

# Mutual Funds – ISA Application form



## MUFU30a

This application form is only for use by applicants whose principle home is in the UK and who are habitually resident in the UK.

When we say 'Standard Life', 'we' or 'us', we mean Standard Life Savings Limited.

If you need any help completing this form, please contact us on 0845 279 3003. Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

Please provide your National Insurance Number. This is a HM Revenue & Customs requirement and must be completed. If you do not have one please tick the box to declare this.

Please provide your permanent address, care of addresses are not acceptable.

### Who this form is for

This form is for anyone who wishes to invest in a Stocks and Shares ISA with Standard Life Savings Limited. Anyone wishing to transfer an existing ISA to Standard Life Savings Limited from another ISA Manager should complete our Mutual Funds – ISA Transfer Form (MUFU33a).

### Filling in this form

Before completing this form, please read the Key Features and Terms and Conditions (MUFU17) and the Fund Schedule for your chosen fund or funds.

An ISA may only be held in one individual's name.

All sections must be completed; missing information will prevent us from accepting your application.

If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

Please use **BLOCK CAPITALS** to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

### Adviser details

Adviser code – Adviser to complete	<input type="text"/>	Client type	<input type="checkbox"/> New	<input type="checkbox"/> Existing
Existing account number (if applicable)	<input type="text"/>			

### Part 1 – Shareholder details

Existing account number (if applicable)	<input type="text"/>		
National Insurance Number	<input type="text"/>	<input type="checkbox"/> I do not have a National Insurance Number	
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname	First name(s) (in full)	
Permanent UK residential address			Postcode
Telephone number – home (inc. STD code)	Telephone number – business (inc. STD code)		
Date of birth (DD/MM/YYYY)	<input type="text"/>		

### Part 2 – Your investment

Stocks and Shares ISA (up to £10,680 each tax year).  
I apply to subscribe to a Stocks and Shares ISA in the tax year 2011/2012.  
Please choose your fund(s) from the booklet 'Your mutual funds investment choices' and complete the details in the boxes on the next page. You can choose to invest in more than one fund. Please show the lump sum or regular amount you wish to invest.

**IMPORTANT:** Please note that the fund code, the fund manager and the full fund name must be included on this form, as shown in the example opposite, in order for us to process your application.

Please refer to the booklet 'Your mutual funds investment choices' (MUFU20a) for details of the funds available to you and the fund codes.

Please note, for each fund the minimum lump sum amount is £500 and the minimum regular monthly amount is £50.

Please ensure you complete the tax year of investment.

The maximum amount for a Stocks and Shares ISA is £10,680.

Cheques should be made payable to 'Standard Life Savings Limited' and must be drawn from your own personal account.

For Banker's Drafts or Building Society cheques, please ask the Bank or Building Society to print your name on the cheque to confirm the source of funds.

Please complete Part 4 if you are making a regular monthly investment by Direct Debit or receiving income payments.

The bank details entered here will be your nominated account. This must be your own personal account. Any income, Direct Debit or payments in and out of your investment will be made to/from this bank account.

Please be aware that cheques can take a number of days to clear so the investment will not be set up the moment we receive the cheque.

You do not need to complete this section if you are not making regular payments or receiving income payments.

## Part 2 – Your investment

Fund code eg EH3	Fund Manager eg Standard Life Investments	Fund Name eg UK Equity High Income	Lump sum investment eg £500	Regular monthly investment eg £50
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£

### For lump sum investment

I enclose a cheque for £  This is for the tax year ending

### For regular monthly investment

I would like to subscribe £  per month for the tax year ending

and each subsequent tax year until further notice. I would like the regular monthly investment to start from  /20

## Part 3 – Income share classes – Important

If you have chosen to invest in an **income share class** we will automatically pay all the distribution income to your designated bank account.

However, if your aim is capital growth and an accumulation share class is not available for your chosen fund(s), the distribution income can be automatically reinvested for you to buy extra shares.

Please tick this box to instruct us to reinvest your income to buy extra shares.

Please note that your contract note will still be for an income share class.

## Part 4 – Nominated Account Details

### Instruction to your Bank or Building Society to pay by Direct Debit



ORIGINATOR'S IDENTIFICATION No.

Issued by: Standard Life Savings Limited, 1 George Street, Edinburgh EH2 2LL

**FOR Standard Life OFFICIAL USE ONLY**  
This is not part of the Instruction to your Bank or Building Society.

Name and full postal address of your Bank or Building Society branch.

