost disclosures for the selected investment trust(s) and savings plan.

# F&C Investment Trust ISA Stocks and Shares

## Transfer instruction form



**Part 10** Instruction to the ISA manager from whom you are transferring your stocks and shares ISA.

### Investor's personal details

National Insurance number  Tick here if you have never been issued with a National Insurance number

Title (Mr/Mrs/Miss/Ms/Other) First name(s) in full Surname

Permanent residential address (including postcode)  
  
 Postcode

Date of birth

### Existing manager's details

Company name

Company address  
  
 Postcode

### Details of plan(s) to be transferred

ISA account number(s)

Sort code (if applicable)

If you are transferring a stocks and shares ISA for the current tax year, you must transfer the whole subscription. You can transfer previous tax years' subscriptions in whole or in part.

- Transfer all stocks and shares ISA holdings in full.  Transfer a current tax year's stocks and shares ISA, in its entirety.
- Transfer previous tax years' stocks and shares ISAs, in their entirety, enter tax year(s)
- Transfer part of previous tax year(s), enter tax year(s)  and amount £
- or the part

### Instruction and authorisation

- I hereby instruct you to sell investments in line with the above instruction immediately and transfer the proceeds, together with any interest, dividends, rights and any other cash within my plan (less any amount you are entitled to keep under the terms of the account), to F&C Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- Please transfer my plan once instructions have been received from F&C to do so.
- I also authorise you to provide F&C Management Limited with all such relevant information relating to my account as it may require.

Signature  Date

# F&C Investment Trust ISA

## Cash ISA transfer instruction form



**Part 11** Instruction to the ISA manager from whom you are transferring your cash ISA.

### Investor's personal details

National Insurance number  Tick here if you have never been issued with a National Insurance number

Title (Mr/Mrs/Miss/Ms/Other) First name(s) in full Surname

Permanent residential address (including postcode)  
  
 Postcode

Date of birth

### Existing manager's details

Company name

Company address  
  
 Postcode

### Details of plan(s) to be transferred

ISA account number(s)

Sort code (if applicable)

Remember, if you are transferring a cash ISA for the current tax year, you must transfer the whole subscription including accrued interest and close the current cash ISA. You can transfer previous years' subscriptions in whole or in part.

Transfer a current tax year's cash ISA, in its entirety, including accrued interest and close the current cash ISA.

Transfer previous tax years' cash ISAs in their entirety, enter tax year(s)

Transfer part of previous tax year(s), enter amount £

### Instruction and authorisation

■ I request you to transfer the above mentioned cash ISA funds to F&C Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

■ Please transfer my plan once instructions have been received from F&C to do so.

■ I also authorise you to provide F&C Management Limited with all such relevant information relating to my account as it may require.

Signature

Date

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

0800 136 420, 8.30am - 5.30pm, weekdays, calls may be recorded or monitored for training and quality purposes.