

# LF Miton Investment Funds

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Additional Investor Information Document

V10-4-18



## LF Miton Investment Funds

### Sub-funds

LF Miton Balanced Multi Asset Fund  
LF Miton Cautious Multi Asset Fund  
LF Miton Defensive Multi Asset Fund

### Authorised Corporate Director

Link Fund Solutions Limited  
PO Box 389  
Darlington  
DL1 9UF

### Depositary

The Bank of New York Mellon (International) Limited

### Investment Manager

Miton Asset Management Limited  
6th Floor  
Paternoster House  
65 St. Paul's Churchyard  
London  
EC4M 8AB

Website: [www.mitongroup.com](http://www.mitongroup.com)

Link Fund Solutions Limited ('LFS') is authorised and regulated by the Financial Conduct Authority, FCA Register No. 119197. The main business of LFS is the operation of collective investment schemes (including ISA management) and acting as Authorised Fund Manager. Further information in relation to LFS may be obtained from the Financial Services Register by visiting the FCA website at <http://register.fca.org.uk/>, by telephoning 0800 111 6768 or by writing to the FCA at 25 The North Colonnade, Canary Wharf, London E14 5HS.

Please read the Additional Investor Information and the Terms and Conditions carefully. The Terms and Conditions replace any terms and conditions which you may have previously entered into with LFS. It is important that you retain the Additional Investor Information and the Terms and Conditions as your rights as an investor are governed by them.

The Additional Investor Information and the Terms and Conditions apply in addition to the Prospectus and the Key Investor Information Document. The Additional Investor Information and the Terms and Conditions, together with the Prospectus, Key Investor Information Document and Application Form, form our agreement with you.

You should read the Prospectus of all Authorised Unit Trusts and Open-ended Investment Companies in which you invest. Among other things, these set out risk warnings relevant to your Investment.

## Additional Investor Information

### 1. Cancellation rights

- a) Cancellation rights may be available to you if you have invested as a result of advice from a professional adviser. If you have invested via a professional adviser you may be entitled to cancellation rights within 14 days of receiving from us a notice of your right to cancel. If you have the right to cancel and you wish to do so you should return the completed notice to Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF within 14 days of receipt. You cannot claim full reimbursement if the value of your investment falls before we receive written confirmation that you wish to cancel. Provided you return your cancellation instruction to us within the 14 days, we will return the amount invested to you less any fall in value your investment may have experienced in the interim. For ISA investors, cancellation rights will only apply to the first payment into your ISA. An ISA subscription cancelled within the cancellation period does not count as a subscription to an ISA. If you do not cancel your ISA, your ISA will remain open and you will not be able to open another stocks and shares ISA for the relevant financial year.
- b) We reserve the right to return the cancellation proceeds by cheque or bank transfer (CHAPS or BACS). Proceeds returned by bank transfer will only be returned to the account from which the original subscription was received.

### 2. Compensation

If we cannot meet our obligations you may be entitled to compensation from the Financial Services Compensation Scheme (the 'Scheme'). Your entitlement to compensation depends on the type of business and the circumstances of the claim. Most types of investment business are covered for claims of £50,000 per person per firm. The amounts of compensation may change from time to time and you should check your entitlement with the Scheme. Further information about compensation arrangements is available from the Scheme.

You can contact the Scheme by calling their helpline on 0800 678 1100 or 020 7741 4100, visiting the Scheme website at [www.fscs.org.uk](http://www.fscs.org.uk) or by writing to the Scheme at Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU.

### 3. Complaints

If you have any queries or complaints please write to us at Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF. Alternatively, you may contact us by telephone on 0345 606 6182, fax to 0113 224 6004 or by e-mail to [investorservices@linkgroup.co.uk](mailto:investorservices@linkgroup.co.uk). Your complaint will be fully investigated and a full resolution sought. A copy of our complaints guide is available upon request.

When we have considered your complaint, we will issue you with our final response letter. If you are not satisfied with our response, or if we cannot issue a final response letter within eight weeks of receipt of your complaint, you may refer your complaint directly to the Financial Ombudsman Service by writing to Financial Ombudsman Service, Exchange Tower, London E14 9SR, or by calling their consumer helpline on 0800 023 4567 (free when calling from a landline) or 0300 123 9123 (charged at the same rate as 01 or 02 numbers on mobile tariffs) or by e-mail to [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk).

### 4. Voting Policy

LFS delegates the exercise of voting rights to the relevant investment managers. LFS has a strategy for determining when and how voting rights attached to the property of each Authorised Unit Trust and Open-Ended Investment Company in which you invest are to be exercised for the benefit of those Authorised Unit Trusts and Open-ended Investment Companies. A copy of the Voting Policy is available on our website at [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

### 5. Order Execution Policy

LFS's Order Execution Policy sets out the factors which LFS expects the relevant investment managers to consider when effecting transactions and placing orders in relation to the Authorised Unit Trusts and Open-ended Investment Companies in which you invest. This policy has been developed in accordance with LFS's obligations under the FCA Rules to obtain the best possible result for the Authorised Unit Trusts and Open-ended Investment Companies in which you invest. Details of our Order Execution Policy are available on our website [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

### 6. Fees and expenses

LFS charges fees and expenses as operator of the Authorised Unit Trusts and Open-Ended Investment Companies in which you invest and full details are disclosed in the Prospectuses of those Authorised Unit Trusts and Open-ended Investment Companies, which are available on our website [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk) or on request. Details of our Conflicts of Interest Policy are available on our website [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

## Terms and Conditions

These are the Terms and Conditions on which LFS conducts designated investment business.

### 1. Definitions and interpretation

1.1 In these Terms and Conditions, the following words and expressions have the meanings set out below (unless the context otherwise requires):

**Account** means the client account which we open for each ISA investor;

**Account Manager** means a person who has been authorised by HMRC to sell and manage ISA products;

**Administration period** means the period during which the personal representatives are settling the estate. It starts on the day following the date of death of the deceased person and ends when the personal representatives have taken all the steps necessary to complete the administration of the estate.

**Anti-Money Laundering Requirements** means all applicable anti-money laundering legislation, regulations, rules or guidelines (as amended from time to time);

**Applicable Law** means all applicable laws and regulations of the UK;

**Application Form** means the application form to be completed and signed by you relating to your subscription for an Investment;

**APS** means Additional Permitted Subscriptions;

**Associate** means a company within the same group of companies of which Link Administration Holdings Limited is the holding company;

**Authorised Fund Manager** means the authorised corporate director of an Open-Ended Investment Company or the manager of an Authorised Unit Trust, as applicable;

**Authorised Unit Trust** means a type of authorised investment fund constituted as a trust, in which investors can invest their monies which are managed and invested on their behalf by investment professionals;

**Business Day** means a day (other than a Saturday or a Sunday) on which the London Stock Exchange is open for general business in London, England;

**Client Money** means all monies which we receive or hold on your behalf under the FCA Rules;

**Data Protection Regulations** means the Data Protection Act 1998 or any replacement act or regulation (as amended from time to time);

**FCA** means the Financial Conduct Authority, currently of 25 The North Colonnade, Canary Wharf, London E14 5HS, including any replacement regulatory body;

**FCA Rules** means the rules and guidance of the FCA (as amended from time to time);

**HMRC** means HM Revenue & Customs;

**Investment** means Units or Shares held directly or in an Account;

**ISA** means an individual savings account or a new individual savings account (NISA) within the meaning of the ISA Regulations;

**ISA Regulations** means the Individual Savings Account Regulations 1998 (as amended from time to time);

**Key Investor Information Document** means the essential information describing your investment in an Authorised Unit Trust or Open-Ended Investment Company. Until all Authorised Unit Trust or Open-Ended Investment Companies are subject to the disclosure requirements of the Packaged Retail and Insurance-based Investment Products ("PRIIPS") regulation, the reference to "Key Investor Information Document" should be read as including any supplementary information provided by LFS to potential investors on the costs and charges relating to its funds;

**LFS, we, or us** means Link Fund Solutions Limited, a company registered in England No. 1146888, whose registered office is 6th Floor, 65 Gresham Street, London EC2V 7NQ and which is authorised and regulated by the Financial Conduct Authority;

**Open-Ended Investment Company** means a type of authorised investment fund of variable size in corporate form, in which investors can invest their monies which are managed and invested on their behalf by investment professionals;

**Prospectus** means the prospectus of any Authorised Unit Trust or Open-Ended Investment Company in which you invest;

**Share** means a share (of any class) in an Open-Ended Investment Company operated or administered by LFS;

**Tax Free** means there will be no personal liability to UK income tax on any income your ISA produces and no capital gains or stamp duty to pay when you sell or transfer your ISA, depending on personal circumstances. If in doubt, we strongly recommend you consult a taxation specialist;

**Terms and Conditions** means these terms and conditions;

**UK** means the United Kingdom consisting of England, Wales, Scotland and Northern Ireland only;

**Unit** means a unit (of any class) in an Authorised Unit Trust managed by LFS;

**Valuation Point** means, in respect of Shares or Units (of any class), the point at which a valuation is carried out for the purpose of determining the price that such Shares or Units (of any class) may be sold or purchased by you; and

**you or investor** means a person who invests in financial products provided by LFS.

1.2 References to a 'clause' means a clause of these Terms and Conditions. References to legislation, regulations, orders or rules shall mean such legislation, regulations, orders or rules, as amended from time to time or any re-enactment or replacement legislation, regulations, orders or rules, from time to time. Clause headings are for convenience only and do not affect the interpretation of these Terms and Conditions.

### 2. Money Laundering

2.1 To comply with Anti-Money Laundering Requirements, we may be required to verify the identity of our customers. The provision of any services to you is subject to satisfactory completion of our verification process and our acceptance of your Application Form. We reserve the right to refuse any application without providing a reason to you.

2.2 You authorise us to use personal information provided by you in order to conduct appropriate checks to enable us to comply with our obligations under Anti-Money Laundering Requirements. Accordingly, we may undertake a search with Experian for the purpose of verifying your identity. To do so, Experian may check the details we hold about you and which you have supplied

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against any particulars on any database (public or otherwise) to which Experian may have access. Experian may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained. You may also be required to provide additional information. Should this be necessary, we shall write to you, explaining our requirements.

