

The Terms & Conditions documentation applicable to this transaction is **version 03/2016** which can be found at [www.maitlandgroup.com](http://www.maitlandgroup.com).

This application form should be used to subscribe to an Investment Fund administered by Maitland Institutional Services Limited. By completing this application, you agree to subscribe to a **2016/2017** tax year stocks and shares New ISA (NISA) and each subsequent year until further notice. You are not obliged to invest in subsequent tax years unless you choose to do so.

Please complete this form and return it to: **MI Chelverton, Springfield Lodge, Colchester Road, Chelmsford, Essex, CM2 5PW**. If you have any questions in relation to the completion of this form please contact us on Telephone No 0345 305 4217, Fax No 0845 280 0188.

**All sections below marked with an asterix '\*' must be completed. Failure to complete the mandatory sections of this form will result in the application being rejected. Please complete the form in BLOCK CAPITALS.**

### 1 Applicant Details\*

I am a new client <input type="checkbox"/> or Existing Client Reference			
Title		Surname	
Full First Name(s)			
Date of Birth (DD/MM/YYYY)			
National Insurance Number			
Telephone Number			
Email Address			
Please tick here <input type="checkbox"/> if you would like to receive correspondence via email where possible.			

Current Permanent Residential Address			
Post Code			
Time at this address		yrs	mths

Previous address (if at current address for less than two years)			
Post Code			
Time at this address		yrs	mths

### 2 Bank Details (for income distributions)\*

Bank details must be completed if you would like to have any income paid out. Income will automatically be re-invested if this section is not completed.

Bank Name	
Bank Address	

Sort Code	
Building Society Roll Number (if applicable)	
Account Name	
Account Number	

Please note that Maitland reserves the right not to make payments to or receive payments from third parties.

### 3 Investment Selection\*

I wish to invest the following amounts in the Fund(s) listed below:

Fund & Share Class Name	ISIN	Lump Sum Amount	Monthly Amount <sup>1</sup>	Reinvest Income
MI Chelverton UK Equity Income Fund B Accumulation	GB00B1Y9J570	£	£	N/A
MI Chelverton UK Equity Income Fund B Income	GB00B1FD6467	£	£	See Section 2
MI Chelverton UK Equity Growth Fund B Accumulation	GB00BP855B75	£	£	N/A
MI Chelverton UK Equity Growth Fund B Income	GB00BP855954	£	£	See Section 2
	<b>Total</b>	£	£	

<sup>1</sup> Monthly investments are to be made via a standing order which you must set up with your bank. Please tick the 'Monthly Standing Order' box in Section 4.1 and make payment to the bank account details in Section 4.2.

Accumulation (ACC) Units do not pay distributions as any income generated by the underlying investments is reinvested by the Investment Manager. Income (INC) Units on the other hand do pay distributions at a frequency in line with the Fund's Prospectus.

I will make a payment of the total amount detailed above via the payment method selected in Section 4.1 in time for the money to have cleared in the Fund's bank account by midday on settlement date, as set out in the Fund's Prospectus.

## 4.1 Method of Funding\*

Our preferred method of funding is via a bank transfer. Should you wish to fund your investment by cheques please contact Maitland on the number at the beginning of this application form for further details.

<b>A) Bank Transfer<sup>2</sup></b>	<input type="checkbox"/>	<b>I will make a BACS or CHAPS payment to the bank details in Section 4.2</b>
<b>B) Monthly Standing Order</b>	<input type="checkbox"/>	<b>I will set up a standing order to pay the total monthly amount specified in Section 3 (min £100) on the 1<sup>st</sup> business day of each month to the account details in Section 4.2</b>

<sup>2</sup> Please ensure electronic payments are made in time to reach the respective Fund's account by midday on the settlement date and before the end of the tax year stated at the beginning of this application form.

## 4.2 Fund Bank details

Use these details to set up a one off Bank Transfer or a Monthly Standing Order with your bank.

<b>Account Name</b>	<b>MI Chelverton Dealing Acc</b>
<b>Account Number</b>	<b>03765415</b>
<b>Sort Code</b>	<b>20-00-00</b>
<b>Reference</b>	<b>[Insert your portfolio number or your name]</b>

## 5 Intermediated Business

This section is only to be completed if you would like to appoint an intermediary or financial adviser. If these details are not completed correctly this application will be rejected.

### 5.1 Intermediary Details

<b>Firm's Name and Address</b>		<b>Affix Stamp (where relevant):</b>
<b>FCA Firm Registration No</b>		
<b>Contact Name</b>		
<b>Telephone Number</b>		
<b>Fax Number</b>		
<b>Email Address</b>		
<b>Our default is that the intermediary has given advice on the enclosed investment(s). Please note we must be advised at the point of each subsequent investment if advice has not been given. Please confirm if no advice has been given, please leave blank if you have provided advice in relation to the enclosed transaction(s).</b>		
<b>Tick to confirm no advice has been given</b> <input type="checkbox"/>		
<b>Authorised Signature</b>		

## 6 Investor Declaration\*

Where this application mentions Maitland it shall mean Maitland Institutional Services Limited.

### New ISA (NISA) Declaration:

I declare that:

I am aged 18 years or over and that all investment subscriptions made now and in the future belong to me.

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.

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 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 Maitland 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.

If the investor is uncertain of their residence position they cannot make an ISA application until they can give an assurance that they are UK resident in the year in which the application is made. The ISA must not be opened on a provisional basis.

Maitland may make on my behalf any claims of tax in respect of my ISA investments.

