



# New ISA Application Form



## MI Chelverton Equity Fund

The Terms & Conditions documentation applicable to this transaction is **version 02/2019** which can be found at [www.maitlandgroup.com](http://www.maitlandgroup.com).

This application form should be used to subscribe to an Investment Fund administered by Maitland Institutional Services Limited. By completing this application, you agree to subscribe to a **2019/2020** tax year stocks and shares New ISA (NISA) and each subsequent year until further notice. You are not obliged to invest in subsequent tax years unless you choose to do so.

Please complete this form and return it to: **MI Chelverton, Hamilton Centre, Rodney Way, Chelmsford, Essex, CM1 3BY**. If you have any questions in relation to the completion of this form please contact us on Telephone No 0345 305 4217, Fax No 0845 280 0188.

**All sections below marked with an asterisk '\*' must be completed. Failure to complete the mandatory sections of this form will result in the application being rejected. Please complete the form in BLOCK CAPITALS.**

### 1 Applicant Details\*

|                                                                                                                 |  |         |
|-----------------------------------------------------------------------------------------------------------------|--|---------|
| I am a new client <input type="checkbox"/> or Existing Client Reference                                         |  |         |
| Title                                                                                                           |  | Surname |
| Full First Name(s)                                                                                              |  |         |
| Date of Birth (DD/MM/YYYY)                                                                                      |  |         |
| National Insurance Number                                                                                       |  |         |
| Telephone Number                                                                                                |  |         |
| Email Address                                                                                                   |  |         |
| Please tick here <input type="checkbox"/> if you would like to receive correspondence via email where possible. |  |         |

|                                       |  |     |      |
|---------------------------------------|--|-----|------|
| Current Permanent Residential Address |  |     |      |
|                                       |  |     |      |
|                                       |  |     |      |
|                                       |  |     |      |
| Post Code                             |  |     |      |
| Time at this address                  |  | yrs | mths |

|                                                                  |  |     |      |
|------------------------------------------------------------------|--|-----|------|
| Previous address (if at current address for less than two years) |  |     |      |
|                                                                  |  |     |      |
|                                                                  |  |     |      |
|                                                                  |  |     |      |
| Post Code                                                        |  |     |      |
| Time at this address                                             |  | yrs | mths |

### 2 Bank Details (for income distributions)\*

Bank details must be completed if you would like to have any income paid out. Income will automatically be re-invested if this section is not completed.

|              |  |
|--------------|--|
| Bank Name    |  |
| Bank Address |  |
|              |  |
|              |  |

|                                              |  |
|----------------------------------------------|--|
| Sort Code                                    |  |
| Building Society Roll Number (if applicable) |  |
| Account Name                                 |  |
| Account Number                               |  |

Please note that Maitland reserves the right not to make payments to or receive payments from third parties.

### 3 Investment Selection\*

I wish to invest the following amounts in the Fund(s) listed below:

| Fund & Share Class Name                            | ISIN         | Lump Sum Amount | Monthly Amount <sup>1</sup> | Reinvest Income |
|----------------------------------------------------|--------------|-----------------|-----------------------------|-----------------|
| MI Chelverton European Select Fund B Accumulation  | GB00BFNL2P39 | £               | £                           | N/A             |
| MI Chelverton European Select Fund B Income        | GB00BFNL2N15 | £               | £                           | See Section 2   |
| MI Chelverton UK Equity Income Fund B Accumulation | GB00B1Y9J570 | £               | £                           | N/A             |
| MI Chelverton UK Equity Income Fund B Income       | GB00B1FD6467 | £               | £                           | See Section 2   |
| MI Chelverton UK Equity Growth Fund B Accumulation | GB00BP855B75 | £               | £                           | N/A             |
| MI Chelverton UK Equity Growth Fund B Income       | GB00BP855954 | £               | £                           | See Section 2   |
| <b>Total</b>                                       |              | £               | £                           |                 |

<sup>1</sup> Monthly investments are to be made via a standing order which you must set up with your bank. Please tick the 'Monthly Standing Order' box in Section 4.1 and make payment to the bank account details in Section 4.2.