LFS may ask you to supply evidence of your identity and your address from time to time. Should we require you to provide evidence of your identity and address then we will ask you to provide either original or certified copy documents which are personal to you and which will enable LFS to fulfil its regulatory obligations. Where original documents are provided, these will be copied for LFS's sole record-keeping purposes. The originals will be returned to you. If certified copies are provided to us, these must conform to the standard set out on page 12 of this Additional Investor Information Document. We will not accept documents that have been self-certified, nor will we accept documents certified by someone related to, in a relationship with or living with you.

Please note that in certain circumstances we reserve the right to withhold redemption proceeds until we have received satisfactory proof of identity and/or address or such other requested information.

- 2.3 Subscriptions must be drawn on an account in the name of the investor and held with a recognised and authorised financial institution. Banker's drafts, building society cheques and the like must be endorsed to show that funds have been drawn on an account in the name of the investor. If such endorsement is not provided, LFS reserves the right to request further information and/or reject the application until such time that appropriate information is provided.
- 2.4 Subscription payments which are drawn on a third party may be accepted, subject to clause 3.9, and if they are, will be treated as if the third party had made the application directly to LFS.
- 2.5 Subscriptions from non-individuals must be made using the non-individual section of the Application Form and accompanied by all applicable anti-money laundering verification evidence requested by LFS, to enable LFS to comply with its obligations under Anti-Money Laundering Requirements.
- 2.6 At all times, we reserve the right to share your personal and /or account information with any competent authority to fulfill our regulatory obligations. We will also share your personal and/or account information where directed to do so under a court or similar order.
- 3. Applications**
- 3.1 Applications and instructions may be sent to us as described in the Application Form and the Prospectus. Application Forms can be downloaded from our website [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).
- 3.2 All joint investors must sign the Application Form and all references in these Terms and Conditions to 'you' or an 'investor' apply to each joint investor individually.
- 3.3 You confirm that all information you provide to us will be accurate and up-to-date and agree to inform us of any changes to the information.
- 3.4 We will process changes to your information (including details of any financial adviser appointed to advise you on your investments) as quickly as we can upon receipt, subject to

the need to ensure the validity and accuracy of any changes required. Wherever possible, please allow sufficient time, at least 5 Business Days for changes to take effect. This applies particularly to financial transactions such as payments to any appointed financial adviser as instructions received immediately before any payment date may not be capable of processing in time for reflection in the next payment run.

- 3.5 Unless otherwise agreed by us, investors must be over 18 years of age and resident in the UK. If you are resident outside of the UK, you must satisfy yourself that under your local laws you are eligible to apply for and hold the relevant Investment and you should be aware that additional eligibility checks may be required before an application can be accepted. LFS reserves the right to reject, on reasonable grounds relating to the circumstances of an applicant, any application for an Investment in whole or part.
- 3.6 You may authorise another person to act on your behalf by signing a third party mandate or a power of attorney (in a form acceptable to LFS). For joint investments, all joint investors must sign. If you authorise another person to act on your behalf, you will be responsible for their actions or omissions as if they were your own.
- 3.7 Strictly all applications must be made by the investor. However, LFS in its reasonable discretion may accept an application (or transfer application) made by an investor's legal representative where the investor is not able to complete the Application Form by reason of mental disorder, incapacity, physical disability, illness or old age. The appointed person must provide the original or certified true copy of the formal document authorising the person to act on behalf of the investor and any other documentation reasonably requested by us.
- 3.8 All non-individual applicants should complete the non-individual section of the Application Form.
- 3.9 All payments by you must be made in full in the currency of the investment, and without any deductions whatsoever. We will not accept payments from third parties unless we are satisfied that the funds are owned by you. We reserve the right to request verification of the source of funds before accepting them, evidence of identity of the third party and address and/or other information requested by LFS to enable us to comply with our obligations under Anti-Money Laundering Requirements and, until such time, the relevant amount shall be treated as unpaid. We may, in our reasonable discretion, choose to deal before receipt of cleared funds from you. In such case, if cleared funds are not received from you within five Business Days of receipt of your Application Form or other instruction, we may sell or realise the relevant Investment without further notice to you in order to meet any liabilities which we may have incurred on your behalf. In the event of such a sale or realisation, we shall be entitled to transfer such Investments to such persons as we shall specify and, recover any shortfall from you.
- 3.10 Subject to clause 3.9, Shares and Units are bought and sold at the next Valuation Point following receipt of a signed Application Form or instruction.
- 3.11 Any cheques that you send to us will be deemed to clear in line with the timescales specified in the *How Link Fund Solutions ('LFS') treats investors' monies* document. Please note that we only accept sterling cheques that have been drawn from sterling bank accounts based in the UK. In addition, we reserve the right to return any post-dated cheques to you.

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3.12 Application for APS must be made in accordance with the instructions set out in the Understanding the Additional Permitted Subscriptions (APS) Allowance document. This document is available to preview at [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

### 4. ISA subscriptions (if applicable)

4.1 ISA applicants must be 18 years of age or over and resident in the UK for tax purposes. If you are a Crown employee who is serving overseas, or married to, or in a civil partnership with, a Crown employee you may also qualify under the ISA Regulations.

ISA applicants are required to declare their residency status in the Application Form. If you are in any doubt about your residency status we recommend that you contact your local tax office or alternatively your professional adviser. If you do not have a local tax office or professional adviser you should contact the Residency helpline at HMRC – 0300 200 3300.

4.2 All ISA applicants must apply in writing and provide a valid and complete Application Form. ISA applications can only be made in the name of a single investor.

4.3 Your application is subject to an annual subscription limit for the current tax year as prescribed by the ISA Regulations. You may have the right to invest in up to four ISAs in any tax year – one cash ISA, one stocks and shares ISA, one innovative finance ISA and one Lifetime ISA. However please note that LFS only offers a stocks and shares ISA.

For further details of the ISA investment limits please refer to the Individual Savings Account Guide on the gov.uk website (<https://www.gov.uk/individual-savings-accounts>).

4.4 If you wish to transfer an existing stocks and shares ISA from your existing Account Manager to LFS, you must first complete the relevant transfer Application Form. In order to effect the transfer, your existing Account Manager will sell the investments held in the ISA being transferred, and transfer the net cash proceeds to us. It will then be invested in the Open-Ended Investment Company or Authorised Unit Trust specified in your Application Form. Before your Account can be opened we must have received the transfer proceeds from your existing Account Manager.

4.5 When you appoint LFS to manage your stocks and shares ISA, LFS will manage it in accordance with these Terms and Conditions, your Application Form and the ISA Regulations. Your Account will be invested in UK Authorised Unit Trusts or Open-Ended Investment Companies managed by LFS. LFS does not charge additional fees for managing your ISA. LFS charges fees and expenses as manager of the Authorised Unit Trusts and authorised corporate director of the Open-Ended Investment Companies in which you invest and full details are disclosed in the Prospectuses of the Authorised Unit Trusts and Open-Ended Investment Companies, which are available on our website ([www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk)) or on request.

4.6 You may invest in your stocks and shares ISA up to the maximum permissible limit in any tax year by:

- a) lump-sum payment (and subsequent top-up payments) during any current tax year; or
- b) monthly direct debit, in which case an Account will be opened for the current tax year and each successive tax year until you notify us otherwise. Once the first monthly payment has been made in a new tax year you will not be able to open another stocks and shares ISA for that tax year.

4.7 You are responsible for ensuring that you do not exceed the ISA investment limits in any tax year (taking into account any other ISAs you have for that tax year from another provider). LFS does not currently offer the Flexible ISA, amounts invested and then withdrawn may not be re-invested and any ISA allowance which is not used in any tax year may not be carried forward to subsequent years.

### 5. How we deal with you

5.1 For the purposes of the FCA Rules, we classify you as a 'Retail Client'. Classification as a Retail Client provides you with the highest level of regulatory protection under the FCA Rules.

5.2 We will never offer or provide you with any investment, trading, tax or financial advice. Nothing in these Terms and Conditions should be taken as a recommendation to buy, sell or hold shares in any company or other investments. You should rely on your own judgment when deciding whether or not to enter into any transaction or seek advice from a professional adviser.

5.3 We do not provide you with advice or discretionary management services under these Terms and Conditions. We will therefore not assess the suitability of an Investment for you or the services that we provide to you. You will not benefit from the protection of the FCA Rules on assessing suitability. You should contact a professional adviser if you require investment advice.

5.4 You must not use your Investment as collateral to guarantee a loan or otherwise try to grant rights over your Investment.

5.5 For your ISA (if applicable):

- a) you authorise LFS to undertake any functions required of an Account Manager on your behalf and to hold your cash subscription, Investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- b) you must at all times meet the eligibility requirements described in clause 4.1. If at any time you cease to meet these requirements you must immediately notify us and stop any further contributions to your ISA;
- c) LFS shall have authority on your behalf to apply to HMRC to claim any tax relief in respect of the Account and to make any other claims for the repayment of, or credit against, tax in respect of the Account and will credit any such amounts received to your Account. Such claims for payment of tax credits on your behalf will be made by us in accordance with the ISA Regulations;
- d) if LFS becomes aware that you have already subscribed to another stocks and shares ISA in the same tax year, we may automatically close your Account and we will not be liable to you for any loss, liability, damage or expense you may suffer;
- e) the Shares or Units in your Account will be beneficially owned by you although they will be registered in the name of LFS, or another person or firm appointed by LFS, for the purpose of facilitating transactions. Share certificates or other documents of title to investments will be held by LFS or another person or firm appointed by LFS; and
- f) if you so request, LFS will arrange for you to be able to attend and vote at shareholder meetings and receive, in addition to the annual and half yearly reports, any other information issued to shareholders.

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5.6 Where we place orders to deal in Shares or Units on your behalf under these Terms and Conditions, we may aggregate your orders with those of other investors. This aggregation may work to your disadvantage in relation to a particular order.

5.7 You may instruct us to sell part of your Investment and use the proceeds to buy other Shares or Units. We will use the sale proceeds to buy your selected Shares or Units immediately prior to the Valuation Point on the Business Day of the sale.

