

# First Sentier Investors ICVC (the ‘Company’)



## First Sentier Investors Stocks and Shares ISA application form and dealing instruction (from 6 April 2025)

Minimum investment levels for our funds can be viewed in the Prospectus, fund Factsheets or are available on request

Please read the key investor information document (KIID) for the class of shares you wish to invest in before completing this form.

Before completing this form, please read the statement on the use of customer information and the Notes and Declarations under section 5 and the Terms and Conditions for ISA Investors under section 6. Please ensure that you complete all relevant sections on this form, including the reverse. (\*Optional fields, in the case of daytime or evening telephone numbers at least one number must be provided). **Return the form to First Sentier Investors (UK) Funds Limited, Sunderland, SR43 4LF, UK, with your cheque for lump sum investments and/or completed direct debit mandate for regular savings; we can be contacted for enquiries by telephone on 0800 028 7059 (UK investors only) or +44 (0) 113 360 4502.** Terms defined in the prospectus of the Company ("Prospectus") shall, unless the context requires otherwise, bear the same meaning herein.

**Notes**

- No application (including any transfer application) or instruction to deal will be processed until all required information has been provided by the applicant. The Authorised Corporate Director reserves the right to reject any application at its sole discretion. The Company, Administrator and the Distributor reserve the right to request additional documents as are necessary to verify the identity of the applicant(s) for the purpose of anti-money laundering, counter terrorist financing and any other laws or regulations.
- Guidance on the general verification documentation required in order to successfully complete an account opening is provided at the end of this form. Please note that this guidance information is not exhaustive and further documentation may be required in line with the above note.
- All prospective investors should consult with their own advisors regarding the possible implications and classifications under the AEOI regimes of an investment in the Company.
- If you sign this form and dealing instruction, you are required to pay the investment amount along with this application, please make your cheque payable to First Sentier Investors (UK) Funds Limited. Cheques must be drawn on a UK bank or building society account.
- Due to the closure of certain stock markets and regulated markets we invest in, a number of our funds may have additional non-dealing days, to align the days on which investors are able to subscribe, redeem and/or otherwise deal in a Fund with its ability to calculate the relevant net asset value and/or dispose of the relevant Fund assets.

**IMPORTANT – FOR COMPLETION BY IFAS**

If there was a face-to-face meeting between the retail customer and you as IFA, and you have offered to that customer the right to withdraw (i.e. cooling-off ) this box must be ticked (if the box is not ticked, the customer will not have the right to withdraw): ☐

Adviser's stamp

IF YOU HAVE NOT COMPLETED A TERMS OF BUSINESS AGREEMENT  
PLEASE COMPLETE THE AGENT'S DISCLOSURE OVERLEAF

UK Reg. no.

Agent no.

### 1. Personal details

Please provide your full name and address.

Title

Surname

Forename(s) in full

Nationality

Citizenship

(Please detail all countries of Citizenship)

Residence address

Country

Postcode

Correspondence address (if different from above)

Country

Postcode

\*Telephone (daytime)

Country Code

Area Code

Tel

\*Telephone (evening)

Country Code

Area Code

Tel

Email address

Country of Birth

City/Town of Birth

Date of birth

D

D

M

M

Y

Y

Y

Y

Existing client number

Do you have national insurance number?

Yes

No

National insurance number

### 2. Investment details

I apply to subscribe to a **Stocks & Shares ISA** for the tax year ending 5 April 2026 and each subsequent year until further notice. By signing this form and dealing instruction, you are committed to pay the purchase price for the shares. If you are a regular saver your direct debit will continue until further notice, or if you invest by lump sum an annual reminder will be sent to you. Minimum investment levels for our funds can be viewed in the Prospectus, fund Factsheets or are available on request. The allowance that can be invested in a Cash ISA or Stocks and Shares ISA, or any combination of the two is up to a maximum limit of £20,000 in the tax year 6 April 2025 – 5 April 2026. Please note that the maximum limit specified does not include any additional permitted subscriptions that may be available to a surviving spouse or civil partner of a deceased ISA investor. Please contact us for further details. Please make your cheques payable to First Sentier Investors (UK) Funds Limited. Cheques must be drawn on a UK Bank or Building Society account. If you wish to invest monthly, please complete the direct debit form below. Hedged share classes are available in certain funds. Please advise below which fund(s) of First Sentier Investors ICVC you are investing in and how much you are investing. Please note First Sentier Investors does not offer a cash ISA. **A valid B class ISIN must be provided in order for your instruction to be processed.**

