

F&C Junior ISA transfer form



Please use this form if you would like to transfer an existing Child Trust Fund (CTF) or Junior ISA (JISA) with another CTF/JISA provider into the F&C Junior ISA.

Please note, this form can only be completed by the Registered Contact of the existing CTF or JISA.

Also, please note we are unable to accept any top-up payments (lump sums or direct debits) to the F&C JISA until your transfer is complete. We will send you confirmation once we have received the money from the transferring CTF/JISA plan manager.

If you have an existing F&C CTF and wish to transfer this to the F&C JISA please complete the Transferring from an F&C Child Trust Fund to the F&C Junior ISA' form.

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. Paper copies can be provided on request.

Please email our Investor Services Team at info@fandc.com or call 0800 136 420 if you have any queries.

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 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
05/18 v2

Part 1 Child's details

Please ensure you supply an address, date of birth, Nationality and National Insurance number (if they have one) - all are required to open a plan.

I am transferring a CTF or JISA for:

Master Miss Child's first name(s) in full

Child's surname

Child's home address

 Postcode

Child's date of birth

Nationality

Child's National Insurance number (if they have one)

or CTF account holders only Unique Reference Number (URN)

The child's unique reference number was included in the original Government CTF voucher and should also be found on the annual CTF statement from your existing plan manager.

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

 Postcode

Date of birth

Telephone*

Nationality

National Insurance number

Email address

If you have an existing F&C JISA for this child, please enter the account number here.

Account number

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

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

Retirement Education Income Capital growth Other

Part 3 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 8.

I would like to pay my management charge by Direct Debit. (please complete Part 8)

If you do not select this option or Part 8 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.

Part 4 Your transfer instructions - please instruct how you would like to invest

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

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 accept any additional subscriptions until the transfer has been completed.

Trust name	SEDOL Code (for office use only)	% Amount	Default fund (tick one box only)
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"/>
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"/>
Total amount		100 %	

Your application will be rejected if you do not select a Default fund in the table above.

Part 5 For financial adviser use only

Financial adviser's stamp/company name and address

Financial Conduct Authority Ref No.

Agency number

Adviser's name

No commission is paid on the F&C Junior ISA.

I apply to transfer

- my existing JISA(s) or CTF to the F&C Junior ISA as indicated in part 7a or 7b

I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for that child.
- I am the Registered Contact for the JISA or CTF.
- 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 for tax year 2018/19.
- I will not knowingly make subscriptions to JISAs for this child that will result in the £4,260 for tax year 2018/19 being exceeded.
- I authorise F&C Management Limited:
 - to hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash; and
 - 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 understand that this application is subject to acceptance by F&C Management Limited.
 - I have read the latest Key Information Documents for the selected investment trust(s).
 - I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and savings plan.
 - 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.**
- If for any reason the transfer from the F&C CTF to the F&C JISA is unsuccessful, any JISA account that has been opened on a provisional basis will be invalid and any subscriptions to such account will be returned. The CTF will remain intact.
- 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 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 7a Instruction to transfer an existing Stocks and Shares JISA/CTF with another provider to the F&C JISA

Name of existing plan manager (company)

JISA/CTF account number

Existing plan manager's address

	Postcode

Child's name

Date of birth

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Sort code (if applicable)

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Child's address

	Postcode

Registered Contact

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

First name(s) in full

Surname

Registered contact's address

	Postcode

The F&C Junior ISA is a Stocks and Shares JISA. As a child can only hold one stocks and shares JISA or one CTF, any existing Stocks and Shares JISA or CTF must be transferred in full.

■ I hereby instruct you to sell all investments within my plan 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

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Part 7b Instruction to transfer an existing cash JISA/CTF with another provider to the F&C JISA

Name of existing plan manager (company)

JISA/CTF account number

Existing plan manager's address

Postcode

Sort code (if applicable)

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Child's name

Date of birth

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Child's address

Postcode

Registered Contact

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

First name(s) in full

Surname

Registered contact's address

Postcode

The F&C Junior ISA is a Stocks and Shares JISA. As a child can only hold one stocks and shares JISA and one Cash JISA, or one CTF, you can choose whether to transfer an existing Cash JISA in whole or in part but a CTF must be transferred in full. Please note that the current tax year subscriptions must be transferred in full.

Transfer account in its entirety

Transfer part of account, enter amount (JISA only)

 £

■ Therefore, I request you to transfer the above mentioned cash CTF/JISA 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

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Please fill in the whole form using a ball point pen and send it to:

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

Service user number

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Name(s) of account holder(s)

Reference (for office use only)

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Please pay F&C Management Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with F&C Management Limited and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To the Manager	bank/building society
Address	
Postcode	

Signature(s)

Date

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Banks and building societies may not accept Direct Debit instructions for some types of account.

To be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit F&C Management Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request F&C Management Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by F&C Management Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
– If you receive a refund you are not entitled to, you must pay it back when F&C Management Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

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

0800 136 420, 8.30am - 5.30pm, 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. L9_05/18_v2_CM15939