Accumulation (ACC) Units do not pay distributions as any income generated by the underlying investments is reinvested by the Investment Manager. Income (INC) Units on the other hand do pay distributions at a frequency in line with the Fund's Prospectus.

**I understand that my ISA investment will not be placed until the payment has been received in the Fund's bank account. The payment must also be received before the end of the tax year stated at the beginning of this application form.**

## 4.1 Method of Funding\*

Our preferred method of funding is via a bank transfer.

|                               |                          |                                                                                                                                                                                          |
|-------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A) Bank Transfer <sup>2</sup> | <input type="checkbox"/> | I will make a BACS or CHAPS payment to the bank details in Section 4.2                                                                                                                   |
| B) Monthly Standing Order     | <input type="checkbox"/> | I will set up a standing order to pay the total monthly amount specified in Section 3 (min £100) on the 1 <sup>st</sup> business day of each month to the account details in Section 4.2 |

<sup>2</sup> ISA trades will not be placed until the electronic payment has been received in the Fund's bank account. The payment must also be received before the end of the tax year stated at the beginning of this application form.

## 4.2 Fund Bank details

Use these details to set up a one off Bank Transfer or a Monthly Standing Order with your bank.

|                |                                                                                   |
|----------------|-----------------------------------------------------------------------------------|
| Account Name   | Maitland Institutional Services Ltd Chelverton Dealing Acc (Client Money Account) |
| Account Number | 03765415                                                                          |
| Sort Code      | 20-00-00                                                                          |
| Reference      | [Insert your portfolio number or your name]                                       |

## 5 Intermediated Business

This section is only to be completed if you would like to appoint an intermediary or financial adviser. If these details are not completed correctly this application will be rejected.

### 5.1 Intermediary Details

|                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Firm's Name and Address                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| FCA Firm Registration No                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Contact Name                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Telephone Number                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Fax Number                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Email Address                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Our default is that the intermediary has given advice on the enclosed investment(s). Please note we must be advised at the point of each subsequent investment if advice has not been given.<br>Please confirm if no advice has been given, please leave blank if you have provided advice in relation to the enclosed transaction(s).<br>Tick to confirm no advice has been given <input type="checkbox"/> |  |
| Authorised Signature                                                                                                                                                                                                                                                                                                                                                                                        |  |

Affix Stamp (where relevant):

## 6 Investor Declaration\*

Where this application mentions Maitland it shall mean Maitland Institutional Services Limited.

### New ISA (NISA) Declaration:

I declare that:

I am aged 18 years or over and that all investment subscriptions made now and in the future belong to me.

I have not subscribed, and will not subscribe, more than the overall subscription limit in total to a cash ISA and a stocks and shares ISA in the same tax year.

I have not subscribed, and will not subscribe, to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA.

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 Maitland 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.

If the investor is uncertain of their residence position they cannot make an ISA application until they can give an assurance that they are UK resident in the year in which the application is made. The ISA must not be opened on a provisional basis.

Maitland may make on my behalf any claims of tax in respect of my ISA investments.

### Identity Verification:

I authorise Maitland to undertake identity verification searches using the details provided in order to verify my identity and residency with a reputable referencing agency. I understand this information may be used by the ACD, Registrar and the Depository for fraud and anti-money laundering purposes.

Should electronic identity verification not be possible I understand that I may be contacted by Maitland to provide documents to establish my identity. This will generally be a certified copy of a passport or a photo-card driving license together with a utility bill no older than 3 months.

I understand that although Maitland may accept my application prior to verifying my identity, in order to prevent money laundering, until my identity has been verified I may not be able to withdraw my money or receive distribution payments.

### I declare that:

I confirm that the money used to fund this and all future investments is my own and that I am the beneficial owner of this investment.

I have viewed the Maitland Institutional Services Limited (Maitland) Terms and Conditions and by signing this declaration I agree to be bound by the version referenced at the top of this application and future iterations which can be viewed on our website at [www.maitlandgroup.com](http://www.maitlandgroup.com).

