

The Compass Funds

ISA Application Form and ISA Transfer Form



Please complete in **BLOCK CAPITALS**, using **BLUE or BLACK INK** and **RETURN TO** your Authorised Financial Adviser, or to:
Premier Portfolio Managers Limited, Po Box 3733, Wootton Bassett, Swindon SN4 4BG.

Please make all **CHEQUES PAYABLE** to: Premier Portfolio Managers Limited.

Please let us know what type of investment you would like to make by ticking the relevant box below.

New ISAs I wish to invest in a new Stocks and Shares ISA.

If you are applying for an ISA in this tax year, you should complete sections 1, 3 and 7. If you wish to receive income, please complete sections 4 and 5. If you wish to contribute monthly by direct debit, please complete section 6. Your Authorised Financial Adviser should complete section 9. Alternatively, if you are investing without the services of an Authorised Financial Adviser you must complete section 2.

If you require ISA application forms for other eligible members of your family, please ask your Authorised Financial Adviser.

ISA transfers I wish to consolidate my existing ISAs.

If you are consolidating your existing ISAs through an ISA transfer, you should complete sections 1, 3, 7 and 8. If you wish to receive income, please complete sections 4 and 5. Your Authorised Financial Adviser should complete section 9. Alternatively, if you are investing without the services of an Authorised Financial Adviser you must complete section 2.

A separate application form must be completed for each ISA applicant. Joint applications are not permitted for ISAs.

1. Personal Details

If you are an existing Premier account holder, please quote your reference number:

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Title: _____

First name(s) in full: _____

Surname (family name): _____

Permanent residential address: _____

Postcode: _____

Date of birth (DD/MM/YYYY):

D	D	M	M	Y	Y	Y	Y
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Telephone numbers (Inc STD code): Daytime: _____ Evening: _____

Email address: _____

National Insurance number:

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(You should be able to find your National Insurance number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP or a pension order book)

If you **do not** have a National Insurance number, please tick here:

Personal Identifier: Place and country of birth: _____

Please provide your own personal security question and answer which will be required each time you telephone for information on your account.

(for example "what was the name of my first school", "what is my mother's first name", "what was the name of my first pet" or "what was the name of my favourite childhood friend?")

Security question: _____

Security answer: _____

2. Applicant Identity Verification

Money Laundering Regulations 2007:

Under these regulations there is a legal requirement to prove the identity of people who wish to make an investment. You may therefore be asked for some evidence of your identity and date of birth. This will normally be a passport or similar form of identity check together with proof of address from a recent utility bill (not a mobile telephone bill). Alternatively, electronic checking systems may be used to verify identity, including credit agencies which may keep a record of this information although this is only to verify your identity and will not affect your credit rating. The information you provide on your application form (or subsequently) will be held and processed by Premier Portfolio Managers Limited (a subsidiary of Premier Asset Management Limited) as data controller for the purposes of the Data Protection Act 1998.

Do you have an Authorised Financial Adviser?

Yes, your Authorised Financial Adviser should complete section 9. No, please complete the following Applicant Identity Verification section.

If you are investing directly without the services of a UK Authorised Financial Adviser we will need to verify your identity. We need to see certified copies* of either your current passport or full driving licence, and a recent (within the last three months) bank statement or utility bill (not a mobile telephone bill, copies printed off the internet cannot be accepted) showing your current address.

***copies must be certified by either a solicitor, accountant, or your bank/building society manager.**

Please tick both boxes below to confirm that the relevant identity check documents are enclosed.

Proof of identity: Copy of passport **or** full driving licence (If you **do not** have a passport/full driving licence, please contact us on 0845 605 6363 to discuss other documentation which may be acceptable as proof of identity.)
Proof of address: Bank statement **or** utility bill

If certified copies are included with this application pack, please complete the following details for the person(s) certifying the documents
(*continue on a separate sheet if necessary*):

Certified by: Name: _____
Address: _____
Postcode: _____
Occupation: _____
Telephone number: _____

3. Fund Choice

Please choose which Funds you wish to invest in and insert an amount in the appropriate box(es) that follow. You can invest with a lump sum and/or monthly contributions. If you are transferring an existing ISA, please choose which Funds you want your monies transferred into and insert the percentage split in the appropriate boxes below.

