

ST VINCENT ST FUND ADMINISTRATION

SVS CHURCH HOUSE FUNDS APPLICATION FORM INDIVIDUALS

PLEASE READ THE ENCLOSED SIMPLIFIED PROSPECTUS OR KEY INVESTOR INFORMATION DOCUMENT PRIOR TO COMPLETING THIS APPLICATION FORM
A COPY OF THE FULL PROSPECTUS IS AVAILABLE FREE OF CHARGE ON REQUEST

PERSONAL DETAILS

BLOCK CAPITALS

Title Mr/Mrs/Miss/Ms/Other	Surname
Forename(s) (in full)	
Address	
Postcode	
Daytime Telephone No	
Email Address	
Registered Name (if not an individual, eg company name)	

JOINT APPLICANT(S) (if applicable – maximum three)

Title	Surname	Forename(s) (in full)
Daytime Telephone No		
Title	Surname	Forename(s) (in full)
Daytime Telephone No		
Title	Surname	Forename(s) (in full)
Daytime Telephone No		

If the address of the joint applicants is different to that of the first applicant, we must be advised of their address(es) on a separate sheet to be sent with this application form

If you are an existing unit holder please provide your plan number.

Date of Birth Place of Birth Tax / National Insurance No

Please list countries of residence for tax purposes, if **not** UK

Please list any nationalities, citizenships and rights of residence, if **not** UK

Please confirm domicile, if **not** UK

Please provide details of any **non** UK Passports held:

DESIGNATION (Maximum of 15 characters)

Please state the designation in the box below. Unit Trusts may not be registered in the name of a minor (under 18 years of age) but should be registered in the name of an adult and designated in favour of the minor using the child's initials eg John Brown a/c RB. Investments on behalf of a Trust must be registered in the name(s) of the individual Trustee(s) but an appropriate designation may be used.

Designation

CONTINUED OVERLEAF

VERIFICATION

In order to comply with our obligations under anti-money laundering legislation we are required to verify the identity of all new applicants. To enable us to comply with the legislation please produce one document from List A **OR** one document from List B and one document from List C below. Please provide us with current copies certified by a professional person (i.e. a Doctor, Bank Manager, Lawyer/Attorney, Teacher or other regulated professional including the certifiers name, profession, place of work or company stamp, date of certification and confirmation that the original has been seen). For security reasons please do not send original documents.

List A	List B	List C
Full UK or other national passport	Valid old style UK Driving Licence	Instrument of court appointment (liquidator or grant of probate)
UK or other national photo card driving licence	Recent evidence of entitlement to state or local government funded benefit, tax credit, personal education or other grant	Utility bill (but not printed off the internet) Current Council tax demand, letter or statement
National ID Card (Non UK Nationals)		Current bank, building society, credit/debit card statement issued by a regulated firm in the UK, EU or similar jurisdiction (but not printed off the internet).
Firearms certificate or shotgun licence		

BENEFICIAL OWNER

If the beneficial owner of the investment is different to the named applicant(s) please disclose the full name(s) of individual(s) or organisations that ultimately own or control the investment. There are additional requirements for partnerships, trusts and executors and personal representatives for the estates of deceased persons. Please telephone the Transfer Agency Team on 0141 222 1151 for further details.

PAYMENT

Please make your cheque payable to **Smith & Williamson Fund Administration Limited** and return it with this application form to **206 St Vincent, Glasgow, G2 5SG**.

Or telegraphic transfers can be made to the following account.

Branch: Sort Code 15-10-00 Royal Bank of Scotland – City Office

Account number: 17487062 Account name: Smith & Williamson Fund Administration Limited

INCOME PAYMENTS

Please indicate how you wish to have the income paid:

DIRECT TO BANK/BUILDING SOCIETY – please give payment details

Bank or Building Society

Branch Title

Account Name

Account Number

Sort Code - -

RE-INVESTMENT

CONTINUED OVERLEAF

REDEMPTION PROCEEDS

Please provide bank details for where you wish redemption proceeds to be paid. If details are the same as the above please tick this box:

Bank or Building Society

Branch Title

Account Name

Account Number

Sort Code - -

DECLARATION AND SIGNATURES

- I/We have read the Key Investor Information Document (KIID) or Simplified Prospectus.
- I/We understand that Smith and Williamson may need to use credit reference/information agencies in order to satisfy Smith and Williamson’s statutory money laundering obligations. These agencies may keep a record of this enquiry.
- I/we understand that where required by the FCA’s client money rules, you will hold money received on my/our behalf in accordance with those rules in a general client bank account, with an approved bank (as defined in the FCA Rules) in the UK. No interest will be payable to me/us in respect of such money.
- I/We confirm that all applicants are at least 18 years of age.