I have received and read the information contained in this form and confirm that a copy of the Key Investor Information Document (KIID) or Prospectus has been supplied to me in respect of each share class in which I wish to invest, in conjunction with the Supplementary Information Document (SID).

Key Investor Information Documents (KIID) and Prospectus documents are available on our website [www.maitlandgroup.com](http://www.maitlandgroup.com). Where Funds are formally distributed in a country other than the United Kingdom you can obtain the KIID in the language of the country in question from the Distributing Agent (see the Fund's Prospectus for details). You should read the Prospectus of all Authorised Unit Trusts and Open-Ended Investment Companies in which you invest.

I agree to be subject to the fees and charges which may be applied to my investments in the Fund(s) both at the initial point of investment and on an ongoing basis as set out within the Fund's Prospectus.

I declare that this application form has been completed to the best of my knowledge and that Maitland reserves the right to reject or put this application on hold if any sections have not been completed or are illegible.

I understand the ACD may charge £50 each time a trade is not fulfilled by settlement date and the ACD reserves the right to apply interest charges at 4% above the Bank of England Base Rate on the value of any settlement not received by the settlement date. No interest will be paid on funds held prior to investment and shares that have not been paid for cannot be redeemed.

The ACD, at its discretion, has the right to cancel a purchase deal if settlement is overdue. Any loss arising from such a cancellation shall be the liability of the applicant. For postal applications payment in full must accompany the instruction. At the ACD's discretion, payment for large purchases of Shares may be required by telegraphic transfer.

### Cancellation Rights:

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 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 the administrator at the address detailed on the notice of cancellation rights within 14 days of receipt.

If the applicant enacts their cancellation rights and the value of those holdings has fallen, the applicant will be liable for any shortfalls.

### Data Protection:

Maitland Institutional Services Limited is a registered Data Controller and can be contacted via e-mail, [dataprotection@maitlandgroup.com](mailto:dataprotection@maitlandgroup.com) or by post to Hamilton Centre, Rodney Way, Chelmsford, Essex, CM1 3BY.

In relation to your subscription, Maitland Institutional Services Limited will use your information to open, administer and when appropriate, close your Account. We may record and use any information held about you in the course of our relationship with you, for the below mentioned purposes. We will share information about you with other members of the Maitland Group of companies.

Personal data will be kept securely and we will treat your information as private and confidential. Your details, including dealings with us, will not be disclosed to anyone except where we, or any third party acting on our behalf, are legally compelled or permitted to do so.

The Law gives you the right to know what information we hold about you. In addition, the Law sets out rules to make sure that this information is handled properly.

1. We will collect your Personal Data when you apply to invest. Your Personal Data will be used by us to set up, administer and otherwise provide services to you in respect of your investment. We will act as the Data Controller, as defined by Law. If we reject your application for an investment, or you choose to cancel it, your Personal Data may be held on our records for up to 7 years before it is deleted, in line with the Law. When your investment is closed, we will keep any Personal Data for as long as we are required by the FCA and HMRC.
2. We will keep your Personal Data confidential and will not disclose it unless it is lawful for us to do so.
3. We may disclose your Personal Data (and sensitive personal data) to:
  - Your professional advisors;
  - Other companies within the Maitland Group (of which we are a part), or their respective sub-contractors present or future;
  - Other companies and suppliers we engage to process data on our behalf for the purpose of administering and servicing of your Investments
  - Organisations for compliance with legal and regulatory requirements
  - Reputable identity checking agencies
  - Our Accountants and/or Auditors
  - Our legal advisers
  - Any prospective purchaser for value of our business and their legal, financial and other advisers
4. If you have provided us with the Personal Data of a third party, you will have obtained all necessary consents from those third parties to enable us to hold and process their Personal Data in accordance with the terms of this section.
5. We may disclose your information to organisations for compliance with legal and regulatory requirements.
6. We may contact you, or any persons associated with this application, to request further verification with respect to our anti-money laundering requirements. If you do not submit appropriate verification documents for all persons named on the form, we may return the full application to you unprocessed. We reserve the right to use electronic checking services in order to satisfy our anti-money laundering requirements over and above the documents/payment cheques you may provide.

