

# Premier Funds

## ISA Application Form and ISA Transfer Form



### Please read before completing the application form

- Please complete this form in BLOCK CAPITALS, using BLUE or BLACK INK and return it to your financial adviser, or to: Premier Portfolio Managers Limited, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG.
- All cheques should be drawn on a bank account held in your own name and payable to: Premier Portfolio Managers Limited

#### Important:

Please read the **Key Investor Information Document** and the **Supplementary Information Document** for the relevant share class of the fund(s) you wish to invest in or transfer into. Copies are available on our website [premierfunds.co.uk](http://premierfunds.co.uk), by calling 01483 306090 or emailing [investorservices@premierfunds.co.uk](mailto:investorservices@premierfunds.co.uk)

Please let us know what type of investment you would like to make by ticking the relevant box below.

ISAs  I wish to invest in a Stocks and Shares ISA.

- If you are applying for an ISA in this tax year, you should complete sections 1, 2, 3, 4, 7 and 9.
- If you wish to receive income, please complete section 5.
- If you wish to contribute monthly by direct debit, please complete section 6.
- Your authorised financial adviser should complete sections 2 and 11.
- If you are investing without the services of a financial adviser, you must complete section 8.

If you require ISA application forms for other eligible members of your family, please ask your authorised financial adviser.

ISA transfers  I wish to consolidate my existing ISAs.

- If you are consolidating your existing ISAs through an ISA transfer, you should complete sections 1, 2, 3, 4, 7, 9 and 10.
- If you wish to receive income, please complete section 5.
- Your authorised financial adviser should complete sections 2 and 11.
- If you are investing without the services of a financial adviser, you must complete section 8.

A separate application form must be completed for each ISA applicant. Joint applications are not permitted for ISAs.

## 1. Personal details

If you are an existing Premier account holder, please quote your reference number:

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name(s): \_\_\_\_\_

Surname (family name): \_\_\_\_\_

Permanent residential address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone numbers (inc STD code): Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

National Insurance Number:

If you do not have a National Insurance Number, please tick here:

Date of birth (DD/MM/YYYY):

(You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP or a pension order book)

Place and country of birth: \_\_\_\_\_

Please provide your own personal security question and answer which will be required each time you telephone for information on your account (for example "what was the name of my first school", "what is my mother's first name", "what was the name of my first pet" or "what was the name of my favourite childhood friend?").

Security question: \_\_\_\_\_

Security answer: \_\_\_\_\_

## 2. Investment advice

Please indicate whether you have received advice from a financial adviser on this investment and provide their details.

Premier Portfolio Managers Limited will not pay commission to any financial adviser or facilitate adviser charging in respect of this investment if you have received advice.

I have received advice from the following financial adviser

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I have not received advice from a financial adviser

To be completed by your financial adviser.

Financial adviser stamp

FCA number: \_\_\_\_\_

## 3. Fund choice

Please choose which funds you wish to invest in and insert an amount in the appropriate box(es) that follow. You can invest with a lump sum and/or monthly contributions. If you are transferring an existing ISA, please choose which funds you want your monies transferred into and insert the percentage split in the appropriate boxes. If you have not been advised, and have agreed that your financial adviser can receive commission on your transfer, you may only select funds with class A shares. Otherwise you will be allocated the share class relevant for the amount you are transferring as set out below.

### Minimum investment:

Premier Defensive Growth, Premier Diversified Balanced Growth, Premier Diversified Cautious Growth, Premier Diversified Dynamic Growth, Premier Diversified Growth, Premier Diversified Income, Premier UK Money Market and Premier Multi-Asset Global Growth funds:

Class B Shares: £1,000 lump sum, £50 monthly. Please note that these funds do not offer class A share.

All other funds: Class A shares: £1,000 lump sum, £50 monthly per Fund.

### Maximum investment

£20,000 for 2019/2020 tax year

### ISA transfers, minimum

Premier Defensive Growth, Premier Diversified Balanced Growth, Premier Diversified Cautious Growth, Premier Diversified Dynamic Growth, Premier Diversified Growth\*, Premier Diversified Income\*, Premier UK Money Market\* and Premier Multi-Asset Global Growth funds: (Please note that these funds do not offer class A shares)

Class B Shares: £1,000 lump sum

Class C Shares: £250,000 lump sum

\*Only B shares

All other funds:

Class A Shares: £1,000 lump sum

Class B Shares: £50,000 lump sum

Class C Shares: £250,000 lump sum

No maximum transfer

### Monthly contributions (not available for Premier UK Money Market Fund)

Monthly contributions must be rounded in £10 amounts. If you have chosen monthly contributions, please complete the direct debit instructions in section 6. Contributions will be collected on the first working day of the month.

For some funds, you have a choice of accumulation or income shares. These are defined as follows:

Accumulation shares: Your share of the net income of the fund is automatically reinvested on your behalf. The amount of the reinvested income is reflected in the increased price of each accumulation share.

Income shares: Your share of the net income of the fund is paid to you in cash unless you have elected to reinvest the income, whereby additional shares will be purchased using the income. If you have chosen income shares, please complete section 5.