5.8 Where an Authorised Unit Trust or Open-Ended Investment Company issues different classes of Units or Shares respectively, you may convert your Shares or Units to another class of Shares or Units provided you are eligible to hold such Shares or Units.

5.9 If you hold income Shares, distribution of the income will be paid to you by electronic transfer directly into your bank account on or before the relevant income allocation date as set out in the Prospectus of the Fund, unless you inform us that you wish to have the income reinvested to become part of the capital property of the Fund.

If you hold accumulation Shares, the income will be automatically reinvested (net of any charges and tax) and will become part of the capital property of the Fund as set out in the Prospectus of the Fund.

5.10 The Investments are not complex products for the purposes of the FCA Rules and as such, in providing services under these Terms and Conditions we are under no duty to assess the appropriateness of the Investments for you and we will not do so.

### 6. Client money

6.1 We will hold money received from you, or received on your behalf, in a general client bank account, subject to clause 6.2, in accordance with the FCA Rules and with an approved bank (as defined in the FCA Rules) in the UK. The bank will hold your money on our behalf in a trust account. Whilst interest might be earned on the balances held within this bank account, no interest will be payable to you in respect of such money. The money will not be used by us in any transactions other than as specified in these Terms and Conditions. We will not be responsible for any acts or omissions of any approved bank which holds your money. In the event you overpay LFS for your investment by an amount which is less than £1 we may deem this amount to be due and payable to LFS. Any money that is considered to be due and payable to LFS will not be treated as client money nor will it be returned to you. Initial charges in respect of Investments will be payable to the firm on settlement with the Depositary/Trustee. Any initial charge in respect of monies received more than one Business Day ahead of the settlement date will be held in the Client Money bank account, until this money becomes due and payable to the firm, at which point it will be held within our corporate bank account. In all other instances the initial charge will be held within our corporate bank account.

Please note that, whilst the cash balance for each investor will be recorded separately, Client Money will be pooled with money held on behalf of other investors. In the event of financial failure of LFS or another institution holding your money, your money will be distributed in accordance with the FCA Rules and you may not receive the full amount of your money back. LFS reserves the right to delay or withhold payments to you in the event of financial failure of the institution which is holding your money such that LFS is unable to access that money. In those circumstances LFS will not be liable to fund payments to you out of its own resources.

6.2 LFS may make use of the delivery versus payment (DvP) exemption in relation to transactions in regulated collective investment schemes, as defined in the FCA Rules. You hereby consent to the use of this exemption.

6.3 If LFS ceases to act as the Authorised Fund Manager of the Authorised Unit Trust or Open-Ended Investment Company in which you invest, LFS, in accordance with FCA Rules will either:

- a) transfer any Client Money balance which it may be holding on your behalf to the new Authorised Fund Manager, and you hereby consent to any such transfer; or
- b) continue to hold any Client Money balance on your behalf, subject to clause 6.4, until such time that you have returned all relevant documentation requested by LFS which is necessary for LFS to return the monies to you.

6.4 Client Money balances held by LFS on behalf of investors may be released from Client Money accounts and paid to a registered charity after a period of at least six years. LFS will take the steps required by regulation to return your money to you prior to releasing any such balances and will make good any valid claim against any released balances. No interest will be payable on these balances.

6.5 In the event that LFS is required by Applicable Law to withhold a percentage of any distribution that is payable to you in respect of the shares (for example where your ISA is void) and send such monies to HMRC, such monies shall no longer be held by us on your behalf or be held as Client Money.

For further information regarding the treatment of your money with respect to the FCA Rules please see *How Link Fund Solutions ('LFS') treats investors' monies*.

### 7. Internet

We may permit you to deal with us over the internet or other electronic medium in which case other terms and conditions may apply in addition to these Terms and Conditions.

### 8. Withdrawal, transfer and termination of your ISA

#### 8.1 Withdrawal

- a) You may close or make withdrawals from an Account by giving us written instructions, or instructions by any other method deemed acceptable by us. Faxed or e-mailed instructions will only be accepted with our prior approval. Subject to clause 8.4, Shares and Units will be sold at the price calculated on a date stipulated by you or at the next Valuation Point if the date stipulated by you has passed or no date is specified.
- b) Subject to clause 8.1(c) payment will be made by cheque or bank transfer (CHAPS or BACS), for which there may be a charge. LFS reserves the right to determine how such payments will be made, including settlement to the source funding account(s). LFS will not issue payments to third parties, save to financial institutions which have the authority to hold Client Money.
- c) We will only accept instructions for regular withdrawals if you provide us with valid bank account details to enable us to make withdrawal payments by bank transfer. We will not make regular withdrawal payments by cheque.
- d) If for whatever reason, payment of these monies has not been issued to you, in line with the settlement terms of the Authorised Unit Trust or Open-Ended Investment Company, then these monies will be held by LFS in a Client Money account, in accordance with clauses 6.1 and 6.4.

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### 8.2 Transfer of your ISA

- a) You may instruct us at any time to transfer all or part of your Account to another Account Manager (if it agrees to accept the transfer), with all rights and obligations of the parties to it, provided that all investments made in respect of the current tax year must be transferred to the new Account Manager and you may not make further contributions to the new ISA account until after the transfer has been effected (and then only if you have not reached the subscription limit for the relevant tax year). You should contact your chosen new Account Manager to effect the transfer and they will then contact us to arrange the transfer of your Account.
- b) The instructions will take immediate effect on receipt but will not cancel or amend any instructions you have already sent to us. You may stipulate a date by which you would like the transfer to be effected (subject to clause 8.4, not being less than seven Business Days after we have received your written transfer instruction). Any balances credited to your Account after the transfer will be sent to your new Account Manager unless (i) the balance is less than the minimum your new Account Manager is prepared to accept; or (ii) you instruct us not to transfer the balance to your new Account Manager, in which case we will pay the balance of your Account direct to you. In order to effect the transfer we will normally sell the Shares or Units held in your Account at the next available opportunity following receipt of the transfer instruction from your new Account Manager and transfer the proceeds and any uninvested cash in your Account to the new Account Manager within four Business Days following such sale. We also reserve the right in certain circumstances to transfer the Shares or Units held in your Account to your new Account Manager in accordance with their instructions. The timings indicated to transfer your ISA are subject to any particular circumstances which may delay the transfer, including those set out in Clause 8.4 or the failure or delay on the part of your new Account Manager. There is no penalty or charge for transferring your ISA.
- c) If LFS anticipates ceasing to be the Authorised Fund Manager of the Authorised Unit Trusts or Open-Ended Investment Companies that you have invested in pursuant to these Terms and Conditions, LFS may transfer your Account (and the rights and obligations of the parties to it) to another Account Manager on '30 days' prior notice to you. Such notice will set out the details of the transfer in accordance with the ISA Regulations, FCA Rules and Applicable Law. In order to effect such a transfer, LFS may sell or transfer the Shares or Units in your Account.

### 8.3 Termination

- a) You must provide written instruction to LFS if you want to close your Account after the 14 day cancellation period. Your instructions will take immediate effect on receipt but will not cancel or amend any instructions you have already sent to us. Subject to clause 8.4, LFS will normally pay to you the value of your Account within four Business Days of receipt of your duly signed and completed form of renunciation or other such authority in a form acceptable to LFS. There is no penalty or charge for closing your Account and no notice period is required.
- b) We may give you reasonable written notice, to close your Account if it is no longer feasible to continue it because of changes to the ISA Regulations, or LFS anticipates ceasing to be the Authorised Fund Manager of the Authorised Unit

Trust or the Open-Ended Investment Company that you have invested in and it is not feasible to arrange a transfer in accordance with clause 8.2(c), or if you breach these Terms and Conditions. If we decide to close your Account we may sell the Shares or Units held in your Account following the expiry of the notice and return the proceeds and any uninvested cash in your Account to you. We will not be liable to you for any loss, liability or damage you may suffer if we do close your Account.

- c) We will notify you if, by reason of any failure to satisfy the provisions of the ISA Regulations, your Account has, or will, become void. Such notice will set out the options available to you.

**8.4** If dealing in the Shares or Units of an Open-ended Investment Company or Authorised Unit Trust held in your Account is suspended, LFS may extend the periods specified in clauses 8.1(a), 8.2(b) and 8.3(a) to seven days after which the suspension of dealing in the Open-ended Investment Company or Authorised Unit Trust ends.

### 9. Taxation of your ISA (if applicable)

Tax treatment depends on the individual circumstances of each investor and tax rules may change. It is possible that the current preferential tax treatment for ISAs could be withdrawn or varied at any time. You should note that other costs, including taxes, may arise in relation to your Investment that are not paid, or imposed, by us.

If you cease to be resident in the UK, your Account will remain Tax Free but you will no longer be able to make further payments into your Account until you are again a UK resident.

### 10. Death of an investor

In the event of your death, LFS will continue to deal with your investment in accordance with these Terms and Conditions and in accordance with the instructions received from either (i) the surviving joint account holder or (ii), where there is no surviving joint account holder, the person appointed or entitled to deal with your estate (your 'representative'), who will become subject to these Terms and Conditions (if not already). Your representative must provide us with proof of their appointment or entitlement before we can act under their instruction.

Depending on the date of death it may be possible for your surviving spouse or civil partner to make an additional permitted subscription to an ISA reflecting the value of your ISA at death. For more information on this option see [www.gov.uk/individual-savings-accounts](http://www.gov.uk/individual-savings-accounts).

Where the date of death is on or after 6 April 2018, funds held within the ISA will continue to benefit from ISA tax advantages until the earliest of (i) the end of the administration period as notified to LFS by your representative, (ii) the closure of the account (e.g. on redemption or on transfer of the investments to another manager), or (iii) the third anniversary of death. LFS will provide appropriate statements with regard to the Account and any relevant tax certificate to your representative in accordance with the ISA Regulations.

Application for APS must be made in accordance with the instructions set out in the *Understanding the Additional Permitted Subscriptions (APS) Allowance* document. This document is available to review at [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

### 11. Limitation of liability

- 11.1 We will use all reasonable care and skill in the set up and management of your ISA.



