

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

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.com/privacy.

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 on 0345 300 2585 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 or the 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 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**.

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 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 (eg. 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 £ p

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

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

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

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

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

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

I wish to make a payment of £ p 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 / decrease my monthly **International Growth Fund** by

£ . p

Making a **total** monthly payment of

£ . p

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

£ . p

Making a **total** monthly payment of

£ . p

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

£ . p

Making a **total** monthly payment of

£ . p

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

£ . p

Making a **total** monthly payment of

£ . p

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

£ . p

Making a **total** monthly payment of

£ . p

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

£ . p

Making a **total** monthly payment of

£ . p

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 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 RBS 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.com/privacy or contact us at 03457 24 24 24, +44 131 549 8888 (for overseas) or 0800 404 6160 (for minicom 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, we may refuse to provide the services and financing to you.

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 protect their business and to comply with laws that apply to them.

(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 normally keep your information for up to 5 years, but we may keep it for longer if 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. 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

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 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.

7. Declaration and signature

I declare that:

- I hold a copy of the **Investment Funds ISA – Terms**.
- I have read the appropriate Key Investor Information Document (KIID) and the Supplementary Information Document (SID), specifically the disclosure of information on costs and charges.
- 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 apply to subscribe to the RBS Investment Funds ISA for the **Tax Year** and subsequent years until further notice. **Please note these boxes must be completed.**

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(YYYY/YYYY)
Non-completion renders this application void.
- 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 any combination of permitted ISAs in the same tax year.

Signature

Name _____

Date of signing (DD/MM/YYYY) _____

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**.



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



Please fill in the whole form, including official use box, and send it to:

RBS Collective Investment Funds Limited
PO Box 9908
Chelmsford
CM99 2AF

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Service User Number

677657

Reference Number

FOR RBS COLLECTIVE INVESTMENT FUNDS LIMITED – OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

This mandate is to be used for regular Direct Debit payment

Regular Direct Debits Only Direct Debit collection date (DD/MM/YYYY)

Instruction to your Bank or Building Society

Please pay RBS Collective Investment Funds Limited Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with RBS Collective Investment Funds Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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 payer.

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 amount, date or frequency of your Direct Debit RBS Collective Investment Funds Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request RBS Collective Investment Funds 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 RBS Collective Investment Funds 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 RBS Collective Investment Funds 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.

