

# TB Wise Funds OEIC Investment Account Opening and Initial Investment Application Form

#### For private investor use only

This application form is for private investors who <u>do not</u> already have an existing investment in the TB Wise Funds. Should you wish to make top up contributions to your existing investment please use the OEIC Investment - Lump Sum Top Up Form found on our website at www.tbaileyfs.co.uk. This application form is only be required if you wish to open a new account with different registration details.

Before completing this application form, you must read the relevant Key Investor Information Document which contains important information about your investment. You should also read the Supplementary Information Document. All relevant documentation, including the full prospectus can be obtained from T. Bailey Fund Services Limited, 64 St. James's Street, Nottingham, NG1 6FJ, at: www.tbaileyfs.co.uk or by calling the Client Services helpline on 0115 988 8258. (Calls are recorded).

Please complete the application form in blue or black ink and in BLOCK CAPITAL letters. Failure to correctly complete relevant sections of the application form may delay or invalidate your application. The completed application form should be returned to: Dealing & Administration, T. Bailey Fund Services Limited, 64 St. James's Street, Nottingham, NG1 6FJ.

T. Bailey Fund Services Limited ('TBFS') is authorised and regulated by the Financial Conduct Authority (FCA) and is a HM Revenue & Customs ('HMRC') approved Stocks & Shares ISA Manager.

#### Section 1: Personal details

Please complete the details for all applicants in full. Note that we can accept applications from up to 4 joint holders for an OEIC investment. Details of the first 2 applicants should be completed below. If more than two names are to be used, please provide the details of applicants 3 and 4 on a separate sheet of paper. Client regulatory correspondence is only sent to the first named investor.

#### 1A: First Applicant Details

Title First name (s) Surname								
Permanent residential address								
Email address								
Telephone number								
Date of Birth (DD/MM/YYYY) / /								
Date of Billin (BB/Pillin/1111)								
Place of birth								
Postcode								
Driving Licence Number								
In order to help us to verify your identity, please provide your full 16 character UK Driving Licence number (if applicable).								
International Tax Compliance Regulations								
We are required to collect information from individual investors to determine your classification under International Tax Regulations. Please complete the relevant sections in full and provide any additional information that is requested. Please note that in certain circumstances, including if we do not receive correctly completed self-certification details, we may be obliged to share details of your account with HMRC. In some cases, we may refuse your investment.								
If your tax residency changes in the future, please ensure that you advise us of this change promptly. Please note that TBFS is not a provide tax advice. If you have any questions about your tax residency or classification you should contact a qualified tax adviser.	ithorised to							
<u>Declaration of Tax Residency</u> — Please complete section (a) or section (b) as appropriate.								
(a) I hereby confirm that, for tax purposes, I am resident in the United Kingdom and my National Insurance Number is:								
National Insurance Number - (NI No. can be found on P60, tax return, notice of pension book). Failure to provide a NI No. will inva application.								
(b) I hereby confirm that, for tax purposes, I am resident in the following countries (please ensure you include your tax reference number for each applicable country):								
	rposes in a must also							

#### 1B: Second Applicant (if applicable)

Title First name (s)	Surname							
Permanent residential address								
	Email address							
	Daytime telephone number							
	Date of Birth (DD/MM/YYYY) / /							
	Place of birth							
	Tidde of Bird.							
Postcode								
Driving Licence Number								
In order to help us to verify your identity, please provide your f	full 16 character UK Driving Licence number (if applicable).							
International Tax Compliance Regulations								
We are required to collect information from individual investors to determine your classification under International Tax Regulations. Please complete the relevant sections in full and provide any additional information that is requested. Please note that in certain circumstances, including if we do not receive correctly completed self-certification details, we may be obliged to share details of your account with HMRC. In some cases, we may refuse your investment.								
If your tax residency changes in the future, please ensure that you advise us of this change promptly. Please note that TBFS is not authorised to provide tax advice. If you have any questions about your tax residency or classification you should contact a qualified tax adviser.								
<u>Declaration of Tax Residency</u> — Please complete section (a) or section (b) as appropriate.								
(a) I hereby confirm that, for tax purposes, I am resident in the United Kingdom and my National Insurance Number is:								
National Insurance Number	(NI No. can be found on P60, tax return, notice of coding or pension book). Failure to provide a NI No. will invalidate your application.							
(b) I hereby confirm that, for tax purposes, I am resident in the following countries (please ensure you include your tax reference number for each applicable country):								
Country/Countries of tax residency Tax Identification	country other than the United Kingdom you must also							
	state your relevant tax identification number. If you do not have a tax identification number please enclose certified copies of your original passport or official identity card.							
	identity card.							

#### **IMPORTANT INVESTOR INFORMATION**

#### **Data Protection Policy**

To provide our services to you, TBFS is required to collect personal information (i.e. information such as your name, date of birth, address, bank details or other such data which may be used to identify you). When we do so we are subject to data protection laws applicable in the United Kingdom and we are responsible as 'controller' of that personal information for the purposes of those laws.