## Terms and Conditions continued

- 11.2** We will not be liable to you for any losses or expenses suffered by you as a result of a delay or failure due to circumstances beyond our reasonable control (for example, because of failure of computer systems or telecommunications links or overriding emergency procedures, postal delays, flood, fire, storm, labour disputes (outside of LFS and/or our Associates), accident, vandalism, malicious damage, war or terrorism). We will, where possible, take such reasonable steps as we can to resume our service to you as soon as possible following any delay or failure.
- 11.3** Subject to clause 11.6, our liability to you under these Terms and Conditions is limited to losses directly caused by the deliberate or careless mistakes, or fraudulent action of us and/or our Associates.
- 11.4** We will not be liable to you to the extent that we properly rely on information or instructions supplied by you or which claim to come from you, so long as they reasonably appear to come from you or on your behalf.
- 11.5** You will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by you, or on your behalf, arising from or in connection with these Terms and Conditions or the transactions contemplated by these Terms and Conditions, except to the extent such losses and/or expenses are determined to have resulted from the deliberate or careless mistakes, or fraudulent actions of LFS and/or its Associates.
- 11.6** Nothing in these Terms and Conditions shall exclude or limit:
- a) our liability for death or personal injury resulting from our negligence; or
  - b) our liability for any losses or expenses suffered by you as a direct result of our deliberate mistakes or fraudulent actions; or
  - c) any liability that we may have to you under the FCA Rules; or
  - d) any other liability which cannot be excluded or limited by law.
- 12. Statement and notices**
- LFS will send you a valuation and transaction report at least twice yearly for each Investment held. Copies of the annual and half yearly reports will be published on the LFS website at [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk). All communications with investors will be in English.
- If you deal with us through a professional adviser you will need to provide us with permission to give that professional adviser information about your Investment.
- Any letter or document from us sent by post will be deemed to have been served on the second Business Day following that on which it is posted and service will be sufficiently proved if there is evidence that the envelope containing the letter or document was properly addressed, stamped and posted.
- 13. Delegation of functions**
- 13.1** Subject to Applicable Law, we may delegate any of our functions or responsibilities under these Terms and Conditions to any person provided that before doing so we satisfy ourselves that such person is competent to carry out those functions and responsibilities.
- 13.2** On giving you at least 30 days' notice, we may appoint an Associate as manager of the Account in our place. In such circumstances, that Associate will manage the Account in accordance with these Terms and Conditions.
- 13.3** You may not transfer any of your rights or obligations in relation to your Investments to another person.
- 14. Variation/replacement of these Terms and Conditions**
- We may, from time to time, make any changes to or replace these Terms and Conditions (including as to charges and fees), where we have valid reason to do so. Where possible, we will give you at least 30 days' prior notice of any change or replacement of these Terms and Conditions. In particular, we may vary these Terms and Conditions for the following reasons: to respond proportionally to changes to, or to comply better with, Applicable Law or the interpretation of those laws, regulatory requirements, industry guidance or codes of practice that we follow, or the way that we are regulated;
- a) to reflect decisions or recommendations of the Financial Ombudsman Service, a court, the regulator or similar body which is relevant to us or your Investment;
  - b) where reasonably required as a result of changes in market conditions or market practice;
  - c) to rectify errors, inaccuracies or ambiguities; or to take account of any corporate restructuring within the Link Administration Holdings Limited group of companies;
  - d) to reflect reasonable alterations in the scope and nature of the services provided to you under these Terms and Conditions or any previous versions thereof resulting from alterations made to our system capabilities or administration procedures;
  - e) as a result of new services which we may make available to you; or
  - f) to prevent misuse of the service.
- If you do not like the changes proposed you will be able to immediately terminate these Terms and Conditions and we will return the proceeds of your investment to you in accordance with clause 8.3(a).
- 15. Conflicts of interest**
- 15.1** You acknowledge and agree that when we (or our agents or delegates) enter into a transaction for you, we may (a) share charges with our Associates and other third parties, or receive and retain remuneration from them in respect of transactions carried out on your behalf. Details of any such remuneration or sharing arrangements are available to you on request; (b) be acting as agent or making arrangements for you on your instructions in relation to transactions in which we are also acting for other customers; or (c) be in a position where we have some other material interest in relation to the transaction.
- 15.2** In accordance with the FCA Rules, LFS has in place arrangements, which may be updated from time to time, to manage conflicts of interest that arise between us and our clients or between our clients. LFS will deal with potential conflicts of interest in accordance with our Conflicts of Interests Policy and our Order Execution Policy which provide that we will identify and manage conflicts of interest to ensure fair treatment of all clients and ensure that we act in the client's best interests. If it is not possible to manage or avoid a potential conflict of interest then LFS may seek to disclose the general nature and/or sources of conflict to you before undertaking business for you. Details of our Conflicts of Interest Policy and Order Execution Policy are available on our website [www.linkfundsolutions.co.uk](http://www.linkfundsolutions.co.uk).

## Terms and Conditions continued

### 16. Data protection

**16.1** The Data Protection Act 1998 ('DPA') provides protection to individuals by governing, amongst other things, the way in which personal data is held and used. Individuals are also afforded rights of access to such information held about them. LFS will process your personal data fairly and lawfully and will hold and protect your personal information in accordance with the principles of the DPA.

**16.2** You agree that:

- a) LFS may keep personal information which you or others have provided to it, and any information we know from managing your account or processing orders, on a database and use or disclose such information to carry out the functions described in these Terms and Conditions and/or the Prospectus;
- b) LFS may disclose your personal data to a promoter, investment manager, sponsor, fund manager, administrator or the depositary/trustee (as applicable) of the relevant Authorised Unit Trust or Open-Ended Investment Company, or any person with legal, administrative or regulatory power over LFS, as required by Applicable Law or as otherwise consented to in writing by you. In addition, LFS may disclose such personal data to any sub-contractor involved in carrying out functions for us including sub-contractors outside of the EEA in countries which do not have similar protections regarding personal information and its use. However, LFS is committed to protecting the confidentiality and security of personal information it collects and will ensure that such sub-contractor has put in place proper security measures to ensure at least the same level of protection as is required under the DPA;
- c) LFS may disclose your personal details to HMRC to allow it to comply with legal obligations it has to report details of your account. HMRC may in turn disclose these details to authorities in the United States and/or other overseas jurisdictions under the terms of agreements the UK has with the US and other overseas authorities;
- d) LFS may disclose your personal details to tax authorities in overseas jurisdictions where LFS considers it to be in the interest of the investment fund in which you have a holding;
- e) LFS may disclose your personal details to other competent regulatory authorities overseas to allow us to comply with legal obligations we may have to report details of investors; and
- f) under the DPA, individuals are entitled, on payment of a fee of £10 currently (inclusive of VAT), to a copy of the information LFS holds about them.

**16.3** LFS may transfer or dispose of the personal data to a person to whom it transfers its rights and responsibilities under these Terms and Conditions.

### 17. Contact details

**17.1** You can contact our customer services department by telephoning 0345 606 6182 (lines are open 8:30am to 5:30pm Monday to Friday) or by writing to:

Link Fund Solutions Limited  
PO Box 389  
Darlington  
DL1 9UF

E-mail: [investorservices@linkgroup.co.uk](mailto:investorservices@linkgroup.co.uk)

**17.2** Where required by regulation, your telephone calls with LFS will be recorded and may be monitored. In addition, to ensure that LFS carries out your instructions accurately, to help LFS continually improve its service and in the interests of security, we may monitor and/or record other telephone calls. Any recordings remain our sole property.

### 18. E-mail

The use of e-mail is not considered a secure medium for the transmission of personal data. We therefore strongly recommend that you do not communicate any sensitive information via this medium. Should you choose to do so, you accept that you do so at your own risk and that LFS will not be liable for the consequences.

Where we are able to do so, we may encrypt e-mail messages that we send to you. Should we do so, you accept that we are not responsible for any failure by you to access such messages.

### 19. Contracts (Rights of Third Parties) Act 1999

Except as specifically provided in these Terms and Conditions, nothing in these Terms and Conditions shall confer or is intended to confer on any third party any benefit or the right to enforce any terms contained herein under the Contracts (Rights of Third Parties) Act 1999.

### 20. General

**20.1** If any provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions in these Terms and Conditions shall continue in full force and effect with the invalid provision eliminated.

**20.2** English Law will apply to these Terms and Conditions. The English courts will hear any dispute in relation to these Terms and Conditions.

### 21. Re-registration

You may arrange for part or all of your Investments to be transferred to a fund platform or ISA plan manager. When the transferee is a member of TeX or otherwise has made arrangements with us to transfer funds electronically, you authorise us to provide information about your Investments to them and act on instructions to sell or transfer your Investments to them in accordance with any electronic messages received from them which we act on in good faith.

## Application Form

To be used for all individual investment applications and submitted with the relevant Self-Certification form. For non-individual investments, please complete the form on the next page. Please note that if you are resident outside the United Kingdom additional eligibility checks may be required before an application can be accepted.

### Personal Details (Please complete in BLOCK CAPITALS)

Please provide separate details for each joint or designated applicant. Joint applicants must each sign. In the case of joint holders, all payments and correspondence will be sent to the first named holder.

**Please note:** ISA accounts can only be set up as individual accounts.

For joint applications each individual applicant must also complete a Self-Certification form.

#### SOLE OR FIRST NAMED JOINT APPLICANT (ISA & NON-ISA)

Title (Mr/Mrs/Other):	Gender:	Nationality:
Surname:	Forename(s):	Town & Country of Residence:
Permanent Address:	Place of Birth (Town/City):	Date of Birth:
	Country of Birth:	
	Postcode:	National Insurance Number:
E-mail Address:		or Tax Identification Number*:
Daytime Telephone Number:		*Only if available, not all countries operate a system of Tax Identification Numbers
Existing Account Number (if applicable):		Please tick here if you do not have a National Insurance Number <input type="checkbox"/>

**ISA APPLICANTS ONLY:** We are unable to process your application without your date of birth and National Insurance Number (or confirmation that you do not have one). Your National Insurance Number can be found on your payslip, Form P45 or P60, or pension order book.

