

# Application form

Stocks and Shares Individual Savings Account (ISA)



Please complete all sections below and return to:

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

Before you sign the form, please make sure you have read an up-to-date version of the Key Investor Information Document (KIID) and Sustainability Disclosure for each fund in which you want to invest. You should also read the Supplementary Information Document, Terms and Conditions and Prospectus. These important documents are available from our website [www.edentreeim.com/fund-literature](http://www.edentreeim.com/fund-literature)

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)

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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 | Minimum lump sum investment £1,000 per fund |  | Minimum monthly investment £50 per fund |  |
|---|---|--|---|--|
| <b>Fund</b>   | <b>Lump Sum</b>                             |  | <b>Monthly*</b>                         |  |
| EdenTree Sustainable European Equity Fund               | £   |  | £                                       |  |
| EdenTree Sustainable Global Equity Fund                 | £   |  | £                                       |  |
| EdenTree Sustainable Sterling Bond Fund                 | £   |  | £                                       |  |
| EdenTree Sustainable UK Equity Fund                     | £   |  | £                                       |  |
| EdenTree Sustainable Managed Income Fund                | £   |  | £                                       |  |
| EdenTree Sustainable UK Equity Opportunities Fund       | £   |  | £                                       |  |
| <b>Total investment</b>                                 | <b>£</b>                                    |  | <b>£</b>                                |  |

  

|                                     |   |   |
|-------------------------------------|---|---|
| For the tax year commencing 6 April | <input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> | <input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> |
|-------------------------------------|---|---|

\* 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

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 11 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 number**

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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

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- I agree to be bound by the Terms and Conditions, and the requirements of HM Revenue & Customs relating to ISA schemes. All subscriptions made, and to be made, belong to me.
- 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 a person who performs such duties. I will inform EdenTree Investment Management if I cease to be so resident or to perform such duties or to be married to a person who performs such duties.
- 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.
- I declare that this application form has been completed to the best of my knowledge and belief.
- I agree to EdenTree Investment Management Ltd's ISA Terms and Conditions.
- I confirm that I have read and understood the EdenTree Investment Management Terms and Conditions, the Supplementary Information Document, the Sustainability Disclosure(s) and the latest available Key Investor Information Document(s) for the fund(s) and share class(es) in which I am investing
- I have read and understood the Prospectus, and consent to the ACD applying the Delivery Versus Payment Exemption (as set out in the Prospectus) which means that FCA client money rules do not apply to subscription/redemption monies received/paid to settle transactions for the first day following receipt.
- I have read and understood the information relating to General Data Protection regulations.

### Stocks and Shares ISA Declaration

I declare that I have not and will not subscribe to another stocks and shares ISA for the same tax year that I subscribe to this stocks and shares ISA. 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 a cash ISA, a stocks and shares ISA and an innovative finance ISA in the same tax year.

Signature

Date

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## Important information

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### 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).

## Important information (continued)

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### **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 11 for Certification Requirements section.





**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

**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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Please remember to include an Identity Verification Certificate (IVC)

**By submitting this application you are agreeing to the EdenTree Terms of Business for Intermediaries. This can be downloaded from our website.**

**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**

**[edentreeim.com](https://edentreeim.com)**

**Support for financial advisers**

**Dealing and administration**

**0800 358 3010**

**Sales support**

**0800 011 3821**

**Or visit us at**

**[edentreeim.com/literature](https://edentreeim.com/literature)**



EdenTree Investment Management Limited (EdenTree)  
Reg. No. 2519319. Registered in England at Benefact House,  
2000, Pioneer Avenue, Gloucester Business Park,  
Brockworth, Gloucester, GL3 4AW, United Kingdom.  
EdenTree is authorised and regulated by the Financial Conduct  
Authority and is a member of the Investment Association.  
Firm Reference Number 527473.

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