GBP Fund Identifier: valid B class ISIN (valid B class ISIN can be located on fund share class Key Investor Information Document – KIID)			
Fund Name		Lump sums	Regular savings
		£	£
		£	£
		£	
		£	£
Total Investment		£	£



3. Income (if applicable)

We can pay income where you have chosen to invest in income shares and the fund is making a distribution to its shareholders. If you would like income paid directly to your account, please complete this section. If you have chosen accumulation shares, or do not request to have income paid to you, or do not complete this section, any income will be automatically reinvested for you.

Name of Bank or Building Society

Bank/Building Society address

Country

Postcode

Name of account holder

Account no.

Sort code

Building society roll number

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The Direct Debit Guarantee

- The 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 we will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed.
- If you request us 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 us 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 we ask 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.

4. Instruction to your Bank/Building Society to pay Direct Debits (only applicable if subscribing on a regular basis)

Name and postal address of your Bank/Building Society Branch

To the Manager, Bank/Building Society

Address

Country

Postcode

Name/s of account holder/s

Bank/Building Society account no.

Branch sort code

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Signature/s:


Please note that Banks and Building Societies may not accept Direct Debit instructions for some types of account.

Originator's identification no.

402749



Reference no. (for office use only)



Instruction to your Bank or Building Society

Please pay First Sentier Investors (UK) Funds Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with First Sentier Investors (UK) Funds Limited and, if so, details will be passed electronically to my Bank or Building Society.

Date:



5. Individual Self-Certification for FATCA and CRS
Instructions for completion

Tax Regulations¹ require us to collect information about each investor's tax residency. Please complete the sections below as directed and provide any additional information as requested. Please note that in certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information about your account(s) with the relevant tax authorities.

If you have any questions about this form or defining your tax residency status, please refer to the OECD CRS Portal or speak to a tax adviser.
The OECD CRS Information Portal can be accessed at http://www.oecd.org/tax/automatic-exchange/
If any of the information provided below changes in the future, please advise of these changes promptly.
Please note that where there are joint or multiple holders each investor is required to complete a separate Self-Certification form.

All Sections 1, 2, 3 and 4 below must be completed by all investors.
(Mandatory fields are marked with an \*)

Section 1: Investor Identification

Investor Name\*:
Date of Birth\*:
Town or City of Birth\*: Country of Birth\*:

Current Residential Address\*:

Number: Street:
City, Town, State, Province or County:
Postal/ZIP Code: Country:

Mailing address (if different from above):

Number: Street:
City, Town, State, Province or County:
Postal/ZIP Code: Country:

Section 2: FATCA Declaration of U.S. Citizenship or U.S. Residence for Tax Purposes\*:

Please tick either (a) or (b) and complete as appropriate.
(a) I confirm that [I am]/[the investor is] a U.S. citizen and/or resident in the U.S. for tax purposes and [my]/[its] U.S. federal taxpayer identifying number (U.S. TIN) is as follows:
OR
(b) I confirm that [I am not]/[the investor is not] a U.S. citizen or resident in the U.S. for tax purposes.

Section 3: CRS Declaration of Tax Residency\*

Please indicate all countries in which you are/the investor is resident for tax purposes and the associated Taxpayer Identification Number(s) (TIN(s)) in the table below. Please see the CRS Portal for more information on Tax Residency.

Table with 2 columns: Country of Tax Residency, Tax ID Number. Contains 4 empty rows for data entry.