Please select your required Fund/s from the following:

I apply to subscribe for a Stocks and Shares ISA for the tax year 20   /20

Premier Funds	Accumulation Shares		ISA transfer	Income Shares		ISA transfer
	Lump sum	Monthly contributions		Lump sum	Monthly contributions	
Premier Corporate Bond Monthly Income Fund	Not available			£	£	%
Premier Defensive Growth Fund	Not available			£	£	%
Premier Diversified Balanced Growth Fund	Not available			£	£	%
Premier Diversified Cautious Growth Fund	Not available			£	£	%
Premier Diversified Dynamic Growth Fund	Not available			£	£	%
Premier Diversified Growth Fund	Not available			£	£	%
Premier Diversified Income Fund	Not available			£	£	%
Premier Ethical Fund	£	£	%	£	£	%
Premier Global Alpha Growth Fund	£	£	%	£	£	%
Premier Global Infrastructure Income Fund	Not available			£	£	%
Premier Global Optimum Income Fund	Not available			£	£	%
Premier Income Fund	Not available			£	£	%
Premier Liberation No. IV Fund	£	£	%	Not available		
Premier Liberation No. V Fund	£	£	%	Not available		
Premier Liberation No. VI Fund	£	£	%	Not available		
Premier Liberation No. VII Fund	£	£	%	Not available		
Premier Multi-Asset Absolute Return Fund	£	£	%	Not available		
Premier Multi-Asset Conservative Growth Fund	£	£	%	Not available		
Premier Multi-Asset Distribution Fund	£	£	%	£	£	%
Premier Multi-Asset Global Growth Fund	Not available			£	£	%
Premier Multi-Asset Growth and Income Fund	£	£	%	£	£	%
Premier Multi-Asset Monthly Income Fund	£	£	%	£	£	%
Premier Monthly Income Fund	Not available			£	£	%
Premier Optimum Income Fund	£	£	%	£	£	%
Premier Pan European Property Share Fund	£	£	%	£	£	%
Premier UK Growth Fund	Not available			£	£	%
Premier UK Money Market Fund	£	Not available		£	Not available	
<b>Total</b>	£	£	%	£	£	%

#### 4. Bank/Building Society details for payments to you

---

Please complete your account details below in order that we can make any income payments or redemption payments to your bank or building society. In order to verify the account, we require EITHER: An original voided cheque; an original paying in slip; a bank statement not older than six months, either an original or a copy certified by an appropriate person (solicitor, accountant or your bank/building society manager). Bank statements printed from the internet are not acceptable.

Please inform us if you change your bank account, as you will need to provide new evidence so we can verify the account.

Bank/Building Society: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of account to be credited: \_\_\_\_\_

Sort code:

Bank/Building Society account number:

Building Society reference or roll number:

#### 5. Income payments (does not apply to accumulation shares)

---

Please choose how you would like to receive any income generated from your investment.

If you do not tick either of these boxes, your net income will automatically be reinvested.

Income sent direct to your bank/building society  Please ensure that you complete your bank account details in section 4.

Income reinvested to purchase more shares

## 6. Direct debit for regular savers - instruction to your Bank/Building Society to pay by direct debit

The bank account must be held in your own name. Setting up a direct debit arrangement generally takes ten working days and therefore first collection will not take place until that time. If you close your investment account with Premier Asset Management, your direct debit instruction will also be terminated unless you instruct us otherwise in writing.



Name and full postal address of your Bank or Building Society:

To the Manager:

Bank/Building Society Address:



Postcode:

Name(s) of Account Holder(s):



Bank/Building Society Account Number: Branch Sort Code:



Originator's Identification Number:

Premier Portfolio Managers' reference number (office use only)

### Your instructions to the Bank/Building Society

Please pay Premier Portfolio Managers Limited 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 Premier Portfolio Managers Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature 1:

Signature 2:

Date (DD/MM/YYYY):

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

This guarantee should be detached and retained by the Payee

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, Premier Portfolio Managers Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Premier Portfolio Managers Limited 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 Premier Portfolio Managers Limited 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 Premier Portfolio Managers Limited 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.



## 7. Tax residency self-certification

Tax regulations require us to collect certain information about each investor's tax residency and tax classifications. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information about your account with HMRC. Please complete all relevant sections as directed. If you have any questions about the information requested please consult your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

Please indicate all countries in which you are resident for tax purposes and the associated tax reference numbers. If you are a resident in a crown dependency, please record which one (Jersey, Guernsey or Isle of Man). Investment by US citizens or residents is not permitted.

Country/Countries of Tax Residency	Tax Reference Number

## 8. Applicant identity verification

### Money Laundering Regulations 2017

Under these regulations there is a legal requirement to prove the identity of people who wish to make an investment. You may therefore be asked for some evidence of your identity and date of birth. This will normally be a passport or similar form of identity check together with proof of address from a recent utility bill. Alternatively, electronic checking systems may be used to verify identity, including credit agencies which may keep a record of this information although this is only to verify your identity and will not affect your credit rating. The information you provide on your application form (or subsequently) will be held and processed by Premier Portfolio Managers Limited in accordance with the Data Protection Notice set out on the last page of this application form.

### Do you have a financial adviser?

- Yes, your financial adviser should complete section 11.
- No, please complete the following Applicant Identity Verification section.

If you are investing directly without the services of a UK financial adviser we will need to verify your identity. We need to see certified copies\* of either your current passport or full driving licence, and a recent (within the last six months) bank statement or utility bill (not a mobile telephone bill, copies printed from the internet cannot be accepted) showing your current address.

\*copies must be certified by either a solicitor, accountant, or your bank/building society manager.

Please tick both boxes below to confirm that the relevant identity check documents are enclosed.

- Proof of identity:  Copy of passport or full driving licence
- Proof of address:  Bank statement or utility bill
- If you do not have a current passport/full driving licence, please contact us on 0333 456 6363 to discuss other documentation which may be acceptable as proof of identity.

If certified copies are included with this application pack, please complete the following details for the person(s) certifying the documents (continue on a separate sheet if necessary):

### Certified by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone number: \_\_\_\_\_





This application form, along with the ISA Terms and Conditions, the relevant Prospectus, Key Investor Information Document and Supplementary Information Document each as amended from time to time, forms the agreement upon which Premier Portfolio Managers Limited intends to rely and will govern all sums now and in future invested unless the parties agree otherwise in writing. The current version of each document will be available on our website [premierfunds.co.uk](http://premierfunds.co.uk). For your own benefit and protection, you should read these terms carefully before signing them. If you do not understand any point, please ask for further information.

