



## IMPORTANT INVESTOR INFORMATION

### Data Protection Policy

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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.tbaileys.co.uk/privacy-policy](http://www.tbaileys.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 8287. (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.**

Do you have a Financial Adviser? (tick one)

Yes (go to section 2)

No (go to section 4)

### **Section 2: Financial Adviser Details** — to be completed by a Financial Adviser (if applicable)

Please see TBFS's Intermediary Terms of Business at [www.tbaileys.co.uk](http://www.tbaileys.co.uk). Intermediaries who conduct business with TBFS are deemed to have accepted these terms

Business Name

FCA Reference No.

TBFS Agency Number (if applicable)

Financial Adviser Stamp (including address & postcode)

Consultant's Name

Email address

Telephone number

### Bank account details for adviser charge payments:

If bank details are not provided this could delay payment of any adviser charges

Name of Bank or Building Society

Sort Code

-

-

Name(s) of Account

Account No.

Building Society Roll No. (if applicable)

*IBAN (only required where Sterling bank account is not UK based)*

*Swift (only required where Sterling bank account is not UK based)*

Where a Financial Adviser is listed TBFS's default position is that advice has been given in regards to this application.

**Tick here if no advice has been given**

Please be advised we must be informed at the point of each subsequent investment whether or not advice has been given.

Authorised Signatory of Financial Adviser Firm:

X

FOR OFFICE USE ONLY

Existing Account

DoB

ID Verification

Regular Saver Processing

Full Declaration

NINO

Cheque (if applicable)

Further Action Required

JISAvr3.3

### Section 3: 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 not 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 2 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 6 of this application form which refers 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 4 to the agent listed in Section 2 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 4: Investment Details** — Please see the HMRC website for annual JISA subscription limits

Please confirm the fund and class that you wish to invest in by completing the table below.

	<b>Lump Sum Investment *</b> Specify the cash value in this column	<b>JISA/CTF Transfer **</b> Specify approximate cash value in this column	<b>Monthly Regular Saver***</b> Specify the monthly cash value in this column
TB Evenlode Global Income (B Accumulation GBP)	£	£	£
	£	£	£
TB Evenlode Global Equity (B Accumulation GBP)	£	£	£
	£	£	£

Your total JISA investment for the current tax year must not exceed the maximum overall subscription limit.

\*Minimum initial lump sum investment £1,000.

\*\*For JISA transfers please also complete the JISA Transfer Instruction form included in this application pack.

\*\*\* 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.

**Note to Financial Advisers:** 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 2 & 3 of this application form are fully completed.

**Section 5: Payment method**

Please tick and confirm your payment method:

**Electronic Payment**

Please note that TBFS is unable to make a collection from your account and you must instruct your bank to transfer payment to us

Please send electronic payments with the child's name as the payment reference to the following account;  
Account Name: Evenlode GBP Client Money Account Account Number: 70233209 Sort Code: 60-80-09

**Direct Debit (for regular savings only)**

Please complete the mandate on the last page of this application form.

**Transfer balance from existing TBFS account**

Please confirm the account number you are transferring from.

Please note that if a transfer is instructed from a joint holding, a separate letter must be included with this application form, signed by all holders, giving authority for the transfer to the applicant.

**Transfer JISA or CTF from another JISA/CTF Manager**

Please complete the JISA / CTF transfer form included in this application form

**Section 5: Declarations — To be completed by the applicant/registered contact listed in section 1A.**

Please read this section carefully before signing and dating the declaration and ensure that the total amount you wish to subscribe is within the ISA regulations, as detailed below and in our ISA terms and conditions and supplementary JISA terms and conditions attached to the Supplementary Information Document. 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 contents of the Supplementary Information Document including ISA terms and conditions and the relevant Key Investor Information Document carefully before signing. More detailed information can be found in the TB Evenlode Investment Funds ICVC Prospectus. Copies of these documents can be obtained from [www.tbaileyfs.co.uk](http://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 declare that:**

- The information contained in this application form, the appendices and any additional pages completed by me is correct to the best of my knowledge and belief and I undertake to notify TBFS without delay of any changes to these particulars.
- I confirm that I have read and understood in full the information contained in this application form and the relevant Key Investor Information Document, the Supplementary Information Document and ISA Terms and Conditions and Supplementary JISA Terms and Conditions (and have kept a copy of these for my records), and that these documents constitute the agreement between me and TBFS.
- I agree to be bound by the terms and conditions contained therein.
- I request TBFS to act in accordance with my instructions. I 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 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 agree to provide any information as may be requested by TBFS to enable the relevant fund to satisfy any legal, regulatory or tax obligations.
  
