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# APPLICATION FORM

STOCKS AND SHARES INDIVIDUAL SAVINGS ACCOUNT (ISA)

PERFORMANCE WITH PRINCIPLES





Please complete all sections below and return to:

**EdenTree Investment Management Limited, Sunderland SR43 4AU**

Before you sign this form, please make sure you have read an up-to-date version of the Key Investor Information Document (KIID) for each fund into which you wish to invest.

Please note, if your financial adviser is not providing an Identity Verification Certificate (IVC), two identification documents must also be sent: one to verify residency and one to verify identity. A copy of the Terms and Conditions are available on request.

**PERSONAL DETAILS** (an ISA can be opened in the name of one individual only and you must be 18 or over to invest)

**Title (Mr/Mrs/Miss/Ms/Dr/Revd/Other)**

**Surname**

**Forename(s)**

**Date of birth**

**Permanent residential address**

**Postcode**

**Telephone**

**Email**

**National Insurance number** (required by HMRC)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you have been resident at this address for less than 2 years, please provide details of your previous address.

**Previous residential address**

**Postcode**

**Existing ISA account number** (if applicable)

Please provide your own personal security question, which will be used should you contact us by telephone for information on your account (for example 'What was your mother's maiden name?')

**Security question**

**Answer to security question**

## INVESTMENT SPLIT

Please tell us how you would like your investment split

**Fund**

EdenTree Responsible and Sustainable European Equity Fund Share Class A

EdenTree Responsible and Sustainable Global Equity Fund Share Class A

EdenTree Responsible and Sustainable Sterling Bond Fund Share Class A

EdenTree Responsible and Sustainable UK Equity Fund Share Class A

EdenTree Responsible and Sustainable Managed Income Fund Share Class A

EdenTree Responsible and Sustainable UK Equity Opportunities Fund Share Class A

**Total investment**

For the tax year commencing 6 April

\* For monthly investments please fill out the Direct Debit form  
 \* Direct debit collections are made on the 7th calendar date of each month, or closest business day

Minimum lump sum investment £1,000 per fund

**Lump Sum**

£

£

£

£

£

£

£

Minimum monthly investment £50 per fund

**Monthly\***

£

£

£

£

£

£

£

and for each month until further notice

## PAYMENT METHOD (tick as appropriate)

If you wish to transfer monies electronically please contact us when submitting your form. Please note that ISA investments can only be made on receipt of monies.

Payment will be made electronically, if paying electronically please make the payment to the following account:

**EdenTree Investment Management – Dealing Account**

**Sort Code: 50-00-00**

**Account Number: 97126519**

If your initial investment is made electronically, your bank account details will need to be verified in advance of any payments being released for income or withdrawal. (See page 7 for additional information).

We enclose a cheque payable to **EdenTree Investment Management – Dealing Account**

## INCOME INSTRUCTIONS

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**Please tell us how you would like to manage your income** (Income will be reinvested if no income payment option is selected)

I require my income to be paid out to me

I require my income to be reinvested into my ISA

If being paid out to you please nominate a bank account to which we will pay your income:

**Name of account holder**

**Account No**

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**Sort code**

**Roll No or Building Soc Ref**

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I would prefer to receive my income via cheque payment

Please note, if you are investing using a cheque from the same bank account, no further documents are required. If you wish your income to be paid to a different bank account then please provide a voided cheque or paying-in slip from that bank account so that we may verify it.