Note: Provision of a Tax ID number (TIN) is required unless you are tax resident in a jurisdiction that does not issue a TIN.



**Section 4: Declaration and Undertakings:**

I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete.

I acknowledge that the information contained in this form and information regarding the Account Holder may be reported to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the Account Holder may be tax resident where those countries (or tax authorities in those countries) have entered into Agreements to exchange financial account information.

I undertake to advise the recipient promptly and provide an updated Self-Certification form where any change in circumstances occurs which causes any of the information contained in this form to be incorrect.

Authorised Signature\*:

Print Name\*:

Date: (dd/mm/yyyy)\*:

Capacity\*:

1 The term "Tax Regulations" refers to regulations created to enable automatic exchange of information and include the Foreign Account Tax Compliance Act (FATCA)<sup>2</sup>, and the OECD Common Reporting Standard<sup>3</sup> for Automatic Exchange of Financial Account Information.

2 FATCA regulations in sections 1471 to 1474 of the US Internal Revenue Code and the Treasury regulations and official guidance issued thereunder, as amended from time to time. FATCA regulations have been adopted in the UK by The International Tax Compliance Regulations 2015.

3 The OECD Common Reporting Standard (CRS) which has been adopted in the UK by The International Tax Compliance Regulations 2015.



## 6. Your signature and declaration

Please read the declaration below before you sign and date this ISA application form. By signing you make the declarations shown below, which shall have effect for the tax year referred to in Part 2 of this Application Form and each successive year in which you subscribe to the account, and confirm that you have read this form and the separate key investor information document ("KIID") for the fund(s) in which you have chosen to invest.

### Declaration: To First Sentier Investors (UK) Funds Limited

#### I declare that:

- I am aged 18 or over;
- I have not subscribed, and will not subscribe, more than the overall subscription limit in total to any combination of permitted ISAs in the tax year referred to in Part 2 of this Application Form and in each successive year in which this declaration has effect;
- 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 First Sentier Investors (UK) 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;
- all subscriptions made, and to be made to this ISA belong to me;
- I have checked the information about me in this form and otherwise provided by me and it is correct to the best of my knowledge and belief. I will notify First Sentier Investors (UK) Funds Limited of any changes to the information without delay;
- I have read and understood and agree to be bound by First Sentier Investors ISA Terms and Conditions and the terms of this application form;
- I am not a US Person (as defined in the Prospectus) or acting for the account or benefit of a US Person;
- Unless otherwise specified I am not "Specified United States Person" under the tax laws of the U.S.\* or a non-U.S. entity with one or more Specified United States Persons as "substantial United States owners" or "Controlling Persons".

\* For this purpose, a "Specified United States Person" will include, subject to certain exceptions, (A) an individual who is a citizen or resident of the U.S., (B) a partnership or corporation (including any entity treated as a partnership or corporation for U.S. tax purposes, such as a limited liability company) organised in or under the laws of the U.S. or any state of the U.S. thereof (including the District of Columbia), (C) any estate the income of which is subject to U.S. tax regardless of its source, and (D) any trust if (i) a court within the U.S. is able to exercise primary supervision over the administration of the trust and (ii) one or more United States persons have the authority to control all substantial decisions of the trust.

I/We declare that I/we do not intend to sell or transfer any Shares which I/we may purchase to any person who is a Specified United States Person.

- I am not a person resident or otherwise located in Canada.
- I am not an ERISA Plan asset (ERISA Plan being defined in the Prospectus).
- I acknowledge that the KIID can be obtained from the website [www.firstsentierinvestors.com](http://www.firstsentierinvestors.com) or hard copies can be obtained by contacting Client Services on 0800 028 7059 (+44 113 360 4502) and consent to being provided with the KII documents in this form via the website.
- I have received and read the KIID for the relevant share class.

#### I authorise First Sentier Investors (UK) Funds Limited:

- to hold my cash subscriptions, ISA investments, interest, dividends, and any other rights or proceeds in respect of those investments and any other cash; and
- to make on my behalf any claims to relief from tax in respect of ISA investments.