- I am 16 years of age or over.
- I am the child / I have parental responsibility for the child listed in section 1C. (Delete which does not apply).
- The above named child does not have a Child Trust Fund account (unless these funds are being transferred from a CTF as part of this application).
- I apply to subscribe for a stocks and shares Junior ISA for the child listed in section 1C, for the 2023/2024 tax year and each subsequent year until further notice.
- The named child is resident in the United Kingdom for tax purposes or is a UK Crown Servant, is a dependant of a UK Crown Servant, or is married to/in a civil partnership with a UK Crown Servant.
- I will inform TBFS if the child ceases to be so resident and ordinarily resident or to perform such duties or be married to or in a civil partnership with a person who performs such duties.
- I have not subscribed and will not subscribe to another JISA of this type for this child (unless these funds are being transferred as part of this application).
- I understand that this JISA is a stocks and shares JISA and the subscription limit applies to the aggregate investment in the cash and stocks and shares component.
- I understand that I (the applicant) will be the registered contact for this JISA account.
- I am not aware this child has another JISA of this type.
- I will not knowingly make subscriptions for the child listed in 1C to other JISAs, or to this JISA, that will exceed the annual subscription limit.

**I hereby authorise TBFS:**

- To hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash; and
- To make on the child's behalf any claims to relief from tax in respect of JISA investments.

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

- I declare that I have agreed with the agent listed in Section 2 that I will pay the agent the initial adviser charge stated in section 3 and I instruct you to pay such a charge to the agent listed as an initial adviser charge for services provided. I acknowledge that this will reduce the amount of my initial investment.

Applicant Signature

X

Date

/ /

This section has been left intentionally blank.

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

Please note that if you want to transfer a JISA or CTF from more than one manager, you must complete a separate instruction for each one by reprinting this page of the application form.

**Information for current JISA or CTF Managers**

Please make an electronic payment to T. Bailey Fund Services Limited, using the bank account listed on the enclosed letter, and send the full history of the JISA or CTF being transferred plus the date of the transfer to Dealing and Administration, T. Bailey Fund Services Limited, 64 St. James's Street, Nottingham NG1 6FJ. Please note that T. Bailey Fund Services Limited's HMRC manager reference is Z1520. Any income or tax credits accruing in excess of £25 after you have sent these proceeds should also be sent to the same address.

<p>Name of current JISA or CTF Manager</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Full name of CHILD, including title</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Address of current JISA or CTF Manager</p> <input style="width: 95%; height: 40px;" type="text"/> <p style="text-align: right; margin-top: 5px;">Postcode</p>	<p>Permanent Residential Address of CHILD</p> <input style="width: 95%; height: 40px;" type="text"/> <p style="text-align: right; margin-top: 5px;">Postcode</p>
<p>Account Number or Unique CTF Reference Number <input style="width: 100px;" type="text"/></p>	
<p>Child's Date of Birth (DD/MM/YYYY) <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p>	
<p>National Insurance Number (if child over 16 years of age) <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/></p>	

<b>I wish to transfer the child's ENTIRE (tick as appropriate)</b>		Approximate Value	NI No. to be provided if the child is over 16 and has been issued a NI Number. Failure to provide a NI No. could invalidate this application
Stocks & Shares JISA holding	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	
Cash JISA holding	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	
Child Trust Fund (CTF) holding	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	

**Cash JISA investments to be transferred in part (Previous tax years only)**  
*Please check with your existing JISA Manager that they can accommodate partial transfers of Cash JISAs. CTFs and Stocks & Shares. JISAs must always be transferred in full.*

Please transfer specific tax years detailed below:

Specific Tax Year	Approximate Value
Enter tax year (e.g. 2011/12) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	£ <input style="width: 100px;" type="text"/>

I hereby instruct my current JISA/CTF manager named above, to liquidate these assets within my JISA/CTF as detailed above, with immediate effect, and to transfer the proceeds to T. Bailey Fund Services Limited, 64 St. James's Street, Nottingham, NG1 6FJ

<p>Full name of Applicant (REGISTERED CONTACT), including title</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Authorised Signature of Applicant (REGISTERED CONTACT)</p> <div style="border: 1px solid black; height: 30px; width: 95%; margin-bottom: 5px;"></div> <p>Date</p> <input style="width: 40%; border: none; border-bottom: 1px solid black;" type="text"/> / <input style="width: 40%; border: none; border-bottom: 1px solid black;" type="text"/> / <input style="width: 20%; border: none; border-bottom: 1px solid black;" type="text"/>
<p>Permanent Residential Address of Applicant (REGISTERED CONTACT)</p> <input style="width: 95%; height: 40px;" type="text"/> <p style="text-align: right; margin-top: 5px;">Postcode</p>	

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Please move to the next page for Direct Debit mandate if required.