With the exception of the above provisions, we will not pass on your details to any other third party without your permission, but we will disclose information concerning your investment to your intermediary if you have provided details of one.

We may engage service providers who may have access to and may use your information to provide these services on our behalf. We, or third party service providers, may outsource certain activities to parties (including our group companies) based outside the European Economic Area (EEA) for the administration and servicing of your investments. In such cases, it may be necessary for us to transfer your personal data outside of the EEA. Contracts will be put in place to ensure that the service providers protect your information in accordance with the requirements of the General Data Protection Regulation 2016/679 or any legislation that may be enacted to replace the Regulation.

By signing the form you consent to us obtaining such verification information under the requirements of the General Data Protection Regulation 2016/679 or any legislation that may be enacted to replace the Regulation.

**We may contact you by post, telephone or e-mail to inform you about our products and services that we consider may be of interest to you. If you wish to be contacted for marketing purposes, please mark this box with an 'X'.**

You have the right to access your information at any time to check whether it is accurate and up-to-date and you should write to us if you wish to do so. Contact details can be found in the Supplementary Information Document ('SID'), under 'How to contact us'.

A copy of our privacy policy and your rights as a data subject can be found on our website at <https://www.maitlandgroup.com/about-us/governance/gdpr-compliance/>

Please note the applicant must sign and date below to confirm their acceptance of the above declaration and to validate this application.

|            |  |
|------------|--|
| Signature  |  |
| Print Name |  |
| Date       |  |

## 7 ISA Transferred Authority (Form B)

This transfer authority should only be used for either the transfer of a stocks and shares ISA or a cash ISA into a stocks and shares ISA administered by Maitland Institutional Services Limited. Please note that a separate ISA Transfer Authority will be required for each Fund/Plan Manager. Please ensure you have signed the declaration on the ISA Application Form and the signature section on each Transfer Authority completed.

### 7.1 Plan Manager and Client Details

Please ensure that all details you input below match those held by the existing Fund/Plan Manager as any differences could cause a delay.

|                     |  |
|---------------------|--|
| Name of ISA Manager |  |
| ISA Manager Address |  |
|                     |  |
|                     |  |
| Post Code           |  |

|                    |  |         |  |
|--------------------|--|---------|--|
| Title              |  | Surname |  |
| Full First Name(s) |  |         |  |
| Address            |  |         |  |
|                    |  |         |  |
| Post code          |  |         |  |

### 7.2 Details of Transfer

Please list all of the Plan/Account Numbers that you wish to transfer to Maitland Institutional Services Limited. Please also complete the Investment Selection in section 3 to tell us the Funds you wish to reinvest into.

| Account Number(s) of ISA to be transferred<br>(this must be completed) |
|------------------------------------------------------------------------|
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |

| Transfer 100% of my current tax year ISA<br>(tick as appropriate) |                          |    |                          |
|-------------------------------------------------------------------|--------------------------|----|--------------------------|
| Yes                                                               | <input type="checkbox"/> | No | <input type="checkbox"/> |

| Transfer my previous tax year ISA<br>(only complete A, B or C for each line) |                          |    |   |   |
|------------------------------------------------------------------------------|--------------------------|----|---|---|
|                                                                              | A                        |    | B | C |
| 100%                                                                         | <input type="checkbox"/> | or | % | £ |
| 100%                                                                         | <input type="checkbox"/> | or | % | £ |
| 100%                                                                         | <input type="checkbox"/> | or | % | £ |
| 100%                                                                         | <input type="checkbox"/> | or | % | £ |

I hereby instruct my current ISA Manager to either transfer my holdings to Maitland Institutional Services Limited or liquidate the assets within my ISA with immediate effect and forward the proceeds to my new Plan Manager at **MI Chelverton Asset Management Ltd, Hamilton Centre, Rodney Way, Chelmsford, Essex, CM1 3BY**. This transfer should include, where relevant, all former ISA and PEP investments.

|            |  |
|------------|--|
| Signature  |  |
| Print Name |  |
| Date       |  |