

The F&C ISA is provided by F&C Fund Management Limited.

This form is an offer to enter into an agreement that covers your transactions with F&C Fund Management Limited (trading as BMO Global Asset Management). Before completing the form, please ensure that you have read the relevant Key Investor Information Document(s) and Terms and Conditions. Go to Part 5, Declaration, to see if you are eligible to apply for an ISA.

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](http://www.bmogam.com/corporate/privacy).

Please use BLOCK CAPITALS and black ink throughout and ensure you have signed the Declaration in Part 5.

## Part 1 Investor Details – this section must be completed

Please enter your existing investment account number here (if you have one):

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Your details

Title	First names (in full)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent residential address (including postcode)

<input type="text"/>
<input type="text"/>
Postcode

Daytime telephone number	Evening telephone number
<input type="text"/>	<input type="text"/>

Date of birth	Nationality
<input type="text"/>	<input type="text"/>

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

Retirement  Education  Income  Capital growth  Other

National Insurance number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you do not have a National Insurance number, please tick here

**Your National Insurance number**  
Your National Insurance number is required to open your account. If you do not know your number, you can obtain it from your employer or tax office (or pension book, if you have one). Please note, your National Insurance number will also be used for internal identification purposes.

## Part 2 Type of ISA – this section must be completed

Please tick the tax year you would like to invest in.  
(Please note that you need a separate application form and cheque for each tax year that you wish to invest):

Your total ISA subscription each tax year must not exceed the overall annual limit of £20,000 for 2018/2019.

2018/2019 ISA  OR 2019/2020

If neither is ticked the application is in respect of the 2019/2020 tax year.

**Application checklist**

1. Make sure you have completed each part of the application and signed the Declaration in Part 5.
2. Lump sums – please make your cheque payable to **F&C Fund Management Limited** and enclose it with your application.
3. Regular savings – please enclose a cheque for the first payment and make sure you complete the Direct Debit Instruction. The cheque must match the account details of the Direct Debit.
4. Any cheques or Direct Debits payable to F&C Fund Management Limited must be drawn from an account in the name of the applicant.
6. **Where the application is supported by a building society cheque or bankers draft please state the name and account number from which the funds have been drawn either on the front of the cheque, on the back of the cheque together with the branch stamp, or by way of other supporting document.**

The deadline for receipt of applications for the tax year 2018/19 is 12 midnight, 5 April 2019. The deadline for receipt of applications for the tax year 2019/20 is 12 midnight, 5 April 2020.

Please send your application, plus your cheque, together with any other relevant information as specified, to your financial adviser, or to:

**F&C Fund Management Limited**  
PO Box 9040,  
Chelmsford,  
Essex  
CM99 2XH

Receipt at any other offices of F&C Fund Management Limited or its associates will not be deemed to be receipt for purposes of effecting the ISA.

If you have any queries about completing your application please call us on **0800 085 2752**

### Part 3 Investment Details – *this section must be completed*

You can choose to invest with a lump sum and/or through regular savings. Please list the fund(s) you wish to invest in and the amount per fund.

Fund	Tick if you want to receive income shares or accumulation shares		Lump Sum Amount (min £1,000 per fund)	Regular Savings Amount (min £50)
	Accumulation	Income		
			Total	Must not exceed £20,000

**Income Payments** If you have selected income shares the income (interest or dividends) from your investments will be automatically paid out. If you wish to receive the income from your investment into your Bank/Building Society Account you will need to complete your Bank/Building Society details in Part 4. If you have selected the Extra Income Bond, Corporate Bond Fund, Maximum Income Bond Fund, US Smaller Companies Fund or High Income Fund which have income shares only, but want your income to be re-invested, please tick this box

**Regular savings**

If making monthly payments you must fill in the Direct Debit form in Part 6.

Lump sum investments can be made in addition to monthly payments as long as the total amount does not exceed the relevant ISA limit. You must enclose a cheque for the first payment.