If your application is on the behalf of a child, please write the child's initials here:

#### SECOND NAMED JOINT APPLICANT (NON-ISA ONLY)

Title (Mr/Mrs/Other):	Gender:	Nationality:
Surname:	Forename(s):	Town & Country of Residence:
Permanent Address:	Place of Birth (Town/City):	Date of Birth:
	Country of Birth:	
	Postcode:	National Insurance Number:
E-mail Address:		or Tax Identification Number*:
Daytime Telephone Number:		*Only if available, not all countries operate a system of Tax Identification Numbers
Existing Account Number (if applicable):		Please tick here if you do not have a National Insurance Number <input type="checkbox"/>

#### THIRD NAMED JOINT APPLICANT (NON-ISA ONLY)

Title (Mr/Mrs/Other):	Gender:	Nationality:
Surname:	Forename(s):	Town & Country of Residence:
Permanent Address:	Place of Birth (Town/City):	Date of Birth:
	Country of Birth:	
	Postcode:	National Insurance Number:
E-mail Address:		or Tax Identification Number*:
Daytime Telephone Number:		*Only if available, not all countries operate a system of Tax Identification Numbers
Existing Account Number (if applicable):		Please tick here if you do not have a National Insurance Number <input type="checkbox"/>

#### FOURTH NAMED JOINT APPLICANT (NON-ISA ONLY)

Title (Mr/Mrs/Other):	Gender:	Nationality:
Surname:	Forename(s):	Town & Country of Residence:
Permanent Address:	Place of Birth (Town/City):	Date of Birth:
	Country of Birth:	
	Postcode:	National Insurance Number:
E-mail Address:		or Tax Identification Number*:
Daytime Telephone Number:		*Only if available, not all countries operate a system of Tax Identification Numbers
Existing Account Number (if applicable):		Please tick here if you do not have a National Insurance Number <input type="checkbox"/>

## Application Form

To be used for all non-individual investment applications and submitted with the relevant Self-Certification form. (We do not recognise, nor will we accept applications made by or on behalf of Bare Trusts.)

### Details (Please complete in BLOCK CAPITALS)

Please provide separate details for each joint or designated applicant. Joint applicants must each sign. In the case of joint holders, all payments and correspondence will be sent to the first named holder.

Applicant name (Company, Charity, Trust etc):

Company, Charity, other reference number:

FCA/Regulator Reference (if applicable):

Regulatory Body (if applicable):

Registered Address:

Correspondence/Branch Address:

Telephone Number(s):

Contact Name(s):

Designation (if applicable):

E-mail Address:

### Anti-Money Laundering requirements

To enable us to meet our obligations under anti-money laundering regulations and requirements we need you to provide the following verification evidence as applicable:

**Documents must be original or certified copies (self-certified documents will not be accepted)**

	Tick if enclosed
Certificate of Incorporation	<input type="checkbox"/>
Articles & Memorandum of Association	<input type="checkbox"/>
Authorised Signatory List (and signing mandate, if applicable)	<input type="checkbox"/>
Certificate of Incorporation on change of name (if applicable)	<input type="checkbox"/>
Directors – list of all names and addresses	<input type="checkbox"/>
Directors – identity and addresses verification documents	<input type="checkbox"/>
Trust Applications – names and addresses of all trustees, settlors, beneficiaries and protectors/controllers (with identity and address evidence, where appropriate – you may need to ask about this)	<input type="checkbox"/>
Pension Schemes – confirmation of HMRC/Pension Regulator authorisation	<input type="checkbox"/>
<b>Shareholders owning or controlling 25% or more of the shares or voting rights of the applicant</b>	
Please append details of all shareholders or confirm N/A	<input type="checkbox"/>
Please enclose verification evidence for all shareholders	<input type="checkbox"/>

The above is not exhaustive; LFS reserves the right to request further evidence considered necessary to comply with all applicable anti-money laundering regulations and requirements. If in doubt about our requirements, please contact us.

## A Guide to the Verification of Identity and Address

The law on money laundering requires financial services firms to obtain satisfactory evidence of the identity of its customers and certain other connected parties. The legislation is designed to prevent the UK financial system being used to further financial crime.

To enable us to meet the legislative requirements, we are required to gather identity evidence from:

- All new customers, including joint holders;
- Existing investors in certain circumstances; and
- Connected third parties, including but not limited to donors, beneficiaries, attorneys, executors etc.

The acceptable evidence required to meet these requirements is shown in tables A & B below:

### TABLE A: IDENTITY

- Valid passport
- Valid photocard driving licence
- Valid full UK driving licence (old style)
- Firearms/shotgun certificate
- Identity Card (Electoral Office N. Ireland)
- EU identity card
- National identity card (non-EU nationals)
- UK Armed Forces ID
- HMRC notification document\*
- Residence permit (Home Office issued)

The item marked \* in Table A must not be more than 12 months old.

### TABLE B: ADDRESS

- Valid photocard driving licence
- Valid full UK driving licence (old style)
- Evidence of council tax housing benefit
- Tax credits notification
- Pension book/entitlement letter
- Educational or similar council grant
- Current year council tax bill
- Bank statement\*
- Credit/debit card statement\*
- Utility bill\*
- Mortgage statement
- Solicitor's letter re house purchase
- Local council rent agreement
- Court Document (e.g. Grant of Probate)

Items marked \* in Table B must not be more than three months old.

- The same source of evidence CANNOT be used for identity and address.
- Identity documents which show a different address may not be acceptable as evidence.
- We are unable to accept P45s and P60s as these are not official HMRC issued documents.
- We are also unable to accept mobile telephone bills and internet printed documents.

To satisfy the identity and address requirements, the documents listed above can either be submitted in original or certified copy form. We will only accept certifications from one or more of:

### ACCEPTABLE CERTIFIERS

- Representative of an FCA, PRA or EU regulated organisation
- Serving Police Officer
- Practising Solicitor or Barrister
- Practising Accountant or Notary Public
- Practising Commissioner of Oaths
- Practising Justice of the Peace
- Commanding Officer (armed forces only)
- Current Member of Parliament
- Post Office identity document checking service (the Post Office makes a charge for this service)

Where documents are submitted in certified copy form, the certifications must include the words **certified a true copy of the original** and must be dated within the last 3 months.

Where the **Post Office Identity Document Checking Service** is used, certified copy documents must be submitted with the **Post Office ID Checking Service form**.

For photographic evidence, where a clear reproduction cannot be achieved, the copy must be certified as being a good likeness of the individual.

For all certifications, the certifier must **sign, date and print their name, position, organisation and business contact details (address and telephone number)**.

In all cases, we will not accept documents that have been self-certified, nor will we accept documents certified by someone related to, in a relationship with or living with you.

Documents which are not certified by one or more of the Acceptable Certifiers above, or to our required certification standard, will be rejected. We will not be responsible for any subsequent delays which may arise as a consequence.

**Individuals may find it useful to provide this document to the certifier so these requirements might be understood.**

– This page is intentionally left blank –

## Individual Tax Residence Self-Certification Form

Please read these instructions before completing both sides of the form.

UK tax regulations require us to collect information about each investor's tax residence status. If you have any questions about your tax residence, please contact your tax adviser.

If your tax residence (or that of the account holder, if you are completing the form on his or her behalf) is located outside the United Kingdom, we may be obliged to pass on the information in this form and other financial information with respect to your financial accounts to HM Revenue & Customs. We may also be required to do this if we do not receive a valid, completed Self Certification form from you.

We shall treat the information on this form as valid and correct unless we are informed of a change in circumstances relating to the account holder's tax status or other fields included on this form.

Please fill in this form if you are an individual account holder, sole trader or sole proprietor.

For joint or multiple account holders, please complete a separate form for each individual person.

If you are filling in this form on behalf of someone else then please tell us in what capacity you are signing in Part 3.

Please complete all sections in BLOCK CAPITALS and as directed.

### Part 1 – Identification of Individual Account Holder

#### NAME OF ACCOUNT HOLDER:

Family Name or Surname(s):

Title:

First or Given Name:

Middle Name(s):

#### CURRENT RESIDENCE ADDRESS:

Line 1 (e.g. House/Apt/Suite Name, Number, Street):

Line 2 (e.g. Town/City):

Line 3 (e.g. Province/County/State):

Country:

Postal Code/ZIP Code:

Date of Birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

PLEASE COMPLETE PARTS 2 AND 3 OVERLEAF

## Individual Tax Residence Self-Certification Form continued

### Part 2 – Country of Residence for Tax Purposes and related Taxpayer Identification Number (“TIN”) or equivalent number

Please complete the following table indicating (i) where the account holder is tax resident and (ii) the account holder’s TIN for each country indicated.

If the account holder is a US citizen or resident, please include United States in this table along with his/her US Tax Identification Number.

If the account holder is tax resident in more countries than allowed for in the table below please use a separate sheet.

	Country of tax residence (and citizenship if US)	TIN	Reason	Explanation
1				
2				
3				
4				
5				

**Reason A** The country where the account holder is liable to pay tax does not issue TINs to its residents

**Reason B** The account holder is otherwise unable to obtain a TIN or equivalent number

**Reason C** No TIN is required. (Note: only select this reason if the authorities of the country of tax residence entered above do not require the TIN to be disclosed)

Guidance on the issuance and use of TINs in selected jurisdictions can be found by visiting the following web address:  
<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759>

If the account holder is not resident in any country for tax purposes, please tick this box:

### Part 3 – Declarations and Signature

#### DECLARATION:

I confirm that I am the account holder (or am authorised to sign for the account holder) of all the account(s) to which this form relates.

I declare that the information provided on this form is to the best of my knowledge and belief, accurate and complete.

I understand that the information supplied by me is, covered by the full provisions of the terms and conditions governing the account holder’s relationship with Link Fund Solutions Limited, including those setting out how it may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the account holder and any Reportable Account(s) may be provided to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the account holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I agree to notify Link Fund Solutions Limited as soon as practicable and in any event within 30 days if the information in this self-certification changes.

Name (please print full name):

Signature:  Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Note: If you are not the account holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity:



## Entity Self Certification

Please read these instructions before completing all relevant parts of the form.