We take your privacy very seriously and will only share your personal information with trusted third parties that are themselves subject to appropriate measures to protect your personal information. You are encouraged to read carefully our Privacy Policy which contains details and important information on who we are and how and why we collect, store, use and share your personal information. This policy also explains your rights in relation to your Personal Information and how to contact us or supervisory authorities in the event you have a complaint.

Our Privacy Policy can be obtained from www.tbaileyfs.co.uk/privacy-policy or, to request a copy, you can write to us at T. Bailey Fund Services Limited, 64 St. James's Street, Nottingham, NG1 6FJ or call us on the Client Services helpline: 0115 988 8258. (Calls are recorded).

#### **Identification Verification**

Applications will be subject to the United Kingdom's verification of identity requirements which are contained in the Money Laundering Regulations (and subsequent revisions), the Serious Organised Crime and Police Act 2005, the Proceeds of Crime Act 2002, the Terrorism Act 2000, the HM Treasury Sanctions Notices and the FCA Handbook. To comply with these regulations, we may need to request additional evidence of identity from you. We may use a credit reference agency who will record that an enquiry has been made. We reserve the right to refrain from investing your money and to withhold any repayment of capital and / or income until adequate evidence of identity under these regulations has been provided.

#### **Section 2: Other Account Registration Details**

Nominated Bank Details			
You must nominate a bank account ceeds should you wish to redeem y we reserve the right to reject your	our investment, and also to receive	t/share class in which you choose to e income distribution payments (if a	invest) in your own name(s) to receive pro- oplicable). <u>If you do not supply bank details</u>
Name of Bank or Building Society		Sort	Code
Name(s) of Account		Account No	D.
	Bu	ilding Society Roll No. (if applicable)	
	IBAN (only required where Ste	erling bank account is not UK based)	
	Swift (only required where Ste	erling bank account is not UK based)	
	Information Document for incom		d the last business day of the relevant month. banks and building societies may not accept
Account Designation			
If you wish to designate the accourepresent legal ownership of the inv	nt, please insert designation here. estment. This is for reference onl	. Please note designations cannot be y.	made in the name of any individual and do not
		_	
Do you have a Financial Adviser?	(tick one) Yes (go	to section 3) No (go t	o section 5)
Section 3: Financial Adviser Deta	<b>ils</b> — to be completed by a Financ	ial Adviser (if applicable)	
Please see TBFS's Intermediary Term deemed to have accepted these terms	ns of Business at www.tbaileyfs.cos.	o.uk/corporate-information. Financia	I Advisers who conduct business with TBFS are
Business Name			
FCA Reference No.	TBFS Agency Number (if ap	oplicable)	
Financial Adviser Stamp (including	address & postcode)		
		Consultant's Name	
		Email address	
		Telephone number	
Bank account details for adviser ch	narge payments:		
If bank details are not provided the	is could delay payment of any ad	viser charges	
Name of Bank or Building Society		So	rt Code
Name(s) of Account		Account No	).
	Buildi	ng Society Roll No. (if applicable)	
	IBAN (only required where Sterlin	ng bank account is not UK based)	
	Swift (only required where Sterlin	ng bank account is not UK based)	
Where a Financial Adviser is li	sted TBFS's default position is	that advice <u>has</u> been given in r	egards to this application unless we are
instructed otherwise.			
Tick here if no advice has been  Please be advised we must be info		ent investment whether or not advic	e has been given.
The second secon	at the point of each subsequ	The state of the duvic	
	Authorise	d Signatory of Financial Adviser Firm	X

#### **Section 4: Financial Adviser Charges**

#### Additional notes to Financial Advisers

From 31 December 2012, ongoing commission cannot be paid to a UK Financial Adviser from a product where advice has been given to a UK retail client to invest in a product. For deals where advice has been given to a UK retail client, investment should therefore be made into classes which do <u>not</u> contain an element of commission built into the annual management charge (AMC). See the Supplementary Information Document for this fund range for a complete class list. Section 3 of this application form declares if no advice has been given. This application may be rejected if any sections are incomplete or inconsistent.

Special terms relating to initial charges must be agreed with TBFS prior to the submission of this form.

Please ensure that you have read, understood and signed the additional declaration(s) in Section 7 of this application form which refer to adviser charges.

#### **Initial Adviser Charges**

By completing this section, you are instructing us to pay an amount deducted from your investment as outlined in Section 5 to the agent listed in Section 3 as an adviser charge. As a result of this, the net amount invested in your chosen fund will be reduced by the amount of the adviser charge. For example if you have invested £10,000 and you have elected to pay your adviser a 2% adviser charge from your initial investment, we will pay your adviser £200 and £9,800 will be invested into the fund.

Initial adviser charge payable to appointed Financial Adviser:

%

This section has been left intentionally blank.

Please move to the next page to continue with your application.

