

# Mutual Funds – Investment Fund

## Application form



### MUFU30b

This application form is only for use by applicants whose principle home is in the UK and who are habitually resident in the UK.

When we say 'Standard Life', 'we' or 'us', we mean Standard Life Savings Limited.

If you need any help completing this form, please contact us on 0845 279 3003 (call charges may vary).

Although we do not require your National Insurance Number it will make it easier for us to administer your application and investment, therefore we would be grateful if you would supply us with this information.

If you do not have one please tick the box to declare this.

Please provide your permanent address, care of addresses are not acceptable.

#### Who this form is for

This form is for anyone who wishes to invest in an Investment Fund with Standard Life Savings Limited.

#### Filling in this form

Before completing this form, please read the Key Features and Terms and Conditions (MUFU17) and the Fund Schedule for your chosen fund or funds.

All sections must be completed; missing information will prevent us from accepting your application.

If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

**Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake.**

**If you need to correct a mistake, please initial any changes you make.**

#### Adviser details

Adviser code – Adviser to complete

Client type

New

Existing

Existing account number  
(if applicable)

#### Part 1 – Shareholder details

##### First shareholder

Existing account number  
(if applicable)

National Insurance Number



I do not have a National Insurance Number

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev)

Surname

First names (in full)

Address

Postcode

Telephone number – home (inc STD code)

Telephone number – business (inc STD code)

Date of birth (DD/MM/YYYY)

Account designation

##### Second shareholder

Existing account number  
(if applicable)

National Insurance Number



I do not have a National Insurance Number

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev)

Surname

First names (in full)

Address

Telephone number – home (inc STD code)

Telephone number – business (inc STD code)

Date of birth (DD/MM/YYYY)

Account designation

Although we do not require your National Insurance Number it will make it easier for us to administer your application and investment, therefore we would be grateful if you would supply us with this information. If you do not have one please tick the box to declare this. Please provide your permanent address, care of addresses are not acceptable.

### Part 1 – Shareholder details (continued)

#### Third shareholder

National Insurance Number   I do not have a National Insurance Number

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev) Surname First names (in full)

Address

Postcode

Telephone number – home (inc STD code) Telephone number – business (inc STD code)

Date of birth (DD/MM/YYYY)

#### Fourth shareholder

National Insurance Number   I do not have a National Insurance Number

Title (Mr/Mrs/Miss/Ms/Other e.g. Dr/Rev) Surname First names (in full)

Address

Postcode

Telephone number – home (inc STD code) Telephone number – business (inc STD code)

Date of birth (DD/MM/YYYY)

IMPORTANT: Please note that the fund code, the fund manager and the full fund name must be included on this form, as shown in the example opposite, in order for us to process your application.

Please note, for each fund the minimum lump sum amount is £500 and the minimum regular monthly amount is £50.

Cheques should be made payable to ‘Standard Life Savings Limited’ and must be drawn from your own personal account.

For Banker’s Drafts or Building Society cheques, please ask the Bank or Building Society to print your name on the cheque to confirm the source of funds.

### Part 2 – Your investment choice

Please refer to the booklet 'Your mutual fund investment choices' (MUFU20a) for details of the funds available to you and the fund codes. You can choose to invest in more than one fund. Please show the lump sum or regular amount you wish to invest.

Fund code	Fund Manager	Fund name	Lump sum investment	Regular monthly investment
EH3 E X	Standard Life Investments	UK Equity High Income	500 EXAMPLE	50 EXAMPLE
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£

#### For lump sum investment

I enclose a cheque for  £

#### For regular monthly investment

I would like to subscribe  £ per month until further notice.

Please indicate the date you wish your regular monthly investment to start from  06 / / 20

**Part 3 – Income share classes — important**

If you have chosen to invest in an **income share class** we will automatically pay all the distribution income to your designated bank account.

However, if your aim is capital growth and an accumulation share class is not available for your chosen fund(s), the distribution income can be automatically reinvested for you to buy extra shares.

Please tick this box to instruct us to reinvest your income to buy extra shares.

Please note that your contract note will still be for an income share class.

Please complete Part 4 if you are making a regular monthly investment by Direct Debit or receiving income payments.

The bank details entered here will be your nominated account. This must be your own personal account. Any income, Direct Debit or payments in and out of your investment will be made to/ from this bank account.

Please be aware that cheques can take a number of days to clear so the investment will not be set up the moment we receive the cheque.

You do not need to complete this section if you are not making regular payments or receiving income payments.

Please ensure the same Bank or Building Society details are provided for all payments. We may require verification of bank details in the future.

**Part 4 – Nominated account details**

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



ORIGINATOR'S IDENTIFICATION No.