Signature – APPLICANT 1	Date
Signature – APPLICANT 2	Date
Signature – APPLICANT 3	Date
Signature – APPLICANT 4	Date

FINANCIAL ADVISER DETAILS (if applicable) Note that in accordance with FCA rules, commission refers to legacy / non advised / execution only services

Name	
Company	
Address	
Postcode	Telephone No

COMMISSION %

DISCOUNT %

CONTINUED OVERLEAF

DATA PROTECTION

We shall record any information (including, where appropriate, personal data as defined in the Data Protection Act 1998) which we receive about you and your investments (whether in relation to this fund or any other) in physical and electronic form and will organise and process such information as we think appropriate in connection with the administration of your investments.

We may: (i) disclose your information where under a legal or regulatory obligation to do so; (ii) use your information for marketing, research and statistical analysis purposes; and (iii) disclose your information to third party entities which provide us with administrative support and technological back up services.

We may disclose your information to third party promoters of this fund only (but not to any other third parties) for marketing, research, statistical analysis and administration purposes.

If you would prefer us not to disclose your information to such third parties, please tick this box.

Any person about whom we hold personal data has the right upon payment of a fee to obtain a copy of that personal data.

Complaints

Complaints Procedure

We have in place an internal complaints-handling procedure and in the event of dissatisfaction you should address any complaint, in the first instance, to our Head of Legal at our registered office. A copy of our complaints-handling procedure is available on request.

Financial Ombudsman Service

In the event that we are unable to resolve your complaint to your satisfaction, you may have the right to complain directly to the Financial Ombudsman Service, which is an independent service set up by law to resolve disputes between consumers and financial institutions. If you are an individual acting for purposes outside your trade, business, craft or profession, you may have the right to complain directly to the Financial Ombudsman Service, more information on this scheme is available from us on request. The contact details of the Financial Ombudsman Service are as follows:

The Financial Ombudsman Service
Exchange Tower
London E14 9SR
Tel: 020 7964 1000
Website: www.financial-ombudsman.org.uk

CONTINUED OVERLEAF

INVESTMENT

Please indicate the amount you wish to invest in the UT/OEIC(s). (Please note the minimum initial investment for each UT/OEIC.):

<u>OEIC</u>	<u>AMOUNT TO INVEST</u>	<u>MINIMUM INITIAL INVESTMENT</u>	<u>SHARES TO BUY</u>
Tenax Absolute Return Strategies Fund A Shares Income (GB00BNGY2338)	£ <input type="text"/>	£5,000	<input type="text"/>
Tenax Absolute Return Strategies Fund A Shares Accumulation (GB00B28KSG75)	£ <input type="text"/>	£5,000	<input type="text"/>
Deep Value Investment Fund A Shares Accumulation (GB00B79XM025)	£ <input type="text"/>	£5,000	<input type="text"/>
<u>UNIT TRUST</u>			
Balanced Equity Income Fund A Units Income (GB0031336026)	£ <input type="text"/>	£5,000	<input type="text"/>
Balanced Equity Income Fund A Units Accumulation (GB00B11DQ393)	£ <input type="text"/>	£5,000	<input type="text"/>
Investment Grade Fixed Interest Fund Income Units (GB0004743828)	£ <input type="text"/>	£5,000	<input type="text"/>
Investment Grade Fixed Interest Fund Accumulation Units (GB00B11DPK96)	£ <input type="text"/>	£5,000	<input type="text"/>
UK Managed Growth Fund A Units Income (GB0009199240)	£ <input type="text"/>	£5,000	<input type="text"/>
UK Managed Growth Fund A Units Accumulation (GB00B11DPN28)	£ <input type="text"/>	£5,000	<input type="text"/>
Esk Global Equity Fund A Units Income (GB0005068324)	£ <input type="text"/>	£50,000	<input type="text"/>
Esk Global Equity Fund A Units Accumulation (GB00BNFX4L36)	£ <input type="text"/>	£50,000	<input type="text"/>

St Vincent St Fund Administration is a trading name of Smith & Williamson Fund Administration Limited

**Registered in England at 25 Moorgate, London EC2R 6AY No 1934644
Authorised and regulated by the Financial Conduct Authority**