Minimum investment for new ISAs: £3,000 lump sum.

Maximum investment for new ISAs: £10,680.

I apply to subscribe for a Stocks and Shares ISA for the tax year 20 /20

I apply to subscribe for a Stocks and Shares ISA for the tax year 20 /20 each subsequent year until further notice.

	New ISA investment	New ISA monthly investment*	ISA transfer
Compass Balanced Portfolio - Accumulation Shares	£	£	%
Total	£	£	100%

*Monthly contributions must be rounded in £10 amounts. If you have chosen monthly contributions, please complete the direct debit instructions in section 7 and ensure that a cheque from the same account, made payable to Premier Portfolio Managers Limited, is submitted with this application form to represent the first contribution. Contributions will be collected from your bank account on the first working day of the month.

Accumulation Shares: Your share of the net income of the Fund is automatically reinvested on your behalf at a minimal cost. The amount of the reinvested income is reflected in the price of each accumulation share.

6. Direct debit for regular savers - instruction to your Bank/Building Society to pay by direct debit

The bank account must be held in the name of the registered holder. Regular contributions will be collected on the first working day of every month.



Name and full postal address of your Bank or Building Society:

To the Manager:

Bank/Building Society Address:

Postcode:

Name(s) of Account Holder(s):

Bank/Building Society Account Number:

Branch Sort Code:

Originator's Identification Number:
 6 0 0 0 3 3

Premier Portfolio Managers' reference number (office use only):

Your instructions to the Bank/Building Society
Please pay Premier Portfolio Managers Limited 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 Premier Portfolio Managers Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature:

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 payee.



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 the amount, date or frequency of your Direct Debit, Premier Portfolio Managers Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Premier Portfolio Managers 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 Premier Portfolio Managers 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 Premier Portfolio Managers 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.

7. The Declaration and Authority

This application form, along with the relevant Simplified Prospectus, forms the agreement upon which we intend to rely. For your own benefit and protection, you should read these terms carefully before signing them. If you do not understand any point, please ask for further information.

I apply to subscribe to the Premier Stocks and Shares ISA and/or transfer my existing ISA to Premier Portfolio Managers Limited.

I declare that:

- I am aged 18 or over.
- 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 the Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or be married to, or in civil partnership with a person who performs such duties, and will inform Premier Portfolio Managers 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.
- All subscriptions made, and to be made, to the ISA belong to me and I am the beneficial owner of the funds being used for this ISA.
- I agree to be bound by the Terms and Conditions applicable to the ISA and give the warranties contained therein. A copy of the current Composite Simplified Prospectus and ISA Terms and Conditions has been supplied to me.
- I declare that the information given in this Application Form/Transfer Form is true and correct to the best of my knowledge and belief. I will notify Premier Portfolio Managers Limited without delay of any change in the information given.
- I understand that the transfer of my ISA may be delayed if this Transfer Form is not complete in all respects.

For a new ISA investment:

- I have not subscribed and will not subscribe more than the overall subscription amount in total to a Cash ISA and Stocks and Shares ISA in the same tax year;
- I have not, 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 authorise Premier Portfolio Managers Limited:

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

Data Protection Act 1998:

I agree to the following:

- The information you provide on your application form (or subsequently) will be held and processed by Premier Portfolio Managers Limited (a subsidiary of Premier Asset Management Limited) as data controller for the purposes of the Data Protection Act 1998.
- We may hold and process information for the administration of the service(s) for which you are currently applying or may apply for in future, for the operation of your investment in units or shares (including e.g. for registration and distribution purposes), for the purposes of statistical analysis, and the marketing of goods or services by this company or other companies in the Premier Asset Management Marketing Group.
- If you do not want your personal data to be used for marketing purposes, please tick this box.
- We may transfer information to other companies in the Premier Asset Management Marketing Group and to third party agents of such companies or of this company for any of the above purposes.
- Where a financial adviser acts on your behalf, we will disclose information concerning your investment to that financial adviser.
- Save as noted above, we will not provide to any other third party any information relating to you, unless you have given your consent or unless we are required to do so by law.
- You are entitled to request details of information we may hold about you upon payment of a fee and to require us to correct any inaccuracies in your personal data.