## 9. The Declaration and Authority

I apply to subscribe to the Premier Stocks and Shares ISA and/or transfer my existing ISA to Premier Portfolio Managers Limited. [I confirm that I have received financial advice/not received financial advice (delete as appropriate)]. I enclose a cheque for the lump sum/monthly contribution stated in section 3 made payable to **Premier Portfolio Managers Limited** / my current ISA manager will transfer funds to you.

I authorise Premier Portfolio Managers Limited to make any income payments as instructed in section 5, and/or redemption payments, to the bank or building society shown in section 4. Premier Portfolio Managers Limited does not accept any responsibility for the quotation of building society account numbers and the quotation of any such number(s) is entirely at the risk of the investor.

I understand that Premier Portfolio Managers Limited is utilising the delivery versus payment exemption for the purpose of settling a transaction in relation to units in a regulated collective investment scheme and therefore my money may not be treated as client money for the period up to the close of business on the business day following the date of receipt of the money.

### I declare that:

- I am 18 years of age or over.
- 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 the Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or am married to, or in a civil partnership with a person who performs such duties. I will inform Premier Portfolio Managers Limited if I cease to be so resident, or to perform such duties, or be married to, or in a civil partnership with a person who performs such duties.
- All subscriptions made, and to be made, to the ISA belong to me and I am the beneficial owner of the funds being used for this ISA.
- I agree to be bound by the Terms and Conditions applicable to the ISA and give the warranties contained therein.
- The information given in this Application Form/Transfer Form is true and correct to the best of my knowledge and belief. I will notify Premier Portfolio Managers Limited without delay of any change in the information given.
- I understand that this information will be processed by you in the setting up and administration of my ISA and that where a financial adviser acts on my behalf, Premier Portfolio Managers Limited will disclose information concerning my investment to that financial adviser.
- I have read and understand the Data Protection Notice set out on this application form.
- I understand that the transfer of my ISA may be delayed if this Transfer Form is not complete in all respects.

### For a new ISA investment:

- 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.
- I have not subscribed, and will not subscribe to another Stocks and Shares ISA in the same tax year that I subscribe to this Stocks and Shares ISA.

### I authorise Premier Portfolio Managers Limited:

- To receive and hold my cash subscriptions, ISA investments, interest, dividends and any other rights, or proceeds in respect of those investments and any other cash in the ISA.
- On my written request to transfer or pay to me, as the case may be, account investments, dividends, rights or other proceeds in respect of such investments, or any cash, held in the account.
- To make on my behalf any claims to relief from tax in respect of ISA investments.

I enclose a cheque for the amount to be invested.

On signing this declaration, I confirm that I have read the latest Key Investor Information Document and Supplementary Information Document for the relevant share class of the Fund/s I apply to invest into, and the attached ISA Terms and Conditions and agree to be bound by them.

**Applicant Signature:**

**Date:**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Note: We may only accept Powers of Attorney (original or certified copy) due to physical or mental incapacity. For physical incapacity it must be accompanied by a written declaration by the person signing the application. A draft declaration can be obtained from Premier Portfolio Managers Limited. In the case of mental incapacity, the Power of Attorney must be registered and stamped by the Office of the Public Guardian.



## 10. ISA transfer

If you need more instruction forms, please photocopy this sheet before completing.

### Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Please sell my entire holding  OR Please sell  of my holding Estimated value

Name of existing Plan Manager: \_\_\_\_\_

Address of existing Plan Manager: \_\_\_\_\_

Account number:

Account name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

### Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Please sell my entire holding  OR Please sell  of my holding Estimated value

Name of existing Plan Manager: \_\_\_\_\_

Address of existing Plan Manager: \_\_\_\_\_

Account number:

Account name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

### Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Please sell my entire holding  OR Please sell  of my holding Estimated value

Name of existing Plan Manager: \_\_\_\_\_

Address of existing Plan Manager: \_\_\_\_\_

Account number:

Account name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.



### Certified copies

Please provide a copy of the original document and use the following wording to make certified copies:

For original documents that DO NOT include photo identification of the Applicant (eg, recent bank statement or utility bills):

I certify that this is a true copy of the original document which I have seen.

For original documents that DO include photo identification of the Applicant (eg, valid passport or full driving licence):

I certify that this is a true likeness of [insert full name of Applicant] and this is a true copy of the original document which I have seen.

## 11. Identity Verification - to be completed by your financial adviser

Financial advisers, please complete the following section

Applicant: \_\_\_\_\_

Date of commencement of business relationship (DD/MM/YYYY):

I certify that: (please tick as appropriate)

I have verified the identity of the Applicant in accordance with the Money Laundering Regulations 2017 and confirm that documentary evidence has been obtained and identity checks have been undertaken to confirm that the Applicant's name, address and date of birth as shown in section 1 are correct AND the details of the underlying records of identity are as described below:

Certified copy attached

Proof of identity: Copy of passport or full driving licence

Proof of address: Bank statement or utility bill (not older than 6 months)  
Internet based bank statements and utility bills are not acceptable.

OR

I have not verified the identity of the Applicant for the following reason: \_\_\_\_\_

I confirm that the Applicant is applying on his/her own behalf and not as nominee or in a fiduciary capacity for any other person.