**Now please go to the 'Declaration' section and sign the declaration.**

## DECLARATION and AUTHORISATION

I apply to subscribe to a stocks and shares ISA for the tax year ending 5 April     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, to more than the overall ISA subscription limit total in the same tax year.
- I am resident in the United Kingdom (UK) for tax purposes:
  - or if not resident, either perform duties which, by virtue of section 28 of Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the UK
  - or I am married to, or in a civil partnership with, a person who performs such duties.
- I agree to the EdenTree Investment Management Limited ISA Terms and Conditions.
- This application form has been completed to the best of my knowledge and belief and that I will inform EdenTree Investment Management Limited promptly of any change in my circumstances which affects any of this information.
- I have received and read the Supplementary Information Document and the latest available Key Investor Information Document(s) for the fund(s) and share class(es) in which I am investing.
- I agree, on a continuing basis, to EdenTree Investment Management Limited making use of the delivery versus payment exemption as described in the EdenTree Investment Management Limited ISA Terms and Conditions and the Prospectus. This provides a one-day window during which money received from an investor for the purchase of shares between trade date and settlement date is not treated as client money.
- I have read and understood the information relating to General Data Protection regulations.

I authorise EdenTree Investment Management and its agents to (i) hold my ISA investments, dividends and any other rights or proceeds in respect of those investments (ii) make on my behalf any claims to relief from tax in respect of ISA investments and (iii) on my written request to transfer or pay me, as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investment.

**Signature**

**Date**

## IMPORTANT INFORMATION

### General Data Protection Regulation

EdenTree Investment Management will always act responsibly with your personal data. By submitting your personal details you consent to us using this information in the ways described in our Privacy Policy.

Our privacy policy can be found at [www.edentreeim.com](http://www.edentreeim.com) or can be requested by writing to us at Sunderland SR43 4AU.

### Personal Data

EdenTree Investment Management Limited is data controller of any personal data you provide to us or which is processed in connection with the services we provide to you.

To provide our fund management services, we have collected and will use personal data such as your name, date of birth and contact details and any information which is relevant to the services we are providing.

The purposes for which we use your personal data are to maintain and service your EdenTree investment account, and to notify you about changes or developments to our products and services. We will also use your personal data in order to meet our legal or regulatory requirements, for example we have legal obligations to carry out anti-money laundering checks and to comply with our regulatory reporting requirements, we may need to send your personal data to our regulators.

Providing our services will involve disclosure to Northern Trust Global Services Limited who we have delegated administration of your investment account to and other third parties such as service providers of the funds, auditors, regulatory and tax authorities and technology providers to comply with any legal obligation imposed on the funds for the purposes described in our Privacy Policy available at [www.edentreeim.com](http://www.edentreeim.com).

When processing your personal information, there may also be times where Northern Trust will act as a data controller to meet its own regulatory reporting requirements. For instance, Northern Trust may combine your personal data with data it holds from other Fund Management Companies for the purpose of suspicious activity monitoring and reporting.

### Recipients of Data and International Transfer of Data

Depending on the circumstances, we may transfer your personal data to countries outside the European Economic Area that have less robust data protection laws. We will put appropriate safeguards in place to ensure that such transfers comply with data protection laws and that your personal data is protected.

### Retention period

We will retain your personal information for as long as required for us to perform the Services or perform investigations in relation to same depending on whether additional legal/regulatory obligations mandate that the Fund retains your personal information.

### Data Subject Rights

You have the following rights, in certain circumstances, in relation to your personal information:

- Right to access your personal information.
- Right to rectify your personal information.
- Right to restrict the use of your personal information (in certain specific circumstances).
- Right to request that your personal information is erased (in certain specific circumstances).
- Right to object to processing of your personal information (in certain specific circumstances).
- Right to data portability (in certain specific circumstances).
- Rights re automated decision making

Where EdenTree requires your personal information to comply with AML or other legal requirements, failure to provide this information means that EdenTree may not be able to accept you as an investor in the Fund.

You have the right to lodge a complaint with a supervisory authority in the EU Member State of your habitual residence or place of work or in the place of the alleged infringement if you consider that the processing of personal data relating to you carried out by EdenTree or its service providers infringes the General Data Protection Regulation.

### **How to contact us**

For further information on how we use your personal data and your rights in relation to your personal data, our Privacy Policy can be accessed at [www.edentreeim.com](http://www.edentreeim.com). Should you have any enquiries relating to the personal data that we may hold about you or how this is processed, you can contact, Data Protection Officer, at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW or on 0345 6073274 or email [compliance@edentreeim.com](mailto:compliance@edentreeim.com).