UK Tax Regulations require us to collect certain information about the tax residency and tax classification of each relevant investor (referred to in those regulations and hereafter as an “account holder”).

If you have any questions about the account holder’s tax residency or classification, please contact a tax adviser or the appropriate tax authority. You can also find out more information on the HM Revenue & Customs and OECD websites (see the Glossary of Terms for the web address).

Should any information provided by you on this form change you must advise us of the change(s) as soon as practicable and in any event within 30 days of the relevant change. We will treat the information on this form as valid and correct unless we are informed by you of a change in circumstances relating to the account holder’s tax status or other fields included on this form.

If it appears to us from the information provided on this form that the account holder is tax resident outside the United Kingdom, we may be obliged to pass on the information in this form and other information in respect of the account holder’s financial accounts to HM Revenue & Customs.

You can find definitions of who is classified as an account holder, and selected other terms (italicised in this form), in the Glossary of Terms.

A UK branch of an entity is treated as an Entity in its own right for the purposes of the Tax Regulations and, therefore, this form should be completed with details of the UK branch, and not that of its parent.

Individual account holders or sole traders should complete an Individual Self Certification form rather than this form.

Please complete all sections below and overleaf in BLOCK CAPITALS and as directed.

### Part 1 – Identification of Account Holder

#### A. LEGAL NAME OF ENTITY/BRANCH

#### B. CURRENT ADDRESS:

Line 1 (e.g. House/Apt/Suite Name, Number, Street):

Line 2 (e.g. Town/City):

Line 3 (e.g. Province/County/State):

Country:

Postal Code/ZIP Code:

### Part 2 – Country of residence for tax purposes and related Taxpayer Identification Number (“TIN”) or functional equivalent

Please complete the following table indicating (i) where the account holder is tax resident (i.e. where they are liable to pay tax) and (ii) the account holder’s TIN for each country indicated.

	Country of tax residence	TIN	If no TIN available, please explain why this is the case
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please see overleaf for parts 3 – 5

## Entity Self Certification continued

### Part 3 – Entity classification under FATCA

Only complete this Part if US residence has been indicated in Part II. All account holders are required to complete Part IV. Please tick one box only with reference to the account holder's US tax residency stated previously.

#### CLASSIFICATION

Please tick one box only

- |  |                          |
|--|--------------------------|
| 1. UK Financial Institution or a Partner Jurisdiction Financial Institution              | <input type="checkbox"/> |
| 2. Participating Financial Institution   | <input type="checkbox"/> |
| 3. Non-Participating Financial Institution   | <input type="checkbox"/> |
| 4. Financial Institution resident in the USA or in a US Territory                        | <input type="checkbox"/> |
| 5. Deemed Compliant Financial Institution (not being one of those listed in 1 – 4 above) | <input type="checkbox"/> |
| 6. Exempt Beneficial Owner   | <input type="checkbox"/> |
| 7. Active Non-Financial Foreign Entity   | <input type="checkbox"/> |
| 8. Passive Non-Financial Foreign Entity*   | <input type="checkbox"/> |

\*A Passive Non-Financial Entity will be required to submit Individual Self Certification forms for each of its Controlling Persons.

### Part 4 – Entity classification under the EU Directive on Administrative Co-operation (the “DAC”) and the OECD Common Reporting Standard (the “CRS”)

To be completed by ALL Entities.

#### A. Financial Institution – Investment Entity

- |  |                          |
|--|--------------------------|
| 1. An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution | <input type="checkbox"/> |
| 2. Other Investment Entity   | <input type="checkbox"/> |

#### B. Financial Institution – Depository Institution, Custodial Institution or Specified Insurance Company

#### C. Active Non-Financial Entity

- |   |                          |
|---|--------------------------|
| 1. a corporation the stock of which is regularly traded on an established securities market or a Related Entity of such a corporation | <input type="checkbox"/> |
| 2. a Government Entity  | <input type="checkbox"/> |
| 3. an International Organisation  | <input type="checkbox"/> |
| 4. Active Non-Financial Entity – other than one of those at (i) to (iii)  | <input type="checkbox"/> |

#### D. Passive Non-Financial Entity

Note: if ticking this box please also:

- Indicate the name of any Controlling Person(s) of the account holder here (please continue on a separate sheet if necessary); and

- Complete “Individual Self Certification form” for each Controlling Person.

Please see overleaf for part 5

## Entity Self Certification continued

### Part 5 – Declaration and Signature

- I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.
- I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the account holder's relationship with Link Fund Solutions Limited, including those setting out how it may use and share the information supplied by me.
- I acknowledge that the information contained in this form and information regarding the account holder and its accounts may be reported to the tax authorities of the country in which the account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the account holder may be tax resident in pursuant to intergovernmental agreements to exchange Financial Account information.
- I certify that I am authorised to sign for the account holder in respect of all the account(s) to which this form relates.
- I undertake to advise Link Fund Solutions Limited within 30 days of any change in circumstances which affects my tax residency status classification or causes the information contained herein to become incorrect, and to provide it with a suitably updated self certification and Declaration within 30 days of such change in circumstances.

Name (please print full name)

Signature  Date 

D	D	M	M	Y	Y	Y	Y
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Position of signatory (e.g. Director/Secretary)

On behalf of (Entity name)

Please see overleaf for Glossary of Terms

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## Entity Self Certification continued

### Glossary of Terms

Note: These are selected definitions provided only as a guide to assist you with the completion of this form. Further details can be found on the CRS, the DAC and FATCA at the following:

- <https://www.gov.uk/guidance/automatic-exchange-of-information-account-holders>

#### Definitions common to FATCA and CRS

##### 1. Tax Regulations

The term “tax regulations” refers to regulations created to enable automatic exchange of information and include Foreign Account Tax Compliance Act (FATCA<sup>2</sup>), and the OECD Common Reporting Standard (CRS) for Automatic Exchange of Financial Account Information<sup>2</sup>.

##### 2. FATCA and CRS

###### FATCA

FATCA regulations in sections 1471 to 1474 of the U.S. Internal Revenue Code and the Treasury regulations and official guidance issued thereunder, as amended from time to time. FATCA regulations have been adopted in the UK by The International Tax Compliance Regulations 2015.

###### CRS

The OECD Common Reporting Standard (CRS) which has been adopted in the UK by The International Tax Compliance Regulations 2015.

##### 3. Non-Profit Organisation

An entity that meets ALL of the following criteria:

- it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
- it is exempt from income tax in its country of residence;
- it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
- the applicable laws of the entity’s country of residence or the entity’s formation documents do not permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the entity’s charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the entity has purchased; and
- the applicable laws of the entity’s country of residence or the entity’s formation documents require that, upon the entity’s liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organisation, or escheat to the government of the entity’s country of residence or any political subdivision thereof.

##### 4. Controlling Persons

The term “Controlling Persons” means the natural persons who exercise control over an Entity. In the case of a trust, such term means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than

a trust, such term means persons in equivalent or similar positions. The term “Controlling Persons” must be interpreted in a manner consistent with the Financial Action Task Force Recommendations.

##### Control

“Control” over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest in the Entity. A “control ownership interest” depends on the ownership structure of the legal person and is usually identified on the basis of a threshold applying a risk-based approach (e.g. any person(s) owning more than a certain percentage of the legal person, such as 25 per cent). Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person(s) is identified as exercising control of the Entity, the Controlling Person(s) of the Entity will be the natural person(s) who holds the position of senior managing official.

#### Classifications under FATCA<sup>2</sup>

##### 5. Financial Institution

The term “Financial Institution” means a Custodial Institution, a Depository Institution, an Investment Entity, or a Specified Insurance Company as defined for the purposes of FATCA<sup>2</sup>. Please see the relevant Tax Regulations<sup>1</sup> for the classification definitions that apply to Financial Institutions.

##### 6. Partner Jurisdiction Financial Institution

A Partner Jurisdiction Financial Institution includes (a) any Financial Institution resident in the UK, but excluding any branches of such Financial Institution that are located outside the UK and (b) any UK branch of a Financial Institution not resident in the UK. For these purposes, “Partner Jurisdiction” means any jurisdiction that has in effect an agreement with the U.S. to facilitate the implementation of FATCA<sup>2</sup>.

##### 7. Non-IGA Jurisdiction

A non-IGA Jurisdiction is one where there is no Model 1 or 2 Intergovernmental Agreement in place with the U.S. in respect of FATCA<sup>2</sup>.

##### 8. Non-Participating Foreign Financial Institution (NPFFI)

The term “Non-participating Foreign Financial Institution” means a non-participating FFI, as that term is defined in relevant U.S. Treasury Regulations, but does not include a United Kingdom Financial Institution or other Partner Jurisdiction Financial Institution other than a Financial Institution identified as a Non-participating Financial Institution pursuant to a determination by IRS or HMRC that there is significant non-compliance with FATCA<sup>2</sup> obligations.

##### 9. U.S. Territory

This term means American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Commonwealth of Puerto Rico or the U.S. Virgin Islands.

## Entity Self Certification continued

### Glossary of Terms continued

#### 10. Exempt Beneficial Owner

The term “Exempt Beneficial Owner” means

- a) a UK Governmental Organisation;
- b) an International Organisation (examples of which include The International Monetary Fund, The World Bank, The International Bank for Reconstruction and Development and The European Community – for a full list please see the relevant guidance issued by HMRC, or the IRS);
- c) a Central Bank; or
- d) a UK registered pension scheme, or non-UK pension scheme falling within the definition of Exempt Beneficial Owner for the purpose of FATCA<sup>2</sup>.

#### 11. Deemed Compliant Foreign Financial Institution

The term “Deemed Compliant Foreign Financial Institution” means

- a) those entities classified as such in Annex II of the UK IGA, which includes Non-profit Organisations<sup>3</sup> and Financial Institutions<sup>5</sup> with a Local Client Base; or
- b) entities which otherwise qualify as such under the FATCA<sup>2</sup> Regulations.