Financial adviser signature: \_\_\_\_\_ Date (DD/MM/YYYY):

Financial adviser/Consultant name: \_\_\_\_\_

Company name: \_\_\_\_\_

## Data Protection Notice

*This notice sets out how Premier Portfolio Managers Limited ("PPM", "we" or "us") will process personal information (as a Data Controller)*

Where your details are provided to PPM as a consequence of your investment in the Premier funds (the "Funds"), then PPM, acting as a data controller may itself (or through a third party such as Northern Trust Global Services SE (the "**Administrator**") acting in its capacity as the Funds' administrator) process your personal information or that of your directors, officers, employees and/or beneficial owners. When processing your personal information, there may also be times where the Administrator will act as a data controller. In connection with this, please note the following:

### Purposes of Processing and Legal basis for processing

Your personal data may be processed on behalf of the Funds by PPM or the Administrator (or any of their affiliates, agents, employees, delegates or sub-contractors) for the following purposes:

- to facilitate the opening of your account with PPM, the management and administration of your holdings in the Funds and any related account on an on-going basis (the "Services") which are necessary for the performance of your contract, including without limitation the processing of redemption, conversion, transfer and additional subscription requests and the payment of distributions;
  - in order to carry out anti-money laundering checks and related actions which PPM considers appropriate to meet any legal obligations imposed on PPM or the Funds relating to, or the processing in the public interest or to pursue PPM or the Funds' legitimate interests in relation to, the prevention of fraud, money laundering, terrorist financing, bribery, corruption, tax evasion and to prevent the provision of financial and other services to persons who may be subject to economic or trade sanctions, on an on-going basis, in accordance with PPM's and the Administrator's anti-money laundering procedures;
  - to report tax related information to tax authorities in order to comply with a legal obligation;
  - to monitor and record calls and electronic communications for (i) processing and verification of instructions, (ii) investigation and fraud prevention purposes, (iii) for crime detection, prevention, investigation and prosecution, (iv) to enforce or defend PPM or the Funds and its affiliates', itself or through third parties to whom it delegates such responsibilities or rights in order to comply with any legal obligation imposed on PPM or the Funds, (v) to pursue PPM's or the Funds' legitimate interests in relation to such matters or (vi) where the processing is in the public interest;
  - to disclose information to other third parties such as service providers of PPM or the Funds, auditors, regulatory authorities and technology providers in order to comply with any legal obligation imposed on PPM or the Funds or in order to pursue the legitimate interests of PPM or the Funds;
  - to monitor and record calls for quality, business analysis, training and related purposes in order to pursue the legitimate interests of PPM or the Funds to improve service delivery;
  - to update and maintain records and fee calculation;
  - to retain AML and other records of individuals to assist with the subsequent screening of them by the Administrator including in relation to other funds or clients of the Administrator in pursuance of the Administrator's and its clients' legitimate interests;
- and which are necessary to comply with the Funds', PPM's or the Administrator's legal obligations and/or which are necessary for the Funds', PPM's or the Administrator's legitimate interests indicated above and/or the processing is in the public interest.

#### Recipients of Data and International Transfer of Data

We may disclose your personal information as follows:

- to the Funds' service providers, including the Administrator, and their affiliates, and other third party service providers engaged in order to process the data for the above mentioned purposes; and
- to competent authorities (including tax authorities), courts and bodies as required by law or requested or to affiliates for internal investigations and reporting;

The disclosure of personal information to the third parties set out above may involve the transfer of data to the USA and other jurisdictions outside the European Economic Area (EEA) in accordance with the requirements of the General Data Protection Regulation. Such countries may not have the same data protection laws as your jurisdiction. We have authorised the Administrator as our agent to put in place Standard Contractual Clauses with relevant parties to whom personal data will be transferred. Please contact us and we will contact the Administrator for copies of the Standard Contractual Clauses that have been entered into on behalf of the Funds.

#### Retention period

We and the Administrator will retain your personal information for as long as required for the Funds, us or the Administrator to perform the Services or perform investigations in relation to same depending on whether additional legal/regulatory obligations mandate the retention of 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).

#### ADMINISTRATION QUERIES

For any administration queries, you can contact us at:

Premier Portfolio Managers Limited, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG.

Tel: 0333 456 6363

Email: [investorservices@premierfunds.co.uk](mailto:investorservices@premierfunds.co.uk)

Web: [premierfunds.co.uk](http://premierfunds.co.uk)

For your protection, calls may be monitored and recorded for training and quality assurance purposes. Issued by Premier Asset Management, Premier Fund Managers Limited (registered no. 02274227) and Premier Portfolio Managers Limited (registered no. 01235867) are authorised and regulated by the Financial Conduct Authority. Registered address: Eastgate Court, High Street, Guildford, GU1 3DE. Premier Asset Management is the marketing name used for the two companies. 04041915225.

# ISA Terms & Conditions



If you have elected to invest via an Individual Savings Account (ISA) the following Terms and Conditions will apply to you and form part of our agreement with you. Please read these Terms and Conditions carefully. These Terms and Conditions together with the relevant application or transfer form shall form the agreement between us (the 'Agreement') on which we shall rely. Premier Portfolio Managers Limited ("Premier", "we", "us", "our") will arrange and manage your ISA on behalf of the individual ("you", "your") who has completed an ISA Application Form and/or Transfer Form. Such ISAs consist of investments which qualify as ISA investments under the Individual Savings Account Regulations 1998 (referred to as "the Regulations") and the Financial Conduct Authority Rules (referred to as "the Rules") as altered, amended, added to or cancelled from time to time by the relevant authorities.

Reference to any regulatory body includes any successor to that body. Any headings and sub-headings have been included for convenience only and do not affect the interpretation of this Agreement. Words and expressions referring to one gender include all other genders. 'Include' and any variation of it means including without limitation and does not exclude a reference to other items.

Accessibility: Large print, braille or audio versions of this Agreement, the Application Form and your portfolio statements are available from us on request.