### **Electronic Verification**

The Manager is bound by law to abide by the money laundering legislation and to verify the identity of investors. This verification usually happens when an investment is made or shares are transferred. It may also be required at other times whilst the investment is held. Verification will also be required for any third party making payments. If you are investing through an adviser, part of their duty will be to provide us with verification of your identity. Verification of identity may be achieved through the use of a credit reference agency which may keep a record of this information however this is only to verify your identity and will not affect your credit record. In some circumstances the Manager may require independent evidence of your identity and permanent address. If the Manager does not receive acceptable evidence it reserves the right to delay or reject your application or withhold payment of the proceeds of redemption and income on shares until verification has satisfactorily been completed.

### **Documents for Verification of Identity**

If your financial adviser is not providing an Identity Verification Certificate (IVC), originals or certified photocopies of two identification documents must be sent; one to verify residency and one to verify identity. Appropriate documents to send certified copies of include a valid Passport, Driving Licence, National Identity Card, Firearms Certificate or Shotgun Licence and Identity Card issued by the Electoral Office for Northern Ireland.

Please see page 7 for Certification Requirements section.



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

Please fill in the whole form including official use box using a ball point pen and send it to:

EdenTree Investment Management Limited  
PO Box 3733  
Swindon  
SN4 4BG

Service user number

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FOR EDENTREE INVESTMENT MANAGEMENT LIMITED OFFICIAL  
USE ONLY

This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your bank or building society**

Please pay EdenTree Investment Management Ltd 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 EdenTree Investment Management Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Reference