#### 12. Active Non-Financial Foreign Entity (NFFE)

An Active NFFE is any Non-Financial Foreign Entity<sup>14</sup> that meets one of the following criteria:

- a) less than 50 per cent of the NFFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50 per cent of the assets held by the NFFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) the stock of the NFFE is regularly traded on an established securities market or the NFFE is a Related Entity<sup>15</sup> of an Entity the stock of which is traded on an established securities market;
- c) the NFFE is organized in a U.S. Territory and all of the owners of the payee are bona fide residents of that U.S. Territory;
- d) the NFFE is a non-U.S. government, a government of a U.S. Territory, an international organization, a non-U.S. central bank of issue, or an Entity wholly owned by one or more of the foregoing;
- e) substantially all of the activities of the NFFE consist of holding (in whole or in part) the outstanding stock of, and providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an NFFE shall not qualify for this status if the NFFE functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes. In these circumstances, the Entity will be a Passive NFFE<sup>13</sup>;

- f) the NFFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution; provided, that the NFFE shall not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFFE;
- g) the NFFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- h) the NFFE primarily engages in financing and hedging transactions with or for Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity<sup>15</sup> provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
- i) the Entity is a Non-Profit organisation<sup>3</sup>; or
- j) the NFFE is an “Excepted NFFE” as described in relevant U.S. Treasury Regulations.

#### 13. Passive Non-Financial Foreign Entity (PNFFE)

A Passive NFFE is any Non-Financial Foreign Entity<sup>14</sup> that is not an Active NFFE<sup>12</sup>.

#### 14. Non-Financial Foreign Entity (NFFE)

The term “NFFE” means any non-U.S. Entity that is not treated as a Financial Institution<sup>5</sup>.

#### 15. Related Entity

An entity is a Related Entity of another entity if either entity controls the other entity, or the two entities are under common control. For this purpose control includes direct or indirect ownership of more than 50 per cent of the vote or value in an entity.

#### 16. Specified U.S. Person

The term “Specified U.S. Person” means a U.S. Person, other than:

- a) a corporation, the stock of which is regularly traded on one or more established securities markets;
- b) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code, as a corporation described in clause (a);
- c) the United States or any wholly owned agency or instrumentality thereof;
- d) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;
- e) any organisation exempt from taxation under section 501(a) or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code;
- f) any bank as defined in section 581 of the U.S. Internal Revenue Code;
- g) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code;

## Entity Self Certification continued

### Glossary of Terms continued

- h) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the Securities Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64);
- i) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code;
- j) any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code;
- k) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State; or
- l) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code.

### Classifications under CRS

#### 17. Financial Institution

The term "Financial Institution" means a Custodial Institution, a Depository Institution, an Investment Entity<sup>23</sup>, or a Specified Insurance Company.

#### 18. Non-Reporting Financial Institution

The term "Non-Reporting Financial Institution" means any Financial Institution which is:

- a) a Governmental Entity, International Organisation or Central Bank, other than with respect to a payment that is derived from an obligation held in connection with a commercial financial activity of a type engaged in by a Specified Insurance Company, Custodial Institution, or Depository Institution;
- b) a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; a Pension Fund of a Governmental Entity, International Organisation or Central Bank; or a Qualified Credit Card Issuer;
- c) any other Entity that presents a low risk of being used to evade tax, has substantially similar characteristics to any of the Entities described in (a) or (b) above, and is included in the list of Non-Reporting Financial Institutions provided to the European Commission by the UK;
- d) an Exempt Collective Investment Vehicle; or
- e) a trust to the extent that the trustee of the trust is a Reporting Financial Institution and reports all information required to be reported pursuant to Section I with respect to all Reportable Accounts of the trust.

#### 19. Related Entity

An Entity is a "Related Entity" of another Entity if (i) either Entity controls the other Entity; (ii) the two Entities are under common control; or (iii) the two Entities are Investment Entities, are under common management, and such management fulfils the due diligence obligations of such Investment Entities. For this purpose control includes direct or indirect ownership of more than 50 per cent of the vote and value in an Entity.

#### 20. Active Non-Financial Entity (NFE)

The term "Active NFE" means any NFE<sup>22</sup> that meets any of the following criteria:

- a) less than 50 per cent of the NFE's gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50 per cent of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) the stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity<sup>19</sup> of an Entity the stock of which is regularly traded on an established securities market;
- c) the NFE is a Governmental Entity, an International Organisation, a Central Bank, or an Entity wholly owned by one or more of the foregoing;
- d) substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution<sup>17</sup>, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes. In these circumstances, the Entity will be a Passive NFE<sup>21</sup>;
- e) the NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution<sup>17</sup>, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;
- f) the NFE was not a Financial Institution<sup>17</sup> in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution<sup>17</sup>;
- g) the NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions<sup>17</sup>, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution<sup>17</sup>, or
- h) the Entity is a non-profit organisation<sup>3</sup>.

#### 21. Passive Non-Financial Entity (PNFE)

A Passive NFE is any Non-Financial Entity<sup>22</sup> that is not an Active NFE, or an Investment Entity<sup>23</sup> that is not a Participating Jurisdiction<sup>24</sup> Financial Institution<sup>17</sup>.

#### 22. Non-Financial Entity (NFE)

The term "NFE" means any Entity that is not a Financial Institution<sup>17</sup>.

## Entity Self Certification continued

### Glossary of Terms continued

#### 23. Investment Entity

The term "Investment Entity" means any Entity:

- a) which primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
  - i) trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
  - ii) individual and collective portfolio management; or
  - iii) otherwise investing, administering, or managing Financial Assets or money on behalf of other persons; or
- b) the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets, if the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or an Investment Entity described in subparagraph A(6)(a) of the EU Directive on Administrative Co-operation 2014/107/EU.

An Entity is treated as primarily conducting as a business one or more of the activities described in subparagraph A(6)(a), or an Entity's gross income is primarily attributable to investing, reinvesting, or trading in Financial Assets for the purposes of subparagraph A(6)(b), if the Entity's gross income attributable to the relevant activities equals or exceeds 50 per cent of the Entity's gross income during the shorter of:

- i) the three-year period ending on 31 December of the year preceding the year in which the determination is made; or
- ii) the period during which the Entity has been in existence.

The term "Investment Entity" does not include an Entity that is an Active NFE because that Entity meets any of the criteria in subparagraphs D(8)(d) through (g) of the EU Directive on Administrative Co-operation 2014/107/EU.

This paragraph shall be interpreted in a manner consistent with similar language set forth in the definition of "financial institution"<sup>17</sup> in the Financial Action Task Force Recommendations.

#### 24. Participating Jurisdiction

The term "Participating Jurisdiction" means a jurisdiction which has an agreement in place to exchange information in accordance with the OECD Common Reporting Standard.



## Investment Details

For share class options please see the Share Class Options pages.

All investments must meet the minimum investment levels as specified in the Prospectus.

**ISA:** ISAs are subject to regulatory limitations as prescribed by the ISA Regulations.

Please refer to the HM Revenue & Customs website for further details: [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

**ISA Transfers:** all ISA transfers must include the appropriate transfer authority and authorisation and declaration.

Monthly savings applications should be accompanied by a cheque for your first instalment and the Direct Debit authority.

Direct Debit collections are made on the sixth of each month, or the first working day thereafter, and invested on the next valuation date. No interest will be paid in the interim.

For ISA investments payment is due immediately and subscription will not be made until we are in receipt of your funds. If you wish to pay us electronically then please send payments to the client money bank account below:

### **STERLING PAYMENTS ONLY**

Barclays Bank Plc

Account: Link Fund Solutions Limited Client Account

Account Number: 70249491

Sort Code: 20-67-59

Swift Code: BARCGB22

For non-ISA investments payment is due in line with the settlement terms of the Authorised Unit Trust or Open-Ended Investment Company. If you wish to pay us electronically then please send payments to the bank account below:

### **STERLING PAYMENTS ONLY**

Barclays Bank Plc

Account: Link Fund Solutions Limited Corporate Account

Account Number: 30290122

Sort Code: 20-67-59

Swift Code: BARCGB22

Alternatively, a sterling cheque drawn from a sterling bank account based in the UK should be made payable to 'Link Fund Solutions Limited'. If payment is made using a bankers' draft or building society cheque, the issuer must endorse the cheque confirming that the funds have been drawn from an account in your name. Failure to do so may result in your application being rejected.

Lump sum investors may also make direct payments in the relevant currency of the share class, to the appropriate bank account below:

### **EURO PAYMENTS ONLY**

HSBC Bank Plc

Account: Link Fund Solutions Limited – EURO

Account Number: 68184370

Sort Code: 40-05-15

Swift Code: MIDLGB22

IBAN: GB44MIDL40051568184370

Lump sum investors may also make direct payments in the relevant currency of the share class, to the appropriate bank account below:

### **US DOLLAR PAYMENTS ONLY**

HSBC Bank Plc

Account: Link Fund Solutions Limited – USD

Account Number: 68184515

Sort Code: 40-05-15

Swift: MIDLGB22

IBAN: GB09MIDL40051568184515

If you have any queries please phone 0345 606 6182 (lines are open 8:30 am to 5:30 pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Link Fund Solutions Limited' if appropriate, to: Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF

## Investment Details continued

**Please note:** This application when accepted by Link Fund Solutions Limited will constitute a binding contract and be evidenced by the issue of a contract note or allocation letter. No other acknowledgement will be issued at the time of application and only in the event of a query will there be further communication.

**Data Protection Act:** We may send your details (including account/transaction details) to related third parties (including the investment manager and/or sponsor). If you do not wish to receive information on other products and/or services from related third parties, please tick this opt out box.

**Permission to deal with your professional adviser:** Please tick this box if you wish for us to send information about your Investment to your professional adviser.