## 1. INTRODUCTION

- a) Your ISA is managed by Premier Portfolio Managers Limited, Eastgate Court, High Street, Guildford, Surrey GU1 3DE. We are authorised and regulated by the Financial Conduct Authority of 12 Endeavour Square, London, E20 1JN, under registration no. 122067. Our ISA Manager reference is Z1158.
- b) You wish to subscribe to an ISA under which we, subject to these Terms and Conditions, shall provide investment management services. Our appointment under these Terms and Conditions will commence when we receive your properly completed and signed application and/or transfer form, together with a cheque or funds for the amount being invested or transferred to us.
- c) We will manage your ISA in accordance with the Rules and Regulations. All investments within your ISA shall be beneficially owned by you and will not be used as security for a loan. Beneficial ownership is when you remain entitled to the benefit of the assets, even where your name does not necessarily appear on a register. Such investments may be managed in common with investments of other ISAs managed by us. Furthermore, we may consolidate the ISA with other ISAs which we manage for you.
- d) All notices and instructions given by you to us should be sent in writing and delivered or sent by post to **Premier Portfolio Managers Limited, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG**. Please include your ISA reference, if you have one, or National Insurance number in all letters or other correspondence. We reserve the right to refuse to accept instructions if they are contrary to the terms of this Agreement or if we would be in breach of the Rules or Regulations by implementing them. All our letters and other correspondence will be sent to you at the address you have provided to us. Please see clause 9(d) below for further details.
- e) The last declared yields and prices for all investments are available by telephoning us on **0333 456 6363** or via our website at **premierfunds.co.uk**

- f) Telephone calls made to us may be recorded for monitoring and staff training purposes.
  - g) Premier Portfolio Managers Limited acts as manager or as Authorised Corporate Director (ACD) for a number of funds ("the funds") which pool together money invested by individuals and spread this across a range of securities and/or other collective investment schemes to meet their stated aim. Your interest in a fund is represented by units or shares ("shares"), each being an equal portion of the fund's underlying assets. All share prices are based on the value of the underlying assets and are calculated in accordance with the relevant fund's Prospectus and the Financial Conduct Authority's Collective Investment Schemes Sourcebook. The capital value of the shares and the amount of income allocated/distributed to these depend on the current market value of the underlying assets and the net income received from these assets respectively. As the nature of these assets may lead to fluctuating capital values and income yields, the price of shares and the income from them may go down as well as up. As fluctuating exchange rates may reduce or enhance sterling values of overseas investments, we may from time to time consider the method of limiting any undue currency risks.
  - h) Copies of the fund's Prospectus and Manager's Report and Accounts (when available) for the OEIC are freely available from us on request.
  - i) In compliance with the Rules, we hereby notify you that you will be treated as a Retail Client, based on our internal client categorisation process. Retail Clients are generally offered the highest degree of protection. You have the right to request a different categorisation, however, this may limit the level of protection afforded to you and we may in the exercise of our sole discretion refuse to agree a different categorisation.
- ## 2. SUBSCRIPTIONS
- a) The current ISA limit for 2019/2020 tax year is £20,000. Please see clause 6(k), in respect of additional amounts which may be invested in an ISA by a spouse or civil partner of an ISA saver who died on or after 3 December 2014. Full details of all ISA limits can be found at [www.hmrc.gov.uk/ISA](http://www.hmrc.gov.uk/ISA)
  - b) Details of the minimum initial lump sum investment and minimum additional investment, subject to the overall limits mentioned above, are set out in the Prospectus relating to the fund(s) you wish your ISA to be invested in.
  - c) All contributions to your ISA must be made by cheque or by direct debit if you wish to save monthly. Shares cannot be transferred into the ISA. Subscriptions to the ISA will be invested in shares in the fund(s) you choose on your application/transfer form. Shares in the fund will be allocated to you at the next available dealing point after we receive your application and cheque or as soon as practicable thereafter.
  - d) In respect of ISA transfers, you should instruct your former ISA manager to make the transfer and complete the ISA transfer form explaining your wish to transfer your existing ISA to us. We shall not be required to accept the transfer until the former manager has sold all the investments within your ISA.
  - e) We will acknowledge your instructions by acting upon them.

f) Where we act in reliance on any instruction, such an instruction shall be deemed to be between us and you, and to have been validly given by you or on your behalf even though this may not in fact be the case, as the result of fraud or wrongdoing on the part of any person (other than us, or any of our employees or agents).

### 3. MANAGEMENT OF ISA INVESTMENTS

a) We will arrange for distributions of income from the fund(s) included in your ISA to be paid to you on the distribution payment dates or reinvested on your behalf for the purchase of further shares depending on how you elect on your application or transfer form.

b) We may employ agents in connection with the services we are to provide and may delegate all or any of our powers or duties to any delegate or delegates of our choice provided that we will ensure that any person to whom duties under these Terms and Conditions are delegated is competent to carry out those duties. We will not be liable for the negligence or misconduct of any such agent or delegates except where we have been negligent in our choice of such agent or delegate provided that no provision of these Terms and Conditions shall exclude or restrict any liability to you to which we may be subject under the Regulations, the Rules or the Financial Services and Markets Act 2000.

c) We may not commit you to supplement the ISA either by borrowing on your behalf or by committing you to pay further sums of money into the ISA.

d) Your investments (including cash balances) will be held for your beneficial ownership by us or such nominee as we may from time to time select. A nominee is a separate company in whose name stocks and shares will be registered. Legal title to your investments will be registered in our name or in the name of our nominee. No certificates are issued in respect of shareholdings in the investments included in your ISA but any documents evidencing title to an ISA's investment will be held by us or as we may direct. Your ISA's investments will be in, and will remain in, your beneficial ownership and will not be lent to third parties or used as security for a loan.