#### I agree and consent:

- to the First Sentier Investors ISA Terms and Conditions and authorise First Sentier Investors (UK) Funds Limited to manage my ISA in accordance with this application and those Terms and Conditions;
- where I have the right to withdraw this application, I may do so by completing a notice of withdrawal form and returning it to First Sentier Investors (UK) Funds Limited so as to be received by First Sentier Investors (UK) Funds Limited not later than fourteen days after its receipt of my application form;
- to First Sentier Investors (UK) Funds Limited contacting me at the email address stated overleaf;
- to notify First Sentier Investors (UK) Funds Limited immediately on becoming a US Person or holding on behalf or for the benefit of a US Person;
- to notify First Sentier Investors (UK) Funds Limited immediately on becoming a specified United States person;
- to notify First Sentier Investors (UK) Funds Limited immediately in the event that the investor pursuant to this application becomes an ERISA Plan asset;
- to notify First Sentier Investors (UK) Funds Limited immediately on becoming a person resident or otherwise located in Canada;
- not to transfer Shares to a US Person or a person who will hold the Shares on behalf or for the benefit of a US Person;
- to indemnify and hold harmless First Sentier Investors (UK) Funds Limited, the Investment Manager and First Sentier Investors ICVC and their respective agents from time to time for any costs or losses incurred, suffered or arising in connection with a breach of the above declarations and agreements and/or in relation to any late or non-payment of the settlement amount and/or my/our actions or failure to provide any information or documents requested by any of them to comply with the AEOI regimes or other laws or regulations.
- I agree to provide on request in a timely manner any information or documentation in relation to myself as may be necessary or desirable for the Company (or its agents) to comply with any reporting or other obligations and/or prevent the withholding of tax under the AEOI regimes.
- I acknowledge that the Company may, in accordance with the provisions of the Prospectus compulsorily redeem my shares in the Fund(s) if I acquire or are holding such units in breach of the requirements or in the circumstances detailed in the Prospectus of the Fund(s), whether at the point of my investment or thereafter; and
- I undertake to observe and be bound by any such decision by the Company and agree that the Company / Investment Manager shall not assume liability for any losses arising from a compulsory redemption of any of my shares in the Fund.
- I confirm that all the information made by me in this Application Form and as otherwise provided by me to the Company / Investment Manager shall remain valid and I also undertake to immediately notify the Company / Investment Manager on any changes to such information.
- I acknowledge that if I provide information and documentation that is in any way misleading, or fail to provide the Company (and/or its agents) with the requested information and documentation necessary in either case to satisfy the Company's obligations under the AEOI regimes, the Company reserves the right: (i) to take any action and/or pursue all remedies at its disposal.
- I acknowledge that the Prospectus (General Information, Protection of client money) describes how you will settle purchases and redemptions of Shares with me, including where you will do so on a delivery versus payment basis and will not be required to treat the money as client money (provided you settle with me within the time frames required by the FCA Rules). I agree to you not treating my money as client money in those circumstances.
- I acknowledge that FSI UK will treat me as a retail client under the FCA's categorisation rules.
- I confirm that all the information made by me in this Application Form shall remain valid and I also undertake to immediately notify you in writing if there is any change in my registration details above in the subsequent years.

### Use of Customer Information

The personal information that you provide in this application form will be processed by First Sentier Investors (UK) Funds Limited or its agents or third party administrators in accordance with the privacy notice provided alongside this application form (the "Privacy Notice"). In the event of an inconsistency between the content of this application form and the content of the Privacy Notice, the Privacy Notice will prevail.