### Part 4 Bank/Building Society Details – *for Distribution Income*

This section only needs to be completed if you wish to receive the income (interest or dividends) from your investment.

Name of bank or building society

Address

Postcode

Sort code  Account number

Name(s) of account holder(s)  Roll number (if applicable)

### Part 5 Declaration & authorisation – *this section must be completed*

**I have received advice on this investment decision.** Yes  No

(Please tick one box to confirm. The instructions will be processed on the basis that the decision was advised if left blank.)

**I declare that** the information given on this completed application form is correct to the best of my knowledge and belief. I confirm that I have seen the current Key Investor Information Document for each of the share classes applied for in Part 3. I agree to be bound by the terms & conditions relating to the plan and to inform F&C Fund Management Limited in writing immediately of any change in my circumstances.

**I understand that** this application is subject to acceptance by F&C Fund Management Limited and that they may act on instruction from my financial adviser, if applicable.

**I understand that** money laundering regulations may require F&C Fund Management Limited to verify my identity and permanent residential address through searches of the electoral roll and credit reference agencies and that these agencies may keep a record of F&C Fund Management Limited's enquiry. I further understand that F&C Fund Management Limited may also need to write to me for additional documentation confirming my identity and permanent residential address. All applications will be processed on receipt, however F&C Fund Management Limited reserves the right not to issue Shares to me nor make payments in respect of my investment until satisfactory proof of my identity and permanent residential address is provided.

**I declare that:**

- All subscriptions made and to be made to this ISA belong to me;
- I am 18 years of age or over;
- I wish to subscribe in respect of the 2018/19 tax year or 2019/20 tax year as indicated in Part 2 and subsequent years.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash ISA, a stocks and shares ISA, and an innovative finance ISA in the same tax year;
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA, and
- I am resident in the UK for tax purposes or, if not so resident, perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the UK, or I am married to or in a civil partnership with a person who performs such duties. I will inform F&C Fund Management Limited if I cease to be so resident and ordinarily resident or to perform such duties or to be married to or in a civil partnership with a person who performs such duties.

**I hereby authorise F&C Fund Management Limited:**

- To disclose any information relating to my account to the Financial Conduct Authority, HMRC or to make such disclosure as otherwise required by law, including anti-money laundering and anti-terrorism laws. F&C Fund Management Limited may be obliged to make disclosures regarding such information to comply with the requirements of applicable law or regulation and/or the requirements of UK and other competent authorities;
- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and other cash;
- To make on my behalf any claims to relief from tax in respect of ISA investments;
- On my written request, to transfer or pay to me, as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash;
- To undertake any necessary searches of the electoral roll and credit reference agencies.

Signature

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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](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).



**Instruction to your bank or building society to pay by Direct Debit**



Please fill in the whole form using a ball point pen and send to:  
F&C Fund Management Limited, PO Box 9040, Chelmsford, Essex CM99 2XH.

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Name(s) of account holder(s)**

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**Bank/building society account number**

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**Branch sort code**

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**Service user number**

8	2	4	3	6	1
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**Reference**

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**Instruction to your bank or building society**

Please pay F&C Fund 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 Fund Management Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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BMO Global Asset Management is a trading name of F&C Fund Management Limited, which is authorised and regulated by the Financial Conduct Authority.



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

This Guarantee should 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 Fund Management Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request F&C Fund 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 Fund 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 Fund 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.

**Part 6**

**For Financial Adviser Use only –**

*this section must be completed in full. The form may be rejected if the fields have not been filled in.*

Company name

Company address including postcode

Postcode

Agent code\*

FCA number

\*This number can be located on your commission statement.

Name of Network or Service Provider you are affiliated with (if relevant)

This transaction is subject to the current Terms of Business for Independent Intermediaries available within the Literature Library at [www.bmogam.com/adviser](http://www.bmogam.com/adviser).

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](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