e) Shares or certificates or other documents of title to investments held within your ISA may not be lent to a third party and neither you nor we may borrow money against the security of those investments.

f) Upon written request to us, you shall be entitled to receive a copy of the annual report and accounts issued by every fund in which your ISA is invested and/or any other additional information issued to shareholders.

g) If you so instruct us in writing, we will exercise voting rights attached to shares in funds held within your ISA in accordance with your instructions and we reserve the right to charge you an administration fee for so doing (at a rate which we will inform you of at the time of your request). In the absence of any such instructions from you, we will exercise all voting rights attached to investments for the time being comprised in funds held within your ISA at our sole discretion and neither we nor our nominee shall be responsible in any way for the exercise or failure to exercise such rights.

h) We shall, upon your written request to us, arrange for you to be able to (i) attend shareholders' meetings; and (ii) to vote.

### 4. TAX CLAIMS

a) You authorise us to apply to HM Revenue & Customs on your behalf, to make any necessary claims, conduct appeals and agree on liabilities for and relief from tax in respect of the ISA. Claims in respect of tax shall be made by us in accordance with the Regulations and otherwise at such times and in such a manner as we consider to be appropriate.

b) To the extent that your ISA holds investments issued outside of the United Kingdom, any withholding taxes suffered in respect of income or other profits arising to the same may not be reclaimable. To the extent that such withholding tax is reclaimable, it shall be at our sole discretion as to whether such a claim is made, or if it is made, pursued, on behalf of your ISA.

### 5. FEES AND CHARGES

a) Please note that Premier is both the manager and ACD of the funds and ISA Manager. We may receive an initial charge when you invest in one of our funds via an ISA and also an annual management charge as described in the Supplementary Information Document. We are permitted to levy an exit charge when you sell shares in your ISA, however, we do not currently make such a charge. If we find it necessary to introduce an exit charge, or plan to increase the initial or annual management charge, in either case to reflect legitimate cost increases, we will give you at least 60 days' notice in accordance with the Regulations.

b) If you have received advice and agreed that your adviser can receive commission, we may pay commission in respect of your investment at a rate of up to 4% of each investment plus an annual fee of up to 0.50% of the current value of the investment. This is paid by us out of the initial and annual management charges. You are not required to pay anything further.

c) The Prospectus governing each fund sets out the expenses that may be charged to a fund. These include the initial charge, annual management charge, performance fee (where applicable) and other expenses, including depositary fees, registration fees and custody fees.

d) There are no other charges for investing in our ISA other than as described above. However, we are entitled to introduce an ISA administration fee and we could introduce such a fee to reflect legitimate cost increases. If so, the fee will be expressed as a percentage of the value of your ISA, subject to giving you at least 90 days' written notice. The administration fee will not be greater than 2% plus VAT. The fee will be calculated and payable twice yearly in arrears based on the value of your ISA on 5 April and 5 October. Where appropriate, the administration fee will be calculated pro-rata from the date your ISA commences, to the date it is closed or terminated, or the date that a withdrawal or transfer is made.

e) We may, without your permission, use any cash or sell part of your investment to pay any fees due to us or pay any tax which we believe we have to repay to HM Revenue & Customs on your behalf.

### 6. REPORTING AND ADMINISTRATION

a) On receipt of your application, we shall send a Confirmation Notice advising you of the number of shares purchased on your behalf and their value. You may have the right to cancel the purchase under the Rules, in which case you will be sent a formal notice of cancellation rights. You will then have 14 days in which to decide if you wish to change your mind. If you exercise your right to cancel, you will receive your investment back, less the amount by which your investment has fallen in value, if any, at the date we receive the notice of cancellation. If you decide to cancel your investment, you should advise us in writing by signing and returning the cancellation notice. The cancellation notice should be sent to us at **PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG**.

Under the Regulations, if following an ISA transfer you cancel part or all of your ISA, you may lose the favourable tax treatment applicable. This will depend on the circumstances of the cancellation and whether or not your ISA is reinstated subsequently either with the old or a new manager.



b) We shall send you half-yearly statements of the investments in your ISA and their value as at 5 April and 5 October each year. Each statement shall include any cash held, the amounts of any distributions paid, details of all transactions conducted within your ISA during the preceding half-year and a valuation of the investments and cash held within your ISA. No measure of performance will be included in these statements.

You may at any time request us to withdraw a sum of money from your ISA and pay that amount to you. If you instruct us to withdraw a sum that would result in the investments remaining in your ISA to have a value of less than the minimum, we may at our discretion terminate your ISA by giving you one month's notice in writing. We may at our discretion vary the minimum levels stated.

c) On written request and within the time stipulated by you, all or part of the investments held within your ISA, with all the rights and obligations attaching to it may be transferred to another ISA manager, who has agreed to accept the transfer. You can choose to transfer current year subscriptions in whole, and/or previous years' subscriptions in whole or in part to another ISA manager at any time. You must stipulate a time within which any such transfer to you or another ISA manager is to be made. The time stipulated must be reasonable and must not exceed 30 calendar days from the date that the instruction to transfer is given.

d) We can also accept a full or partial transfer of a ISA from another ISA manager. You should instruct your former ISA Manager to make the transfer and complete a transfer form. We shall not be obliged to accept the transfer. The minimum amount that can be transferred is the minimum investment amount as stated in the relevant fund's Prospectus.

e) There is no minimum duration of these Terms and Conditions. You are entitled to terminate these Terms and Conditions at any time by written notice to us and are entitled to determine when this may take effect. Should you not specify the date that notice is to take effect from, it will become effective on the date we receive your notification. We may also terminate these Terms and Conditions in writing on 30 days' written notice to you. We may terminate these Terms and Conditions without notice if:

- i. your ISA no longer satisfies the Regulations;
- ii. we are required to do so by any competent regulatory authority; or
- iii. you commit fraud, or become insolvent or any other similar circumstance; or
- iv. it becomes impossible, impractical or unreasonable for Premier to continue to act as ISA manager of your ISA, including where the value of your ISA is below £50. We will give you notice in writing immediately after your account has been closed pursuant to this provision.

f) On termination, we will sell the investments in your ISA and transfer the net proceeds of the sale in accordance with your instructions to you or to another ISA manager.

g) No additional payment shall be required to be made to us in respect of termination, save that we shall receive:

- i. all sums, owing or accrued, due to us under these Terms and Conditions;
- ii. any additional expenses which we necessarily incur in terminating your ISA including any expenses which are incurred due to the sale or transfer of investments on your behalf; and
- iii. any losses recently incurred in settling or concluding outstanding obligations; and we may also retain any amount, if any, representing tax which is or may become payable in respect of your ISA.

h) Upon the death of an ISA investor on or after 6 April 2018, any ISA will be designated a "continuing account of a deceased investor" and any interest, dividends or gains in that account are exempt from tax. The account will continue to benefit from the ISA tax advantages until the earlier of (1) the completion of the administration of your estate, (2) the closure of your account or (3) the third anniversary of the date of your death. If, after a period of three years, the administration of your account is still ongoing and it has not been closed, the account will cease to be a continuing account of a deceased investor. On the next working day following the third anniversary of your death, the ISA wrapper will be removed from the account and all subsequent income or gains will be taxable in your estate. Your ISA investments will be transferred, outside the ISA, to the order of your personal representative(s) pending receipt of their further instructions, subject to deduction of any amounts due to us under this agreement. Notwithstanding the termination of the ISA status, our rights and powers under these Terms and Conditions shall continue and shall bind your personal representative(s).

i) If an ISA holder dies, the ISA holder's surviving spouse or civil partner is entitled to subscribe an amount into a new or existing ISA in that surviving spouse or civil partner's own name, equal to the value of the deceased ISA holder's ISA as at the date of death or the value of the deceased investor's ISA at the point the ISA ceases to be a continuing account of a deceased investor. This is known as an 'additional permitted subscription'. Such an additional permitted subscription will not be counted towards that surviving spouse's or partner's annual allowance for ISA subscriptions for that financial year. Further details relating to such a subscription may be found in the HMRC's ISA Guidance, or by contacting us by calling: 01483 306090, or emailing: [investorservices@premierfunds.co.uk](mailto:investorservices@premierfunds.co.uk)

## 7. REDEMPTIONS/ WITHDRAWALS/ TRANSFERS

a) You can sell some, or all, of your shares on any working day between 9.00am and 5.30pm. This must be done in writing for ISA investments and in writing, or by telephone, on 0333 456 6363 for other investments. With effect from 9 May 2019, ISA investors will also be able to make telephone requests for withdrawals from their ISA account. Any instruction given by telephone must subsequently be confirmed either by written instruction, signed by all shareholders, or by the completion and return of a renunciation form that will be sent to you with the contract note.

b) We will redeem the investments in your ISA at the ruling price and make a BACs payment or issue a cheque for the proceeds within 7 days. The sale proceeds will be determined by multiplying the total number of shares being sold by the share or unit price applicable at the next dealing point after we receive your instruction. You may withdraw money from your ISA at any time by writing to us at the above address provided that the amount withdrawn exceeds the amount stated in the Prospectus of the fund(s) you have invested in and the value of the investments remaining is not less than the minimum holding stated in a fund's Prospectus. We shall decide, at our absolute discretion, the investments to be sold in order to satisfy the withdrawal instructions received from you.

## 8. CUSTODY AND CLIENT MONEY ARRANGEMENTS

a) Your money, (including any "uninvested money", which is money not immediately required to settle an ISA investment transaction) will be held in a client money account in accordance with the Financial Conduct Authority rules until we are able to invest it on your behalf. No interest will be paid on funds held in a client money account.

b) Any cash balances will be held in our name or in the name of such nominee as we may from time to time select. You will beneficially own any cash balances held. We shall not accept liability for default by any bank or building society which holds

cash and which forms part of your ISA.

## 9. COMPLAINTS AND COMPENSATION

a) We have procedures in place in accordance with the regulations for the effective consideration of complaints. All formal complaints should in the first instance be directed to the **Compliance Officer**, who is responsible for complaints procedures, at **Eastgate Court, High Street, Guildford, Surrey GU1 3DE**, or by telephone on **0333 456 1122**, by fax on **01483 300 845** or by email to: **investorservices@premierfunds.co.uk**. In addition, and if you are not happy with our response, you have the right to complain directly to the **Financial Ombudsman Service** at the following address: **Financial Ombudsman Service, Exchange Tower, London E14 9SR, Telephone: 0300 123 9123**.

Please note that making a complaint will not prejudice your right to take legal proceedings.

b) We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered up to £85,000. Further information about compensation arrangements is available from the **Financial Services Compensation Scheme, PO Box 300, Mitcheldean, GL17 1DY, Telephone: 0800 678 1100**.