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**Declaration:** To be completed by all applicants. Please note that ISA Accounts can only be set up as individual accounts. I/we confirm that I/we have received and read the information contained in this form and confirm that a copy of the Key Investor Information Document or Prospectus has been supplied to me/us. I/we request and authorise Link Fund Solutions Limited to act in accordance with my/our instructions.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	Date	<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 have any queries please phone 0345 606 6182 (lines are open 8:30 am to 5:30 pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Link Fund Solutions Limited' if appropriate, to: Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF

## Share Class Options

PRODUCT TYPE	SHARE CLASS	
LF Miton Balanced Multi Asset Fund	B	F
Minimum Lump Sum	£1,000	£100,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/>
Minimum Regular Savings	£50	
Investment Amount	£ <input type="text"/>	

Accumulation Shares only in issue

PRODUCT TYPE	ISA INVESTMENT	ISA WITH TRANSFER AMOUNT OR PERCENTAGE
LF Miton Balanced Multi Asset Fund	B	B
Minimum Lump Sum	£1,000	£1,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/> %
Minimum Regular Savings	£50	
Investment Amount	£ <input type="text"/>	

Accumulation Shares only in issue

PRODUCT TYPE	SHARE CLASS				
LF Miton Cautious Multi Asset Fund	A	B	C	F	G
Minimum Lump Sum	£1,000	£1,000	\$5,000	€5,000	£5,000,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/>	\$ <input type="text"/>	€ <input type="text"/>	£ <input type="text"/>
Minimum Regular Savings	£50	£50			£50
Investment Amount	£ <input type="text"/>	£ <input type="text"/>			£ <input type="text"/>

Accumulation Shares only in issue

PRODUCT TYPE	ISA INVESTMENT		ISA WITH TRANSFER AMOUNT OR PERCENTAGE	
LF Miton Cautious Multi Asset Fund	A	B	A	B
Minimum Lump Sum	£1,000	£1,000	£1,000	£1,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/> %	£ <input type="text"/> %
Minimum Regular Savings	£50	£50		
Investment Amount	£ <input type="text"/>	£ <input type="text"/>		

Accumulation Shares only in issue

If you have any queries please phone 0345 606 6182 (lines are open 8:30 am to 5:30 pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Link Fund Solutions Limited' if appropriate, to: Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF

## Share Class Options continued

PRODUCT TYPE	SHARE CLASS			
LF Miton Defensive Multi Asset Fund	A	B	C	E
Minimum Lump Sum	£1,000	£1,000	\$5,000	£10,000,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/>	\$ <input type="text"/>	£ <input type="text"/>
Minimum Regular Savings	£50	£50		
Investment Amount	£ <input type="text"/>	£ <input type="text"/>		
Accumulation Shares only in issue				

PRODUCT TYPE	ISA INVESTMENT		ISA WITH TRANSFER AMOUNT OR PERCENTAGE	
LF Miton Defensive Multi Asset Fund	A	B	A	B
Minimum Lump Sum	£1,000	£1,000	£1,000	£1,000
Investment Amount	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/> %	£ <input type="text"/> %
Minimum Regular Savings	£50	£50		
Investment Amount	£ <input type="text"/>	£ <input type="text"/>		
Accumulation Shares only in issue				

If you have any queries please phone 0345 606 6182 (lines are open 8:30 am to 5:30 pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Link Fund Solutions Limited' if appropriate, to: Link Fund Solutions Limited, PO Box 389, Darlington DL1 9UF

## ISA Application & Declaration

I apply to subscribe to a stocks and shares ISA for the tax year 20 /20 and each subsequent year until further notice.

**I declare that:**

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I have not subscribed, and will not subscribe, more than the overall subscription limit in total to any combination of permitted ISAs 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;
- I am resident in the United Kingdom for tax purposes or, if not so resident, either 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 United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Link Fund Solutions Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties;
- the information I have given is correct to the best of my knowledge and belief. I will inform Link Fund Solutions Limited if any information provided in this ISA Application and Declaration changes;
- I acknowledge the Additional Investor Information and I agree to the Terms and Conditions set out in this document which form a legal contract binding on me. I accept that they may be varied at Link Fund Solutions Limited's discretion, as provided herein;
- I have received, read and understood or had satisfactorily explained the Key Investor Information Document that has been provided to me;
- I am aware that the Prospectus and the latest Annual and if more recent Interim Fund Reports are available free of charge and I confirm that I have accessed them to the extent I believe necessary; and
- I agree that if I invest in a monthly savings plan (regular monthly payments), the amount(s) indicated will be deducted each month until further notice.

**I authorise Link Fund Solutions Limited:**

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash; and
- to make on my behalf any claims to relief from tax in respect of ISA investments.

Name (please print full name):

Signature:

Date: 

D	D	M	M	Y	Y	Y	Y
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## ISA Transfer Declaration & Authorisation

**I agree that:**

- this application is subject to acceptance by the current ISA Manager;
- I will inform you of any changes in my circumstances;
- I acknowledge the Additional Investor Information and I agree to the Terms and Conditions set out in this document which form a legal contract binding on me. I accept that they may be varied at Link Fund Solutions Limited's discretion, as provided herein;
- I have received, read and understood or had satisfactorily explained the Key Investor Information Document that has been provided to me;
- I am aware that the Prospectus and the latest Annual and if more recent Interim Fund Reports are available free of charge and I confirm that I have accessed them to the extent I believe necessary; and
- Applicable for current tax year ISA transfers only – I am resident in the United Kingdom for tax purposes or if not so resident, perform duties which are by virtue of section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to or in a civil partnership with a person who performs such duties, and will inform Link Fund Solutions Limited if I cease to be so resident to perform such duties or be married or be in a civil partnership with a person who performs such duties.

**I authorise Link Fund Solutions Limited:**

- to hold my cash transfers, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments; and
- to make on my behalf any claims to relief from tax in respect of ISA investments.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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## ISA Transfer Authority

### Transfer Authority (to be completed by the ISA investor)

To the existing ISA Manager:

Address:

Postcode:

ISA Plan Reference Number(s)	Transfer Amount	or	Percentage
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>

Apply the proceeds of the ISA transfer(s) to (insert sub-funds below):

I authorise my existing ISA Manager (as specified above) to transfer the ISA (account number above) to Link Fund Solutions Limited. I authorise my existing ISA Manager to provide Link Fund Solutions Limited with any information, written or non-written, concerning the ISA and to accept any instructions from them relating to the ISA being transferred.

Where a period of notice is required for closure/part transfer of the existing ISA, I give my consent to either (ISA investor to tick as appropriate):

- serve the full notice period before this instruction can be processed  ;
- OR
- proceed immediately with the transfer and any consequential penalty which may be applied  .

Name (please print full name):

Signature:  Date:

### Transfer Authority (to be completed by the ISA investor)

To the existing ISA Manager:

Address:

Postcode:

ISA Plan Reference Number(s)	Transfer Amount	or	Percentage
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>

Apply the proceeds of the ISA transfer(s) to (insert sub-funds below):

I authorise my existing ISA Manager (as specified above) to transfer the ISA (account number above) to Link Fund Solutions Limited. I authorise my existing ISA Manager to provide Link Fund Solutions Limited with any information, written or non-written, concerning the ISA and to accept any instructions from them relating to the ISA being transferred.

Where a period of notice is required for closure/part transfer of the existing ISA, I give my consent to either (ISA investor to tick as appropriate):

- serve the full notice period before this instruction can be processed  ;
- OR
- proceed immediately with the transfer and any consequential penalty which may be applied  .

Name (please print full name):

Signature:  Date:

### Transfer Authority (to be completed by the ISA investor)

To the existing ISA Manager:

Address:

Postcode:

ISA Plan Reference Number(s)	Transfer Amount	or	Percentage
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>
<input type="text"/>	£ <input type="text"/>		% <input type="text"/>

Apply the proceeds of the ISA transfer(s) to (insert sub-funds below):

I authorise my existing ISA Manager (as specified above) to transfer the ISA (account number above) to Link Fund Solutions Limited. I authorise my existing ISA Manager to provide Link Fund Solutions Limited with any information, written or non-written, concerning the ISA and to accept any instructions from them relating to the ISA being transferred.

Where a period of notice is required for closure/part transfer of the existing ISA, I give my consent to either (ISA investor to tick as appropriate):

- serve the full notice period before this instruction can be processed  ;
- OR
- proceed immediately with the transfer and any consequential penalty which may be applied  .

Name (please print full name):

Signature:  Date:

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## Adviser's Declaration

I accept that this application is governed by Link Fund Solutions Limited Terms of Business, a copy of which has been or will be supplied to me.

I hereby indemnify Link Fund Solutions Limited for any loss suffered should it subsequently be discovered that the applicant(s) was/were entitled to cancellation rights and no cancellation notice was sent as a result of the undernoted.

I confirm that the applicant(s) named in this application is/are entitled to cancellation rights under the Conduct of Business (Cancellation) Rules. (Tick only if cancellation rights apply)

Or

I confirm that the applicant(s) named in this application is/are not entitled to cancellation rights under the Conduct of Business (Cancellation) Rules because:

The applicant(s) is/are subject to a customer agreement waiving such rights.

The applicant(s) responded to a direct offer financial promotion advertisement as defined by the Financial Conduct Authority (Conduct of Business) Rules.

The application form was completed outside the United Kingdom as the result of either advice given by me or an advertisement issued outside the United Kingdom.

The applicant is an execution only customer and has not received advice.

**Note: if the execution only customer box above is not checked, LFS will process the application on the basis that advice has been given to the customer.**

We confirm we have undertaken anti-money laundering checks in line with the current regulations and confirm that on reasonable request we will provide Link Fund Solutions Limited copies of all evidence gathered to meet such requirements.

Adviser's name:

Telephone number:

Mobile number:

Fax number:

Adviser/Agent Stamp & Authorisation

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## 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 it to:

Link Fund Solutions Limited PO Box 389 Darlington DL1 9UF	Service user number <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">4</td> <td style="width: 20px;">3</td> <td style="width: 20px;">2</td> <td style="width: 20px;">6</td> <td style="width: 20px;">6</td> <td style="width: 20px;">8</td> </tr> </table>	4	3	2	6	6	8													
4	3	2	6	6	8															
Name(s) of account holder(s) <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	Reference <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																			
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Branch sort code <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																				
Name and full postal address of your bank or building society																				
To: The Manager                      Bank/building society <input style="width: 100%; border: 1px solid black;" type="text"/>																				
Address <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	Signature(s) <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>																			
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D	D	M	M	Y	Y	Y	Y													

**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, Link Fund Solutions Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Link Fund Solutions 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 Link Fund Solutions 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 Link Fund Solutions 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.