### Notes

1. No application (including any transfer application) will be processed until all required information has been provided by the applicant. The Authorised Corporate Director reserves the right to reject any application at its sole discretion.
2. UK regulations require the Company to collect and disclose certain information about each investor and certain related persons and their investments in the Company to HM Revenue & Customs and/or other tax authorities overseas. These regulations (as amended or replaced from time to time) were enacted pursuant to an intergovernmental agreement signed by the UK with the United States to implement the US Foreign Account Tax Compliance Act ("FATCA"), similar bilateral agreements the UK signed with each of the British Crown Dependencies and Gibraltar ("UK FATCA") and a multilateral agreement with the UK signed with various jurisdictions to implement a similar regime known as the OECD Common Reporting Standard ("CRS", and together with FATCA and UK FATCA and similar regimes, the "AEOI regimes"). The Company may have further future obligations under the CRS and similar AEOI regimes. All prospective investors should consult with their own advisors regarding the possible implications and classifications under the AEOI regimes of an investment in the Company.
3. The Company, Administrator and the Distributer reserve the right to request additional documents as are necessary to verify the identity of the applicant(s) for the purpose of anti-money laundering, counter terrorist financing and any other laws or regulations.



### Consent to Marketing

From time to time we and other First Sentier Investors group companies and their representatives may wish to send you information about other products and services available from First Sentier Investors by telephone, mail or email.

If you would like to receive such information, please tick this box. ☐

By signing below you confirm your consent to the above use of your information.

Signature:

Date:

First Sentier Investors (UK) Funds Limited is authorised and regulated by the Financial Conduct Authority. Registered as a company in England and Wales with number 2294743. Registered office: Finsbury Circus House, 15 Finsbury Circus, London EC2M 7EB, (FCA registration number 143359).

**AGENT DISCLOSURE (ONLY TO BE COMPLETED BY ADVISERS): IN ACCORDANCE WITH THE REQUIREMENTS OF THE MONEY LAUNDERING REGULATIONS 2017, I HAVE OBTAINED AND RECORDED APPROPRIATE IDENTIFICATION EVIDENCE OF THE APPLICANT AND ON REQUEST SHALL PROVIDE A CERTIFICATE AND EVIDENCE TO THAT EFFECT, COMPLYING WITH THE JOINT MONEY LAUNDERING STEERING GROUP COMPLIANCE NOTES.**

Signature:

Date:

.....✂

### PLEASE TEAR OFF AND RETAIN THIS NOTICE OF WITHDRAWAL SLIP

#### Only return this if you wish to withdraw your application

Where you have the right to withdraw, and you wish to withdraw, this withdrawal slip must be returned to First Sentier Investors (UK) Funds Limited, Sunderland, SR43 4LF so as to arrive by no later than fourteen days after the receipt by First Sentier Investors of your application.

I have decided not to go ahead with this application of my First Sentier Investors ISA and request that you do not proceed with the application.

Title  Surname

Signature

Forename(s) in full

Date

Permanent residential address

Postcode



## 7. Terms and Conditions for ISA Investors

### 1 Definitions

In these Terms and Conditions certain words we use have special meanings. We tell you what these are below:

“Account” – your First Sentier ISA which is governed by these Terms and Conditions. “Account Investments” – the assets held from time to time within the Account.

“ACD” – First Sentier Investors (UK) Funds Limited which is responsible managing the Company and is the so-called “authorised corporate director” of the Company.

“Application Form” – the Application Form or transfer form (where appropriate) that you complete when you apply to invest in the Funds.

“Business Day” – any day (excluding Saturdays, Sundays and public holidays) on which banks are open to carry out normal banking business in London, except for the last business day before Christmas.

“Client Money” means money that we receive or hold on your behalf and that we treat as Client Money in accordance with the Client Money Rules.

“Client Bank Account” is an account we set up with a bank to hold Client Money as defined by the Rules.

“Client Money Rules” – the rules around how we protect and handle our clients’ money as set out in the Rules.

“Collection Date” – the day in any calendar month on which your account has money taken out of it to pay for your monthly subscription.

“Company” – First Sentier Investors ICVC.

“Financial Conduct Authority” – of 12 Endeavour Square, London E20 1JN or any replacement authority.