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

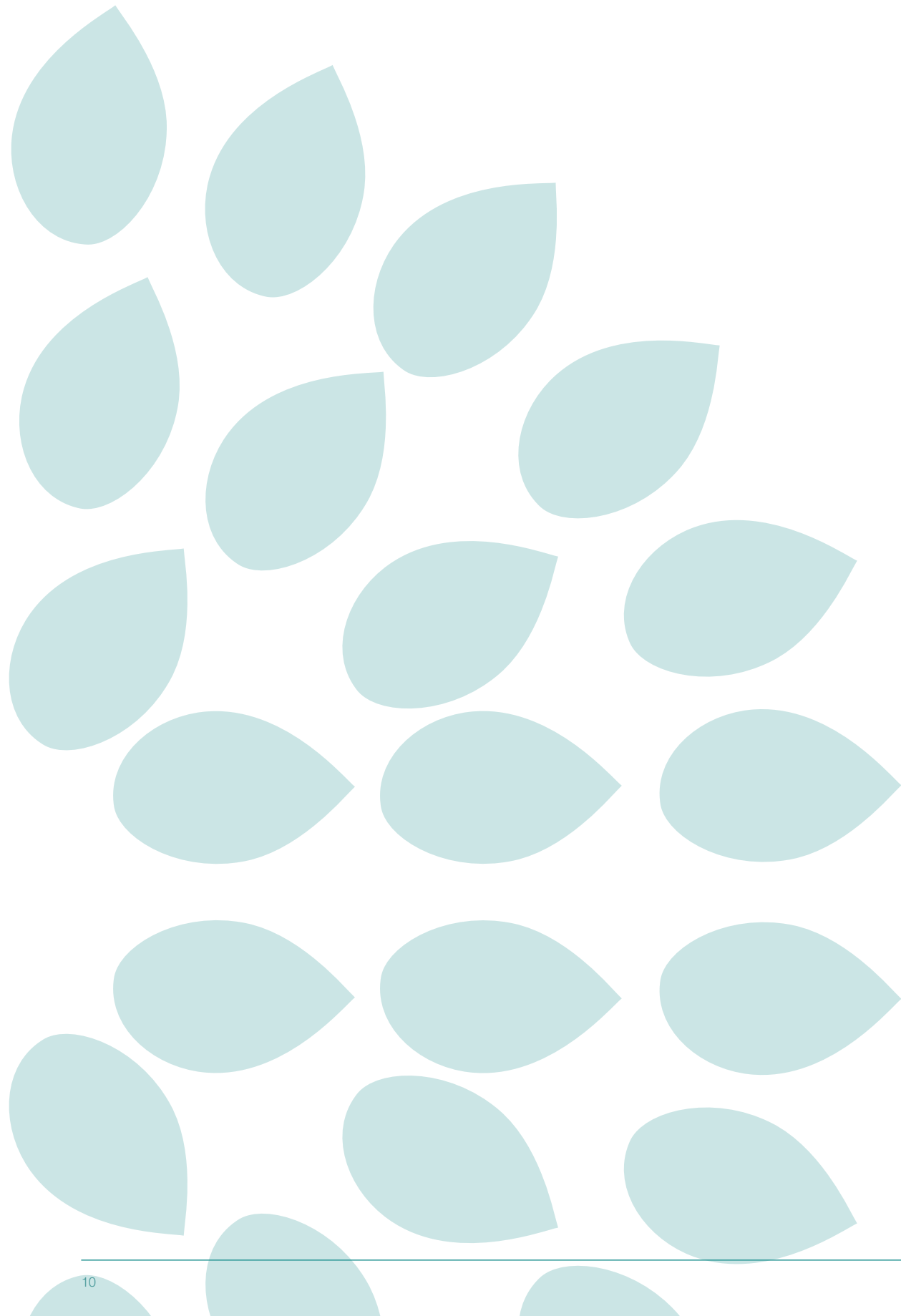
DD11

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 EdenTree Investment Management Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request EdenTree Investment Management Ltd 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 EdenTree Investment Management Ltd 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 EdenTree Investment Management Ltd 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.



### Certification Requirements

Where certified copy documentation is required (see page 4 for requirements) this must be performed by one of the following regulated or professional persons:

- Lawyer/Solicitor
- Accountant
- Authorised Financial Intermediary

### When certifying the documentation, the certifier must clearly state all of the following information on every document:

1. Full name and signature of the individual certifying the documentation.
2. Name and address of the organisation for which the individual works, in case we need to contact them.
3. The date the certification was performed.
4. The statement that "I have seen the original document and certify that this is a complete and accurate copy of the original".

When certifying documents with photographic evidence "I certify that the associated photograph bears a good likeness to the applicant".

### Verification of Bank Account

If income or withdrawal payments are to be paid, and you have invested by cheque from the same account, no additional verification is required. If your initial investment is settled electronically, or if you change bank account, your bank account will need to be verified before income or any withdrawal payments are made. In order to verify an account we will require either a voided cheque, bank statement or paying-in slip from the bank account. If you are unable to provide these please contact us to discuss.

## INVESTMENT ADVICE AND ADVISER/AGENT DETAILS

Please use the tick boxes provided to indicate whether you have received advice from a financial adviser on this investment and provide their details.

I have received advice from the following adviser

Company name

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Address

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Postcode

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I have not received advice from a financial adviser

## TO BE COMPLETED BY YOUR FINANCIAL ADVISER/AGENT

FCA code

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Contact name

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Telephone

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Email

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Discount (if applicable)

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### For Execution Only Advice or other eligible entities post RDR

Commission terms (if applicable)

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If commission is to be paid, please tick this box to confirm this investment is eligible

Please remember to include an Identity Verification Certificate (IVC)

For help completing the form or for further information on any of our products, call us on

**0800 358 3010**

Monday to Friday 9am to 5pm.

We may monitor or record calls to improve our service.

You can email us at

**[investmentadmin@edentreeim.com](mailto:investmentadmin@edentreeim.com)**

Or visit us at

**[www.edentreeim.com](http://www.edentreeim.com)**

Support for financial advisers

Dealing and administration:

**0800 358 3010**

Sales support:

**0800 011 3821**

Or visit us at

**[www.edentreeim.com/literature](http://www.edentreeim.com/literature)**

