

# TB Evenlode Investment Funds ICVC

## OEIC Investment — Lump Sum Top Up Form

**This application form is for existing investors who already have an account in the TB Evenlode Investment Funds ICVC.** Should you wish to open a new account please use the OEIC Investment Form (private investors) or the Corporate Account Opening Form (corporate investors) found on our website at [www.tbaileys.co.uk](http://www.tbaileys.co.uk). A new full application form will also be required if you are an existing investor who wishes to open a new account with different registration details to your existing account, or if you wish to set up a new Direct Debit for a regular saver investment.

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.tbaileys.co.uk](http://www.tbaileys.co.uk) or by calling the Client Services helpline on 0115 988 8287. (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: Investor registration details

Please complete the name details for all applicants in full. Note that we can accept applications from up to 4 joint holders for an OEIC investment. Contract notes are sent to all investors but all other client regulatory correspondence is only sent to the first named investor.

	TBFS Account number	<input type="text"/>
Full name of primary registered holder	<input type="text"/>	
	Telephone number	<input type="text"/>
	Date of Birth (DD/MM/YYYY) if applicable	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Full name of second holder (if applicable)	<input type="text"/>	
Full name of third holder (if applicable)	<input type="text"/>	
Full name of fourth holder (if applicable)	<input type="text"/>	
Account Designation (if applicable)	<input type="text"/>	

This section has been left intentionally blank.

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

## Section 2: Investment Details

**Note to Financial Advisers:** Classes listed below 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 in section 5 and ensure sections 4 & 5 of this application form are fully completed.

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

### Lump Sum Investment \*

Specify the cash value in this column

TB Evenlode Income (B Accumulation)	£	<input type="text"/>
TB Evenlode Income (B Income)	£	<input type="text"/>
<input type="text"/>	£	<input type="text"/>
TB Evenlode Global Income (B Accumulation GBP)	£	<input type="text"/>
TB Evenlode Global Income (B Income GBP)	£	<input type="text"/>
TB Evenlode Global Income (B Accumulation EUR)	€	<input type="text"/>
TB Evenlode Global Income (B Income EUR)	€	<input type="text"/>
TB Evenlode Global Income (B Accumulation USD)	\$	<input type="text"/>
TB Evenlode Global Income (B Income USD)	\$	<input type="text"/>
<input type="text"/>		<input type="text"/>

If you would like to invest using the monthly savings facility, please complete the Initial OEIC Application Form (for private investors) or the Corporate Account Opening Form (for corporate investors only).

## 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.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.**

## Section 3: Payment method

Please tick to 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 your name as the payment reference to the following account;

Account Name: Evenlode GBP Client Money Account    Account Number: 70233209    Sort Code: 60-80-09

Account Name: Evenlode Euro Client Money Account    Account Number: 550/00/64494993    IBAN: GB65NWBK60720964494993    BIC: NWBKGB2L

Account Name: Evenlode USD Client Money Account    Account Number: 140/00/64494977    IBAN: GB83NWBK60730164494977    BIC: NWBKGB2L

### **Cheque Payment**

Please include a correctly completed cheque with your application form as failure to do so may delay or invalidate your investment.

Please also note that cheques:

- should be made payable to **T. BAILEY FUND SERVICES LIMITED**
- should either be drawn on a bank account held in the name of the applicant, or from a building society with the applicant's name clearly displayed on the face of the cheque; and,
- should not be post-dated

This section has been left intentionally blank.

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

FOR OFFICE USE ONLY

Existing Account

 DoB

Further Action Required

Full Declaration

ID Verification

Cheque (if applicable)

UT/O(TOP) vr2.2

#### Section 4: Financial Adviser Details

Where a Financial Adviser was listed on your original OEIC application form, this will also be applied to top up investments. **TBFS's default position is that advice has been given in regards to this application unless we are instructed otherwise.**

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.

#### Section 5: Financial Adviser Charges

##### Additional notes to Financial Advisers

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

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 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 4 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 refer to adviser charges.**

##### Initial Adviser Charges

By completing this section, you are instructing us to pay an amount from your initial investment as outlined in Section 2 to the agent listed on your account 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 6: 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 Evenlode Investment Funds ICVC Prospectus. Copies of the relevant 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/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\* 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 on this account that I/we\* will pay the agent the initial adviser charge stated in section 5 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 applicable

First Applicant Signature

X

Date

/ /

Second Applicant Signature (if applicable)

X

Date

/ /

Third Applicant Signature (if applicable)

X

Date

/ /

Fourth Applicant Signature (if applicable)

X

Date

/ /