“Fund”/“Funds” – any or all of the sub-funds of the Company, that you select in your Application Form.

“ISA” or “Individual Savings Account” means an Account set up and managed under the ISA Regulations.

“ISA Manager” – a person who is an ‘account manager’ under the ISA Regulations.

“ISA Regulations” – the Individual Savings Account Regulations 1998 as amended from time to time.

“Regular Saver” – an investor who pays into their Account by monthly direct debit.

“Rules” – the rules of the Financial Conduct Authority as they may change from time to time and which govern these Terms and Conditions.

“Terms and Conditions” – these Terms and Conditions and the statements and declarations you make in your Application Form.

“Valuation Dates” – 31 January and 31 July in each calendar year or, if any such date is not a Business Day, the previous Business Day, or such other dates nominated from time to time by us on which the investments in your Account will be valued.

“Year” – a tax year beginning on 6 April in any year and ending on 5 April in the following year. “us”/“we”/“our” – First Sentier Investors (UK) Funds Limited. “you”/“your” – the Account holder.

### 2 Introduction

These Terms and Conditions and the Application Form are the agreement between you and us for the management of your Account. Please read these Terms and Conditions carefully. If there is anything you do not understand please contact your financial adviser or call us on 0800 028 7059 (+44 113 360 4502 if outside the UK).

### 3 Opening an Account

- 3.1 You must add money (this is also called “subscribing”) to the Account with your own money.
  - 3.2 To subscribe to an Account, you must complete and sign an Application Form and return it to us with either a cheque for the amount you want to invest or a completed direct debit authorisation.
  - 3.3 Subject to 3.4, your Account will begin (subject to any right you have to cancel it) when we receive your correctly completed Application Form and accompanying documents and subscriptions, unless we need to clarify or ask for further information about you.
  - 3.4 We do not have to accept your applications.
  - 3.5 We will acknowledge your correctly completed Application Form within one Business Day of receiving it.
  - 3.6 You may normally only subscribe in the ways set out below, although we may accept payments in other forms which the ISA Regulations allow. You may invest either:
    - a) by a lump sum payment made by cheque,
    - b) or by a transfer from an existing ISA; or
    - c) by monthly payments by direct debit to us.
  - 3.7 The minimum subscription:
    - a) for a lump sum investment is initially £1,000 per Fund within an Account with subsequent payments of at least £500 per Fund within an Account.
    - b) for Regular Savers is £50 per month per Fund within an Account.
  - 3.8 The allowance that can be invested in a Cash ISA or Stocks and Shares ISA, or any combination of these and other relevant types of ISA account, is up to a maximum limit of £20,000<sup>1</sup> in the tax year 6 April 2025 to 5 April 2026.
  - 3.9 Where you apply for shares in the Funds without any face-to-face contact with your financial adviser, regardless of whether you make the investments are made direct or through the First Sentier ISA, you will not be able to cancel your contract with us.
  - 3.10 Where you apply for shares in the Funds under a contract entered into in a face-to-face meeting with your financial adviser, whether such investments are made direct or through the First Sentier ISA, you will have cancellation rights unless you have an agreement with your financial adviser that excludes those rights.
  - 3.11 If you have cancellation rights, after we accept your Application Form, we will send you a notice giving you 14 days to cancel your investment. In those circumstances, if any money has been invested and has reduced in value at the time you cancel, you will lose the amount by which it has reduced. If an ISA is cancelled within the cancellation period, investors are treated as though they have not subscribed to an ISA within the tax year in which it has been cancelled.
  - 3.12 You can apply to transfer an existing stocks and shares ISA or an existing cash ISA to us. When the transfer takes place the existing account must be in cash. This will normally be arranged with the relevant ISA Manager. We will invest the sum transferred at the next valuation point in your chosen Fund after we receive the Application Form and cheque from the previous ISA Manager for the full amount transferred. Once your existing ISA account has been transferred you will be subject to these Terms and Conditions.
  - 3.13 You must tell us immediately in writing if you are no longer eligible to invest in an ISA.
  - 3.14 We will not accept any further payments if the ISA Regulations no longer give you the right to invest in an ISA.
  - 3.15 The Account is offered for the purposes of our funds business and can only be used to invest in the Company’s Funds and not the funds of any other firm or group. When we or our nominee hold your shares in the Funds we do so as an ISA Manager as an excluded custody activity and not subject to the FCA’s custody rules.
- ### 4 Application of lump sum cash
- 4.1 If you make a lump sum cash payment, we will use it to buy shares in your chosen Fund. This will take place by the next Business Day after we receive your correctly completed Application Form and cheque.