#### **Section 5: Investment Details**

Please confirm the fund and class that you wish to invest in by completing the table below.									
					S	Lump Sum Investment 's pecify the cash value in			Monthly Regular Saver** Specify the monthly cash value in this column
TB Wise Multi-A	sset	Income (B I	inco	ome)	£				£
TB Wise Multi-A	sset	Income (B A	Accı	umulation)	£				E
TB Wise Multi-A	sset	Growth (B A	Accı	umulation)	£				E
* Minimum initial lump sum investment £1,000.  ** Minimum monthly regular savings £50 per month - If you would like to invest using the monthly savings facility, please complete the Direct Debit mandate on the last page of this application pack.  Notes:  Classes listed above do not contain an element of ongoing adviser commission in the annual management charge. If advice has not been given (or has been given to a non-UK client) and the investment is to be made into a commission paying class, please use the blank rows to list the fund and class required. Please also give clear instructions of any initial commission % payable and ensure sections 3 & 4 of this application form are fully completed.									
Section 6: Payme	ent i	nethod							
Please tick to confir	m y	our payment	m	ethod:					
Electronic P Please note the			ole t	to make a collection fr	om y	our account and you mu	ust instruct yo	ur ba	nk to transfer payment to us
Please send electronic payments with your name as the payment reference to the following account:  Account Name: TB Wise Client Money Account Account Number: 61214612 Sort Code: 60-80-09									
Direct Debit (for regular savings only) Please complete the mandate on the last page of this application form.									
FOR OFFICE USE ONLY									
Full Declaration		DoB		Regular Saver Processing		FATCA/CRS Reportable			
ID Verification	ĺ	NINO		Cheque (if applicable)		Further Action Required			UT/O(PI) vr2.2

#### Section 7: Declarations

Please read this section carefully before signing and dating the declaration. This is our standard declaration upon which we intend to rely. For your own benefit and protection you should read these terms along with the relevant Key Investor Information Document and Supplementary Information Document carefully before signing. More detailed information can also be found in the TB Wise Funds Prospectus. Copies of the relevant documents can be obtained from www.tbaileyfs.co.uk or by contacting TBFS. If you do not understand any point please ask your Financial Adviser or TBFS for further information. Please note that TBFS is not authorised to provide financial advice to private individuals. **Failure to sign will mean your application form cannot be processed.** 

#### I/We\* declare that:

- The information contained in this application form, and any additional pages completed by me/us\* is correct to the best of my/our\* knowledge and belief and I/we\* undertake to notify TBFS without delay of any changes to these particulars.
- I/We\* confirm that I/we\* have read and understood in full the information contained in this application form, the relevant Key Investor Information Document and the Supplementary Information Document (and have kept a copy of these for my/our\* records) and that these documents constitute the agreement between me/us\* and TBFS.
- I/we\* agree to be bound by the terms and conditions contained therein.
- I/We\* request TBFS to act in accordance with my/our\* instructions. I/We\* understand that this application is subject to acceptance by TBFS and that TBFS accepts no responsibility for any loss incurred as a result of any delay in the submission of the application form.
- I/We\* hereby confirm that I/we have completed the relevant self-certification details in Section 1 within this application which relate to International Tax Compliance Regulations.
- I/We\* agree to indemnify TBFS and its delegates and/or agents including the administrator for any loss arising to TBFS and/or its delegates and/or agents by reason of them becoming liable to account for tax in any jurisdiction on the happening of a Chargeable Event (as defined in the Prospectus). This indemnity applies notwithstanding anything to the contrary in this application form or the current Prospectus, unless otherwise agreed by TBFS in writing.
- I/We\* agree to provide any information as may be requested by TBFS to enable the relevant fund to satisfy any legal, regulatory or tax obligations.

#### Additional declaration if adviser charges are to be taken from the investment

• I/We\* declare that I/we\* have agreed with the agent listed in Section 3 that I/we\* will pay the agent the initial adviser charge stated in section 4 and I/we\* instruct you to pay such a charge to the agent listed as an initial adviser charge for services provided. I/we\* acknowledge that this will reduce the amount of the initial investment.

*	delete	as	appl	licable
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First Applicant Signature	X	Date	1	/	
Second Applicant Signature (if applicable)	x	Date	/	/	
Third Applicant Signature (if applicable)	X	Date	/	/	
Fourth Applicant Signature (if applicable)	X	Date	1	1	



Instruction to your

bank or building society

## T. Bailey Fund Services Limited

### to pay by Direct Debit Please fill in the whole form using a ball point pen and send it to: T. Bailey Fund Services Ltd 64-66 St. James's Street Nottingham NG1 6FJ Name(s) of account holder(s) Service user number 0 Reference Bank/building society account number Instruction to your bank or building society Branch sort code Please pay T. Bailey Fund Services Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with T. Bailey Fund Services Limited and, if so, details will be passed electronically to my Name and full postal address of your bank or building society bank/building society. To: The Manager Bank/building society Address Signature(s) Postcode Date

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

DDI2

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 T. Bailey Fund Services Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request T. Bailey Fund Services 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 T. Bailey Fund Services 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 T. Bailey Fund Services 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.