For security, all income, Direct Debit and withdrawal payments in and out of your investment must be paid to and from the same account. Please complete the details below so that any payments out of your investment can be paid direct to your Bank or Building Society account. I hereby instruct Standard Life Savings Ltd to arrange for payments to be paid direct to my Bank or Building Society account, as detailed below.

The Manager

Postcode

Name(s) of Account-holder(s)

Bank or Building Society Account Number

Branch Sort Code – Please refer to the top right hand corner of your cheque book

Reference Number

### Your instruction to the Bank/Building Society, and Signature

Please pay Standard Life 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 Standard Life and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date  
(DD/MM/YYYY)

All parties named on this form have a right to know that Standard Life holds personal data about them and what purposes it will be used for. Please give them an opportunity to read this notice.

## Part 5 – Data protection

### Data Protection Notice, important – please read

Personal information provided in connection with your application will be used by Standard Life Savings Limited to set up and administer the ISA investment.

Your personal data may be shared with other companies within the Standard Life group or their respective sub-contractors based in the UK, European economic area, or elsewhere. In these circumstances we will require the party to comply with the same data protection requirements that would apply if the data was being held within the European economic area.

If your application does not proceed it will be held on our records for 7 years before it is deleted.

We will keep the information you have supplied confidential, and will not disclose it unless it is lawful to do so.

If you have appointed a financial adviser, we will give him information about the ISA investment and, where appropriate, send copies of correspondence to him to enable him to give you advice.

We and the other subsidiaries of Standard Life plc would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions. We will never pass your details to companies that are not subsidiaries of Standard Life plc for marketing purposes.

If you do not want to be kept informed, please tick this box.

If you would like to request a copy of the personal data we hold about you, please write to the Data Protection Co-ordinator at our Registered Office. We may charge a fee for providing the information.

## Part 6 – Money Laundering

To comply with Money Laundering Regulations 2007, we may verify your identity by carrying out an on-line check with a reference agency. Where an on-line check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity, in which case we will carry out a manual check.

## Part 7 – Declaration

I declare that

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a Cash ISA and a Stocks and Shares 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, and
- I am resident and ordinarily resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Standard Life Savings Limited if I cease 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 understand that Standard Life Savings Limited can accept no responsibility for any losses incurred as a result of a delay in the submission of this application; and

## Part 8 – Important Information and Declaration (continued)

- I have read and agree to the use of my personal data for the purposes described in the Data Protection Notice subject to me exercising my right not to be sent details of products or services of subsidiaries of Standard Life plc.

I authorise Standard Life Savings Limited:

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

Before signing this Application Form, you should read the Key Features Document and Terms and Conditions carefully, as these are documents on which we will rely. You should also read the Fund Schedule for your chosen fund or funds. If you have any questions, you should ask your financial adviser or us before signing.

I agree to the ISA terms and conditions.

I authorise you to carry out electronic identification checks if required.

I declare that the information given is correct to the best of my knowledge and belief and that I will inform Standard Life Savings Limited of any change in the information given.

Read the Important information and Declaration overleaf and above.

Check that you have completed ALL sections of the application form.

Sign that you agree to the declaration and important information.

Signature \_\_\_\_\_ Date (DD/MM/YYYY) 

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Customer(s) with no financial adviser.

Unless indicated otherwise we will assume you received no financial advice from a professional financial adviser in respect of this investment.

Please tick here if you received financial advice.

Please ensure you sign here or we will have to return your application.

## Financial adviser's details – commission requirements to be supplied in all cases.

Name of contact	
Commission Basis	Location
Basis of sale	<input type="checkbox"/> Whole of market <input type="checkbox"/> Other
If other please specify	
<input type="checkbox"/> If you have not given advice in respect of this investment, please tick here. Otherwise we will assume that advice has been given.	
FSA or Authorisation number	Agent Code
<b>Please remember to send in the client identification form.</b>	

Standard Life Savings Limited is registered in Scotland (SC180203) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH.  
Standard Life Savings Limited is authorised and regulated by the Financial Services Authority.  
Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary. [www.standardlife.co.uk](http://www.standardlife.co.uk)  
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## Your Direct Debit Guarantee – Please tear off and keep safely.

- This Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Standard Life will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Standard Life 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 Standard Life 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 Standard Life 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.