2022 / 2023



### Evenlode Investment Funds ICVC Junior Stocks & Shares ISA Investment -Lump Sum Top Up Form

This application form is for existing investors who already have an JISA account in the WS Evenlode Investment Funds ICVC and who have already made subscriptions in this tax year/the previous tax year. If you do not already have a JISA account or have made subscriptions in this tax year/previous tax year, please use the Junior Stocks & Shares ISA Investment Application Form found on our website at <a href="https://www.waystone.com/our-funds/waystone-fund-services-uk-limited/">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a>.

Should you wish to transfer JISAs or a CTF from another Manager, or set up a new Direct Debit for a regular saver investment, please also use the Junior Stocks & Shares ISA Investment Application Form.

Before completing this top up 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, which contains the ISA terms and conditions.

All relevant documentation, including the full prospectus, can be obtained from Waystone Fund Services (UK) Limited, 64 St. James's Street, Nottingham, NG1 6FJ, at: <a href="https://www.waystone.com/our-funds/waystone-fund-services-uk-limited/">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a> 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, along with correct payment to: Dealing & Administration, Waystone Fund Services (UK) Limited, 64 St. James's Street, Nottingham, NG1 6FJ.

Waystone Fund Services (UK) Limited ('WFSL') is authorised and regulated by the Financial Conduct Authority (FCA) and is a HM Revenue & Customs ('HMRC') approved Stocks & Shares ISA Manager.

Section 1A: Personal details of Applicant/Registered Contact
Please complete the personal details in full. Note that Junior Stocks and Shares ISA investments can only be applied for by individuals over 16 years of age.

- Where the applicant is a child over the age of 16 (but under the age of 18) applying in their own name please complete all of sections 1A & 1C.
- If the child is under 16 years of age, only a person with parental responsibilities can be the applicant/registered contact in this instance the applicant should put their details in section 1A and the child's details in section 1C.
- Please complete section 1B for any additional individuals (not the registered contact or child) making contributions to this investment.

Please note the applicant is the person who will be the first registered contact on the account, and their residential address will be used

tor all correspond	ience purposes.							
Existing Account N	Number							
Title	First name(s)	Surname						
		Date of Birth (DD/MM/YYYY) / /						
Section 1B: Personal details for contributor (if different to applicant)								
Title	First name (s)	Surname						
Permanent reside	ential address							
		Daytime telephone number						
		Date of Birth (DD/MM/YYYY) / /						
	Pos	stcode						
Section 1C: Perso	onal details for child	(used for JISA reporting to HMRC)						
Please complete the	e personal details in full	I. Note that Junior Stocks and Shares ISA investments are only available for children under 18 years of age.						
Please note that the be paid to the subs	e child will be the bene criber if at a later date t	eficial owner of the investments held in the JISA. The amount subscribed is a gift to the child and as such cannot the subscriber changes their mind.						
Title	First name(s)	Cumpana						
Title	First name(s)	Surname						
		Date of Birth (DD/MM/YYYY) / /						
		NI No. to be provided is the child is over 16 and has been issue a NI Number						
		National Insurance Number						
FOR OFFICE USE ONLY								
Existing Account	DoB ID V	Verification						
Full Declaration	NINO Che	eque (if applicable) Further Action Required JISA(TOP)vr3.3						

Section 2: Investment Details — Please see the HMRO	C website for annual JISA subs	cription limits
Please confirm the fund and class that you wish to inves	t in by completing the table l	pelow.
	Lump Sum Investment *	
	Specify the cash value in this column	
WS Evenlode Income (B Accumulation)	£	
	£	
WS Evenlode Global Income (B Accumulation GBP)	£	
	£	
WS Evenlode Global Equity (B Accumulation GBP)	£	
Your total JISA investment for the current tax year must n	ot exceed the maximum overa	Il subscription limit.
If you would like to invest using the monthly savings facilit	ty, please complete the Junior	Stocks & Shares ISA Investment Application Form.

# **IMPORTANT INVESTOR INFORMATION**

application form are fully completed.

#### Data Protection Policy

To provide our services to you, WFSL 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.

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 4 & 5 of this

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.waystone.com/our-funds/waystone-fund-services-uk-limited/ or, to request a copy, you can write to us at Waystone Fund Services (UK) 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 and confirm your payment method:

# **Electronic Payment**

Please note WFSL are 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: WS Evenlode GBP Client Money Account Account Number: 70233209 Sort Code: 60-80-09

# Transfer balance from existing WFSL 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.

#### **Section 4: Financial Adviser Details**

If a Financial Adviser was listed on your original JISA application form, this will also be applied to top up investments. **WFSL's default position is that advice** <u>has</u> 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**

Note to Financial Advisers

Please see WFSL's Intermediary Terms of Business at <a href="www.waystone.com/our-funds/waystone-fund-services-uk-limited/">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a>. Intermediaries who conduct business with WFSL 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 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. This section 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 WFSL 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 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 5: Declarations** — To be completed by the applicant 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 WS Evenlode Investment Funds ICVC Prospectus. Copies of these documents can be obtained from <a href="https://www.waystone.com/our-funds/waystone-fund-services-uk-limited/">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a> or by contacting WFSL. If you do not understand any point please ask your Financial Adviser or WFSL for further information. Please note that WFSL is not authorised to provide financial advice to private individuals. <a href="#failure to sign will mean your application form cannot be processed">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a> or by contacting WFSL. If you do not understand any point please ask your Financial Adviser or WFSL for further information. Please note that WFSL is not authorised to provide financial advice to private individuals. <a href="#failure to sign will mean your application form cannot be processed">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a> or by contacting WFSL is not authorised to provide financial advice to private individuals. <a href="#failure to sign will mean your application form cannot be processed">www.waystone.com/our-funds/waystone-fund-services-uk-limited/</a>.

### 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 WFSL 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 WFSL.
- I agree to be bound by the terms and conditions contained therein.
- I request WFSL to act in accordance with my instructions. I understand that this application is subject to acceptance by WFSL and that WFSL accepts no responsibility for any loss incurred as a result of any delay in the submission of the application form.
- I agree to indemnify WFSL and its delegates and/or agents including the administrator for any loss arising to WFSL 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 WFSL in writing.
- I agree to provide any information as may be requested by WFSL 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.
- The above 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 WFSL 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 WFSL:

- To hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash;
- 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 on my account that I will pay the agent the initial adviser charge stated in section 5 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 Date / /				
	Applicant Signature	X	Date	/ /