## 10. GENERAL

a) Variation of terms: If we give you at least 30 days written notice, we may vary these Terms and Conditions, provided that the changes are not back dated and do not:

- i. materially affect your interests or the interests of other investors;
- ii. release us from any obligations to you;
- iii. impose on you any obligations to make a payment; or
- iv. alter the fundamental basis of your investment.

b) If you do not accept any variations which we give you notice of, you may terminate this Agreement on written notice to us within 30 days of receipt of notice from us.

c) Change of Rules etc: We reserve the right to vary these Terms and Conditions without notice if required by a change in the Rules, applicable law or to deal with changes of a purely clerical or administrative nature, but provided we notify you in writing as soon as practicable of any material changes.

d) Change of Address: Either party may amend its correspondence address under this Agreement by notifying the other party in writing at least 30 days before the change, or if this is not possible, at the earliest opportunity. All communications from us will be sent to the address you have provided to us in writing and will be deemed to have been received by you 2 working days after dispatch. We shall not be liable for any losses you may suffer as a result of failing to notify us of any change of address.

e) You will be liable for any proceedings, actions, claims, demands or expenses (including any amount representing tax credits which have been credited to your ISA and for which we have not been reimbursed in accordance with these Terms and Conditions) or other liability in relation to your ISA unless it is due to our negligence.

f) We will not be liable for or have any responsibility for any loss incurred or damage suffered by you due to any failure, interruption or delay in the performance of our obligations resulting from acts, events or circumstances not reasonably within our control, including, but not limited to, industrial disputes, acts or regulations of any governmental or regulatory authority, acts of terrorism or breakdown, failure or malfunction of any telecommunications or computer service or systems. We will, however, attempt to overcome such circumstances as quickly as

possible.

g) Subject to the Financial Services and Markets Act 2000 (as amended by the Financial Services Act 2012), we are not liable to you for any reduction in the value of your ISA (including, without limitation, reduction resulting from capital loss or taxation liability) or for the acts or omissions of any third party acting as our agent except if this arises as a result of our fraud, wilful default or negligence. We will not be liable for any default by any nominee appointed by us in connection with your ISA to be the registered holder or custodian of ISA investments, except where we have been negligent in our choice of such nominee or are in breach of the Rules.

h) You authorise us to apply to HM Revenue & Customs on your behalf to make any necessary claims, conduct appeals and agree on your behalf liabilities for and relief from tax in respect of the ISA. Claims in respect of tax should be made by us in accordance with the regulations and otherwise at such times and in such manner as we consider appropriate. We will notify you if, by reason of any failure to satisfy the provisions of the Regulations, an ISA has, or will become, void. Where the potential loss of tax exemption is related to a particular fund in which your ISA is invested (e.g. a fund closure), we shall have the discretion, unless otherwise instructed by you in writing, to switch your investment into another fund in order to preserve the ISA statement of your investment provided always that:

- i. we shall use reasonable endeavours to ensure that the fund into which your investment is switched is reasonably similar in all material respects to that in which you are currently invested;
- ii. we reasonably determine that to make the switch is in your best interests; and
- iii. we notify you in advance of our intention to make such a switch and provide you with written confirmation within four working days of the effective date of the transaction.

i) You must notify us if you cease to be a UK resident for tax purposes. No further subscriptions to the ISA can be made unless and until the residence conditions are satisfied again.

j) We will act in good faith and with due diligence in managing your ISA in accordance with these Terms and Conditions. We accept responsibility for loss to you to the extent that such loss is due to our breach of these Terms and Conditions, or the FCA Rules or the negligence, fraud or wilful default of ourselves or any delegate. We will not otherwise be liable for any loss to you.

k) Your warranties and liabilities will be as declared on the application form.

l) We may appoint another company (which shall be a member of our own group of companies and approved to act as an ISA Manager under the Regulations) as ISA Manager in our place or transfer our rights and obligations hereunder to a third party in connection with the sale or restructuring of our business (in each case such person being approved to act as an ISA manager under the Regulations) and may transfer to that company all benefits, duties and obligations arising under these Terms and Conditions and any client money held on your behalf provided that we give you 30 days prior written notice thereof. You may not, however, assign any of the rights, benefits, duties or obligations under these Terms and Conditions.

m) If we appoint another company to act as ISA Manager, you will have the right to transfer your ISA to another ISA Manager not connected with the existing ISA manager in the manner described in 6 (d) above.

n) In accordance with legal and regulatory requirements, we will retain your records for a minimum period of five years following the termination of these Terms and Conditions. You will not be at liberty to request the destruction or deletion of any record pertaining to you unless we are required to do so by force of law

or other regulatory requirement.

- o) No person who is not a party to these Terms and Conditions may enforce any part of these Terms and Conditions. You and we agree that the Contracts (Rights of Third Parties) Act 1999 shall not apply to this ISA agreement or to any agreement or document entered into relating to these Terms and Conditions.
- p) These Terms and Conditions are governed by English law as at the date below and is subject to the Rules and Regulations and other applicable laws. If there are any anomalies between these Terms and Conditions and any laws, Rules and Regulations, the Rules and Regulations will take precedence.
- q) These Terms and Conditions as they relate to ISAs represent Premier Portfolio Managers Limited's interpretation of the law and HM Revenue & Customs' practice as at the date of publication.
- r) These Terms and Conditions are supplied in, and we will communicate with you in, the English language.

#### ADMINISTRATION QUERIES

For any administration queries, you can contact us at:

Premier Portfolio Managers Limited, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG.

Tel: 0333 456 6363      Email: [investorservices@premierfunds.co.uk](mailto:investorservices@premierfunds.co.uk)      Web: [premierfunds.co.uk](http://premierfunds.co.uk)

For your protection, calls may be monitored and recorded for training and quality assurance purposes. Issued by Premier Asset Management. Premier Fund Managers Limited (registered no. 02274227) and Premier Portfolio Managers Limited (registered no. 01235867) are authorised and regulated by the Financial Conduct Authority. Registered address: Eastgate Court, High Street, Guildford, GU1 3DE. Premier Asset Management is the marketing name used for the two companies. 02041915219.