3 8 8 0 7 0

Issued by: Standard Life Savings Limited,  
1 George Street, Edinburgh EH2 2LL

**FOR STANDARD LIFE OFFICIAL USE ONLY**  
This is not part of the Instruction to your Bank or Building Society.

For security, all income, Direct Debit and withdrawal payments in and out of your investment must be paid to and from the same account. Please complete the details below so that any payments out of your investment can be paid direct to your Bank or Building Society account.

I hereby instruct Standard Life Savings Limited to arrange for payments to be paid direct to my Bank or Building Society account, as detailed below.

The Manager

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

Postcode

Name(s) of Account-holder(s)

[Grid for Name(s) of Account-holder(s)]

Bank or Building Society Account No.

[Grid for Bank or Building Society Account No.]

Branch Sort Code

You can find this in the top right hand corner of your cheque book

[Grid for Branch Sort Code]

Reference Number

[Grid for Reference Number]

**Your instruction to the Bank/Building Society, and Signature**

Please pay Standard Life Savings 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 Standard Life Savings Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

[Signature area]

All parties named on this form have a right to know that Standard Life holds personal data about them and what purposes it will be used for. Please give them an opportunity to read this notice.

## Part 5 – Data Protection

### Data Protection Notice, important – please read.

Personal information provided in connection with your application will be used by Standard Life Savings Limited to set up and administer this investment.

Your personal data may be shared with other companies within the Standard Life group or their respective sub-contractors based in the UK, European Economic Area, or elsewhere. In these circumstances we will require the party to comply with the same data protection requirements that would apply if the data was being held within the European Economic Area.

If your application does not proceed it will be held on our records for 7 years before it is deleted.

We will keep the information you have supplied confidential, and will not disclose it unless it is lawful to do so.

If you have appointed a financial adviser, we will give him information about this investment and, where appropriate, send copies of correspondence to him to enable him to give you advice.

We and the other subsidiaries of Standard Life plc would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions. We will never pass your details to companies that are not subsidiaries of Standard Life plc for marketing purposes.

If you do not want to be kept informed, please tick this box.

If you would like to request a copy of the personal data we hold about you, please write to the Data Protection Co-ordinator at our Registered Office. We may charge a fee for providing the information.

To be read by all parties named on this form.

## Part 6 – Money Laundering

To comply with Money Laundering Regulations 2007, we may verify your identity by carrying out an on-line check with a reference agency. Where an on-line check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity, in which case we will carry out a manual check.

## Part 7 – Declaration

I declare that:

- I am 18 years of age or over; and
- I have read, understood and agree to the use of my personal data for the purposes described in the Data Protection Notice subject to me exercising my right not to be sent details of products or services of subsidiaries of Standard Life plc.

Before signing this Application Form, you should read the Key Features Document and Terms and Conditions carefully, as these are documents on which we will rely. You should also read the Fund Schedule for your chosen fund or funds. If you have any questions, you should ask your financial adviser or contact us before signing.

I authorise you to carry out electronic identification checks if required.

I declare that the information given is correct to the best of my knowledge and belief and that I will inform Standard Life Savings Limited of any change in the information given.

Read the Important information and Declaration above.

Check that you have completed ALL sections of the application form.

Sign that you agree to the declaration and important information.

Please ensure you sign here or we will have to return your application.

### First shareholder

Signature

Date  
(DD/MM/YYYY)

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### Second shareholder

Signature

Date  
(DD/MM/YYYY)

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### Third shareholder

Signature

Date  
(DD/MM/YYYY)

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### Fourth shareholder

Signature

Date  
(DD/MM/YYYY)

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**Customer(s) with no financial adviser.**

Unless indicated otherwise we will assume you received no financial advice from a professional financial adviser in respect of this investment.

Please tick here if you received financial advice.

**Financial adviser's details – commission requirements to be supplied in all cases.**

If you have not given advice in respect of this investment, please cross here. Otherwise we will assume that advice has been given.

Basis of Sale  Whole of Market  Other

If other please specify

Name of contact

Commission Basis

Location

FSA or Authorisation number

Agent code

Please remember to send in the client identification form.

Standard Life Assurance Limited, registered in Scotland (SC286833), Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH. 0131 225 2552. Standard Life Savings Limited, registered in Scotland (SC180203), Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH (telephone number 0845 279 1001). *Calls may be recorded and monitored.* Both companies are authorised and regulated by the Financial Services Authority [www.standardlife.co.uk](http://www.standardlife.co.uk)

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**Your Direct Debit Guarantee – Please tear off and keep safely.**

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Standard Life Assurance Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Standard Life Assurance Limited or your Bank/ Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time, by writing to your Bank or Building Society. Please also send a copy of your letter to us.

**Banks and Building Societies may not accept Direct Debit Instructions for some types of account.**