<sup>1</sup> Please note that the maximum limit specified does not include any additional permitted subscriptions that may be available to a surviving spouse or civil partner of a deceased ISA investor. Please contact us for further details.



- 4.2 We will send you a contract note on the next business day after we have bought the shares.
- 4.3 We may manage the investments in your Account with the investments of other individual savings accounts that we manage. We may also aggregate such investments and we may consolidate them with those of other accounts which we manage for you.

## **5 Collection and application of monthly subscriptions for Regular Savers**

- 5.1 You will receive an acknowledgement letter after we receive your Application Form.
- 5.2 If you are a Regular Saver, your subscription will normally be collected from your bank or building society account on the 15th of each month (or the next Business Day should that day fall on a Saturday, Sunday or public holiday). We will normally invest subscriptions at the next 12 noon valuation point (the time of day at which we work out the price of shares). Interest will not be paid on monthly subscriptions, if any, held in the account between the date we collect your money and the date that we invest it.
- 5.3 If your bank or building society refuses any request for a monthly subscription, we may, without telling you, stop trying to collect that or any other monthly subscription.
- 5.4 If you are a Regular Saver you may tell us in writing to increase or decrease the amount of regular monthly subscriptions as long as
- a) the monthly subscription after the change must be not less than £50; and
  - b) the maximum subscription must not exceed the annual maximum ISA limits (see above).
- You may choose to stop making such subscriptions. Your notice will take effect from the seventh business day following the day we receive it.
- 5.5 If:
- a) you are a Regular Saver and you stop making regular monthly subscriptions; or
  - b) the total of all your subscriptions is less than £1,000, then we can close your Account by giving you one month's notice.

## **6 Ownership of shares**

- 6.1 Legal ownership (also called "title") of the investments in your Account will be registered in the name of First Sentier Investors (UK) Funds Limited, or such other person, called the "nominee", as we select.
- 6.2 You will be and must remain the so-called "beneficial owner" of all the investments in your Account. This means that, although we hold them in our name or in the name of our nominee, they really belong to you and they are held so that it is clear that they don't belong to us, the nominee or any associate of either.
- 6.3 Certificates or other documents evidencing legal ownership of the investments in your Account will be held by First Sentier Investors (UK) Funds Limited, or as we direct.
- 6.4 There will not be any separate documents of ownership to show that you are the beneficial owner. Therefore in the event of default, any shortfall in the shares registered in the name of the nominee may be shared proportionately among all clients whose investments are so registered.
- 6.5 Neither you nor we nor our nominee shall grant any security interest over your Account, or lend any investments within your Account to any other organisation or person.
- 6.6 Neither you nor we may borrow money on your behalf against the security of your ISA investments or use those investments as indemnity for a loan..
- 6.7 You may not dispose of or otherwise transfer any interest in the Account, any Account Investments or cash sums held in the Account, save as provided in these Terms and Conditions.
- 6.8 Neither we nor any nominee shall release any Account Investments into the possession of, or any control of a third party except on your or your duly appointed agent's instructions.
- 6.9 Except as stated in these Terms and Conditions, neither we nor the nominee shall have any claim, lien, or right of retention over, or any right to sell, investments in the Account.
- 6.10 We or the nominee will maintain records of the ISA investments which meet the requirements of the Rules and the ISA Regulations.
- 6.11 We accept responsibility for any default of any nominee.

