

How we will use your information

Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process.

For full details about how we use the personal and financial information of our customers, please see our Terms.

Who we are

The organisation responsible for processing your personal and financial information is RBS Collective Investment Funds Limited, a member of The Royal Bank of Scotland Group (“RBS”).

Topping-up your investment

You can top-up your investment in a number of ways:

- To pay by cheque, simply complete this form and send your cheque to us at **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF.**
- You can top up by using your debit card over the telephone or if you are increasing a monthly payment this can be done by amending a Direct Debit.

Making a payment

If you require more information about the overall subscription limits before you make an investment please contact us.

To take advantage of the tax efficiencies offered by your ISA, simply complete this form and send your cheque to us at the address shown above or contact us to top-up by telephone.

Contact Us

You can call us on 0345 300 2585. If you have hearing or speech difficulties, please dial Minicom 0800 404 6160. The lines are open: Monday to Friday 8am – 6pm (excluding bank holidays) Calls may be recorded.

Introduction

Where advice has not been given, we have not assessed the suitability of this investment for your circumstances, therefore if you wish to proceed with this application you should ensure that you familiarise yourself with the fund(s) and fully consider the nature of the risks involved for the funds you are applying to subscribe to. You should consider carefully the fact that you may be exposing yourself to risks that you may not have the knowledge or experience to assess properly.

Before completing this form please read:

Investment Funds, Supplementary Information Document and the appropriate **Key Investor Information Document**; and **Investment Funds ISA – Terms**

Please read these documents carefully as they contain all the information you need to be aware of before topping up your Investment Funds ISA. If there is anything that you do not understand please ask for further information. If you do not have any of the above documents, please go to www.rbs.co.uk/CIFLdocuments

1. Personal details

Your Investment Funds Account Number

Please note – We will be unable to process this application if you do not have an existing Account Number. You can find your Account Number within your latest Investment Statement.

Title

Mr Mrs Miss Ms Other

(please specify)

First name

Middle name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

Home telephone number

Preferred daytime
contact number

Date of birth
(e.g. 29JAN1970)

2. Payments

To make a single (one-off) payment

The minimum single payment you can make is **£250 per fund**.

I wish to make a single payment of £

Please select the fund/s you wish to make your single payment into.

I wish to make a payment of £ to the **International Growth Fund**

I wish to make a payment of £ to the **High Yield Growth Fund**

I wish to make a payment of £ to the **Growth Fund**

I wish to make a payment of £ to the **Extra Income Fund**

I wish to make a payment of £ to the **Equity Income Fund**

I wish to make a payment of £ to the **Balanced Fund**

OR to increase / decrease multiple monthly payments

You can increase or decrease your monthly payment by a minimum of £10 per Fund

*Please delete as appropriate

Please increase my monthly **International Growth Fund** by £

Making a total monthly payment of £

Please increase/decrease my monthly **High Yield Growth Fund** by £

Making a total monthly payment of £

Please increase/decrease my monthly **Growth Fund** by £

Making a total monthly payment of £

Please increase/decrease my monthly **Extra Income Fund** by £

Making a total monthly payment of £

Please increase/decrease my monthly **Equity Income Fund** by

£

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Making a total monthly payment of

£

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Please increase/decrease my monthly **Balanced Fund** by

£

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Making a total monthly payment of

£

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If you want to start monthly payments to an existing single contribution plan please call us on 0345 300 2585.

Note: You will only need to submit one cheque. Your payment will be split according to your request noted above. Please make your cheque payable to: **RBS Collective Investment Funds Limited** writing your plan/ account number on the back.

Please sign the form overleaf and return it to us. If you are making payment by cheque, please remember to include this.

3. How we will use and share your information

(a) Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies. If fraud is identified or suspected, details may be recorded with these agencies to prevent fraud and money laundering.

(b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application and assess your suitability for our products. If your application is declined we will keep your information for as long as it is required by us or other RBS companies in order to comply with legal and regulatory requirements. We and other RBS companies may use your information in order to improve the relevance of our products and marketing.

(c) With other Third Parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers to HM Revenue and Customs ('**HMRC**'). HMRC may exchange this information with other countries' tax authorities.

4. Giving Your Consent

By continuing with this application, you agree that we may use your information in the ways described above and are happy to proceed.

5. Marketing Information

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. If you do not wish us to contact you for these purposes, please place a cross in the box.

RBS will not share your information with third parties for marketing purposes.

6. Communications about your Account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

7. Declaration and signature

I declare that:

- I hold a copy of the **Investment Funds ISA – Terms**.
- The details provided are correct and I will promptly notify RBS Collective Investment Funds Limited of any changes in my circumstances which affects any of the information above.
- I authorise **RBS Collective Investment Funds Limited** to (a) hold my cash subscriptions, ISA investments, interest, dividends, and other rights or proceeds in respect of those investments and any other cash; (b) make on my behalf any claims to relief from tax in respect of ISA investments; and (c) on my written request to transfer or pay me, as the case may be, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- 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 to another stocks and shares ISA in the tax year that I subscribe to this stocks and shares ISA.
- 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 & 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 RBS Collective Investment Funds 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.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a Cash ISA, Stocks and Shares ISA and an Innovative Finance ISA in the same tax year.

Signature

Name _____

Date of signing _____

IMPORTANT INFORMATION

Please return your completed form to: **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**.
If you are making payment by cheque, **please remember to include this**.



Braille, large print or audio format?

If you'd like this information in another format,
call us on 03457 24 24 24 (Minicom 0800 404 6160)

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
The Royal Bank of Scotland plc. Registered in Scotland No. SO90312.
Registered office: 36 St. Andrew Square, Edinburgh EH2 2YB.