

## 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. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our customers, please see our full Privacy Notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy)

## Who we are

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

## Application instructions

- Please complete this form in BLOCK CAPITALS and in black ink.
- Once you have completed this transfer application please return it to **Royal Bank of Scotland Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**, together with the Investment Funds ISA Application Form where you don't have an existing Investment Funds ISA.

## Introduction

Where advice has not been given, we have not assessed the suitability or appropriateness 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 transfer form, please read:

- **Investment Funds, Supplementary Information Document, specifically the disclosure of information on costs and charges** and the appropriate **Key Investor Information Document**; and
- **Investment Funds ISA – Terms and Conditions.**

Please read these documents carefully as they contain all the information you need to be aware of before opening 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 visit [www.rbs.co.uk/CIFLdocuments](http://www.rbs.co.uk/CIFLdocuments) to obtain those you are missing.

## 1. Personal details

Your Investment Fund Account Number

Please note – We can only process the application if you state your 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)

Do you have a National Insurance number? Yes  No

If 'Yes', please state National Insurance number

If you do not know your number look at your payslip, form P60 or P45, a letter from HM Revenue and Customs/DSS or front cover of your pension book.

If you do not have a National Insurance number please tell us why in the space below.

**2. Transfer Investment details**

Fund	Amount of transfer to be invested (Min £500 per fund)	Tick if income is to be paid out
Global Bond Fund	<input type="text"/> %	<input type="checkbox"/>
UK Equity Fund	<input type="text"/> %	<input type="checkbox"/>
Managed Income Fund	<input type="text"/> %	<input type="checkbox"/>
Managed Defensive Fund	<input type="text"/> %	N/A
Managed Equity Growth Fund	<input type="text"/> %	N/A
Managed Growth Fund	<input type="text"/> %	<input type="checkbox"/>
Total	<input type="text"/> %	

If you wish to have income paid out to you, you must complete the Direct Credit information below.

**Income payments**

**Only complete this section if you wish to receive income payments.**

If you do not complete this section and you have opted to receive income, your investment will automatically be set to reinvest. Income will only be paid by Direct Credit to your UK bank or building society account.

Income will be paid in relation to the sums transferred to us from the date when we receive the transfer. If you wish to take income at a later date, please contact us.

Full name and address of UK bank/building society.

Bank/Building Society name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode	<input type="text"/>	<input type="text"/>
Building Society Roll Number	<input type="text"/>	
Name of account holder	<input type="text"/>	
Address line 1	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Address line 4	<input type="text"/>	
Postcode	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	Sort code <input type="text"/>

### 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 to comply with laws that apply to us. 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 NatWest Group records. You have rights in relation to automated decision making. If you want to know more please

see our full privacy notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy) or contact us at 03457 24 24 24, +44 131 549 8888 (for overseas) or 18001 03457 24 24 24 (for text relay users).

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.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, you could be refused services, finance or employment.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering, to verify your identity, to protect their business and to comply with laws that apply to them.

#### (b) With other NatWest Group companies

We and other NatWest Group companies worldwide will use the information you supply in this application (and any information we or other NatWest Group 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 normally keep your information for up to 5 years, but we may keep it for longer if required by us or other NatWest Group companies in order to comply with legal and regulatory requirements.

We and other NatWest Group 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. Confirming Your Agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in ~~the ways described above and are happy to proceed.~~

### 5. Marketing Information

NatWest Group 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.

NatWest Group will not share your information with third parties for their own 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.

## Money Laundering Regulations 2007

Under these regulations we are obliged to verify your identity. In addition, we also require to verify your address. This verification is to assist in combating financial crime and protect you from criminals who might otherwise falsely use your name without your knowledge. Where a Financial Adviser or Royal Bank of Scotland Representative is involved they will let you know what evidence you need to show. If you are applying to us direct we will verify your identity with a third party identity verification company. In certain circumstances you may be required to provide further evidence of your identity and address, in which case Royal Bank of Scotland Collective Investment Funds Limited will contact you. If the product you are applying for allows payment by cheque and you wish to pay with a Building Society cheque or Bankers Draft, the Society or Bank must endorse the cheque with the full name of the person whose account the monies are to be drawn from.

## 7. Existing ISA Manager's details

Bank/Building Society name	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>

## 8. Existing ISA details

ISA number	<input type="text"/>
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Please indicate the type of ISA to be transferred:

Stocks and Shares	<input type="checkbox"/>
Cash	<input type="checkbox"/>
Innovative Finance	<input type="checkbox"/>

Current tax year to be transferred Yes  No

Previous year ISA details Full  Partial

### MINIMUM TRANSFER AMOUNT IS £500 PER FUND

Only complete this section if requesting a partial transfer and/or the assets to be sold

Please indicate the amount to be transferred £  .  p

### Assets to be sold

Where your existing ISA is invested in more than one asset/fund type please set out which assets are to be sold to provide the partial transfer and the order in which they are to be sold.

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please complete this section for all transfers

Estimated value to be transferred £  .  p

## 9. Declaration and signature

### I declare that:

- All subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I wish to apply to transfer my existing ISA;
- I have read the appropriate Key Investor Information Document (KIID) and Supplementary Information Document (SID), specifically the disclosure of information on costs and charges, and will retain these for my records;
- 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.

### I authorise Royal Bank of Scotland Collective Investment Funds Limited:

- To hold my cash subscription, ISA investments, interest, 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 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.

I would like to transfer my Cash ISA, Stocks and Shares ISA or Innovative Finance ISA to Royal Bank of Scotland Collective Investment Funds Limited, HM Revenue and Customs number.

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I have read and agree to the Terms and Conditions of the Investment Funds ISA.

I authorise my existing ISA manager to provide Royal Bank of Scotland Collective Investment Funds Limited with any information they may request from my existing ISA manager in relation to my ISA.

A contract note confirming details of your purchase will be sent to you shortly.

I declare that the above information is true and correct to the best of my knowledge and belief and I undertake to inform Royal Bank of Scotland Collective Investment Funds Limited without delay of any changes in the information given.

Signature

Name \_\_\_\_\_

Date of signing (DD/MM/YYYY) \_\_\_\_\_



## Braille, large print or audio format?

If you'd like this information in another format,

call us on 03457 24 24 24

(Text Relay 18001 03457 24 24 24)