The above information is true and correct to the best of my knowledge and belief and I will notify Premier Portfolio Managers Limited without delay of any change in the information given. I enclose a cheque for the amount to be invested.

Applicant Signature:

Date:

We may only accept Powers of Attorney (original or certified copy) due to physical or mental incapacity. For physical incapacity it must be accompanied by a written declaration by the person signing the application. A draft declaration can be obtained from Premier Portfolio Managers Limited. In the case of mental incapacity, the Power of Attorney must be registered and stamped by the Court of Protection.

8. ISA Transfers

If you need more instruction forms, please photocopy this sheet before completing.

Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Type of ISA: Stocks and Shares ISA **OR** Cash ISA

Please sell my entire holding **OR** Please sell of my holding

Name of existing Plan Manager: _____

Address of existing Plan Manager: _____

Postcode: _____

Account number:

Account name: _____

Signature: _____ Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Type of ISA: Stocks and Shares ISA **OR** Cash ISA

Please sell my entire holding **OR** Please sell of my holding

Name of existing Plan Manager: _____

Address of existing Plan Manager: _____

Postcode: _____

Account number:

Account name: _____

Signature: _____ Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

Instruction to existing ISA Manager

Please transfer my existing ISA to Premier Portfolio Managers Limited as instructed below.

Type of ISA: Stocks and Shares ISA **OR** Cash ISA

Please sell my entire holding **OR** Please sell of my holding

Name of existing Plan Manager: _____

Address of existing Plan Manager: _____

Postcode: _____

Account number:

Account name: _____

Signature: _____ Date (DD/MM/YYYY):

Note to existing Plan Manager: we confirm that we are willing to accept the transfer in the form of cash only.

9. Identity Verification - to be completed by your Financial Adviser

Financial Adviser Stamp

FSA Number: _____

Special Commissions Terms (if applicable): _____

Please indicate if this business was:

advised

non-advised

Financial Advisers, please complete the following section

Applicant:

Date of commencement of business relationship (DD/MM/YYYY):

D	D	M	M	Y	Y	Y	Y
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I certify that: (please tick as appropriate)

1. I have verified the identity of the Applicant in accordance with the Money Laundering Regulations 2007 and confirm that documentary evidence has been obtained and identity checks have been undertaken to confirm that the Applicant's name, address and date of birth as shown in section 1 are correct AND the details of the underlying records of identity are as described below (document name + detail + date e.g. driving licence SMITH625085JT4EG, electricity bill 30.11.07 cus ref 1245678):

Certified Copy Attached

Proof of identity: _____

Proof of residency: _____

Proof of date of birth: _____

OR

2. I have not verified the identity of the Applicant for the following reason: _____
3. I confirm that the Applicant is applying on his/her own behalf and not as nominee, trustee or in a fiduciary capacity for any other person.

Signature: _____

Date (DD/MM/YYYY):

D	D	M	M	Y	Y	Y	Y
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Financial Adviser/Consultant name: _____

Company name: _____

ADMINISTRATION QUERIES

For any administration queries, you can contact us at:

Premier Portfolio Managers Limited, Po Box 3733, Wootton Bassett, Swindon SN4 4BG.

Tel: 0845 605 6363 Email: premier@premierfunds.co.uk Web: www.premierassetmanagement.co.uk

Premier Portfolio Managers Limited and Premier Fund Managers Limited are authorised and regulated by the Financial Services Authority of 25 The North Colonnade, Canary Wharf, London E14 5HS and are members of the Premier Asset Management Marketing Group. September 2011.