### Identity Verification:

I authorise Maitland to undertake identity verification searches using the details provided in order to verify my identity and residency with a reputable referencing agency. I understand this information may be used by the ACD, Registrar and the Depository for fraud and anti-money laundering purposes.

Should electronic identity verification not be possible I understand that I may be contacted by Maitland to provide documents to establish my identity. This will generally be a certified copy of a passport or a photo-card driving license together with a utility bill no older than 3 months.

I understand that although Maitland may accept my application prior to verifying my identity, in order to prevent money laundering, until my identity has been verified I may not be able to withdraw my money or receive distribution payments.

### I declare that:

I confirm that the money used to fund this and all future investments is my own and that I am the beneficial owner of this investment.

I have viewed the Maitland Institutional Services Limited (Maitland) Terms and Conditions and by signing this declaration I agree to be bound by the version referenced at the top of this application and future iterations which can be viewed on our website at [www.maitlandgroup.com](http://www.maitlandgroup.com).

I have received and read the information contained in this form and confirm that a copy of the Key Investor Information Document (KIID) or Prospectus has been supplied to me in respect of each share class in which I wish to invest, in conjunction with the Supplementary Information Document (SID).

Key Investor Information Documents (KIID) and Prospectus documents are available on our website [www.maitlandgroup.com](http://www.maitlandgroup.com). Where Funds are formally distributed in a country other than the United Kingdom you can obtain the KIID in the language of the country in question from the Distributing Agent (see the Fund's Prospectus for details). You should read the Prospectus of all Authorised Unit Trusts and Open-Ended Investment Companies in which you invest.

I agree to be subject to the fees and charges which may be applied to my investments in the Fund(s) both at the initial point of investment and on an ongoing basis as set out within the Fund's Prospectus.

I declare that this application form has been completed to the best of my knowledge and that Maitland reserves the right to reject or put this application on hold if any sections have not been completed or are illegible.

I understand the ACD may charge £50 each time a trade is not fulfilled by settlement date and the ACD reserves the right to apply interest charges at 2% above the Bank of England Base Rate on the value of any settlement not received by the settlement date. No interest will be paid on funds held prior to investment and shares that have not been paid for cannot be redeemed.

The ACD, at its discretion, has the right to cancel a purchase deal if settlement is overdue. Any loss arising from such a cancellation shall be the liability of the applicant. For postal applications payment in full must accompany the instruction. At the ACD's discretion, payment for large purchases of Shares may be required by telegraphic transfer.

### Cancellation Rights:

Cancellation rights may be available to you if you have invested as a result of advice from a professional adviser. If you have invested via a professional adviser you may be entitled to cancellation rights within 14 days of receiving from us notice of your right to cancel.

If you have the right to cancel and you wish to do so you should return the completed notice to the administrator at the address detailed on the notice of cancellation rights within 14 days of receipt.

If the applicant enacts their cancellation rights and the value of those holdings has fallen, the applicant will be liable for any shortfalls.

### Data Protection:

Maitland is a registered Data Controller and will use your information for the administration and servicing of your investments and all other related activities. We may disclose your information to other companies and suppliers we engage to process data on our behalf for these purposes. We may also disclose your information to organisations for compliance with legal and regulatory requirements.

With the exception of the above provisions, we will not pass on your details to any other third party without your permission, but we will disclose information concerning your investment to your intermediary if you have provided details of one.

Maitland may transfer your information to countries outside of the EEA for the administration and servicing of your investments. In such cases, contracts will be put in place to ensure that the service providers protect your information in accordance with the requirements of the United Kingdom Data Protection Act 1998 or any legislation that may be enacted to replace the Act.

**Please note the applicant must sign and date below to confirm their acceptance of the above declaration and to validate this application.**

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

## 7 ISA Transferred Authority (Form B)

This transfer authority should only be used for either the transfer of a stocks and shares ISA or a cash ISA into a stocks and shares ISA administered by Maitland Institutional Services Limited. Please note that a separate ISA Transfer Authority will be required for each Fund/Plan Manager. Please ensure you have signed the declaration on the ISA Application Form and the signature section on each Transfer Authority completed.

### 7.1 Plan Manager and Client Details

Please ensure that all details you input below match those held by the existing Fund/Plan Manager as any differences could cause a delay.

Name of ISA Manager	
ISA Manager Address	
Post Code	

Title		Surname	
Full First Name(s)			
Address			
Post code			

### 7.3 Details of Transfer

Please list all of the Plan/Account Numbers that you wish to transfer to Maitland Institutional Services Limited. Please also complete the Investment Selection in section 3 to tell us the Funds you wish to reinvest into.

Account Number(s) of ISA to be transferred (this must be completed)

Transfer 100% of my current tax year ISA (tick as appropriate)			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Transfer my previous tax year ISA (only complete A, B or C for each line)				
	A		B	C
100%	<input type="checkbox"/>	or	%	£
100%	<input type="checkbox"/>	or	%	£
100%	<input type="checkbox"/>	or	%	£
100%	<input type="checkbox"/>	or	%	£

I hereby instruct my current ISA Manager to either transfer my holdings to Maitland Institutional Services Limited or liquidate the assets within my ISA with immediate effect and forward the proceeds to my new Plan Manager at **MI Chelverton Asset Management Ltd, Springfield Lodge, Colchester Road, Chelmsford, Essex, CM2 5PW**. This transfer should include, where relevant, all former ISA and PEP investments.

Signature	
Print Name	
Date	