## **7 Management of the investments in your Account**

- 7.1 We agree to act as ISA Manager to manage your Account in accordance with the ISA Regulations and under these Terms and Conditions.
- 7.2 We will invest your subscriptions in shares in the Fund(s) of your choice. The investment objective of each Fund is set out in its key investor information document and also in the Company's Prospectus. Details of any restrictions on the types of investments or markets on which transactions can be executed are set out in the Prospectus.
- 7.3 If you are a Regular Saver we will invest back into your Account any income from shares held in your Account into further shares in the relevant Fund(s). If you are a lump sum investor, you may choose, by writing to us, to have income paid out to you if you have income shares.
- 7.4 We may employ agents in connection with the services we provide and we may give or "delegate" all or any of our powers or duties to any organization or person of our choice in accordance with the ISA Regulations, provided that your Account is always managed in accordance with the ISA Regulations and in line with these Terms and Conditions.
- 7.5 We will satisfy ourselves that any person to whom we delegate any of our functions or responsibilities under these Terms and Conditions is competent to carry out those functions or responsibilities.
- 7.6 We will not be liable for the negligence or misconduct of any such agent or delegate, except where we are guilty of negligence, willful default or fraud in our choice of agent or delegate.
- 7.7 Paragraphs 7.4, 7.5 and 7.6 do not exclude or restrict any liability we have to you under the ISA Regulations, the Financial Services and Markets Act 2000 or the Rules.

## **8 Management of the money in your Account**

- 8.1 When buying and selling investments, there is a time delay between placing the order to buy or sell investments and the date on which the order is completed. Where we are in this "waiting period" for your buying of shares to be finalised (and when this happens before we receive your payment), we will not need to treat your money as Client Money because your payment will be immediately payable to the Company. However, if we decide to delay issuing you shares until you pay us then, in accordance with the Rules, we will not be required to treat your payment for the shares as Client Money. Where we wait for the sales of shares to be completed we will also settle with you on a 'delivery versus payment' basis under the Rules and will not be required to treat the money pending payment to you for redemption of your shares as Client Money.
- 8.2 You agree to us not treating your money as Client Money as described above provided that the "waiting period" is within the timeframes required by the Rules. This means we must settle with you by the end of the business day on the next Business Day after receiving the money. If we have not paid you money from the sale or your money for buying shares in the Company within this timeframe then the money we receive from you or hold for returning to you will be treated as Client Money as set out below.
- 8.3 Any money which is held on your behalf as Client Money under the Rules will be deposited in a Client Bank Account (this account is kept separate from the ACD's own money) which does not pay interest. No interest is payable to you on Client Money held in a Client Bank Account. This Client Bank Account will be separate to any account used to hold money belonging to us in our own right. All Client Bank Accounts are opened with an appropriate bank or banks in accordance with the Client Money Rules. Client Bank Accounts are usually 'pooled' accounts which means that your money will be held in the same account as money belonging to other investors in our Funds. We will not be responsible for any actions or omissions of the bank or banks with which we hold Client Money, although we will take care in selecting such banks.
- 8.4 If the bank where your money is held becomes insolvent, we will have a claim on behalf of its clients against the bank. If however the bank cannot repay all of its creditors, any shortfall may have to be shared pro rata between them. In addition you may be entitled to receive compensation from the Financial Services Compensation Scheme (FSCS), however it depends on the type of business being conducted. Further information about compensation arrangements is available from the FSCS ([www.fscs.org.uk](http://www.fscs.org.uk)).



- 8.5 Neither the Company nor the ACD will be responsible for the actions or omissions of or any losses caused by the bank or banks with which we hold Client Money, including if the bank(s) go insolvent. We exclude our liability for such actions and omissions and such losses to the maximum extent allowed by law or regulation.
- 8.6 We will report to you at least once a year on any Client Money we hold for you as at the end of the business day for a specific date, as selected by us, and we will do so by sending you a statement to your usual address. If, as at the end of the business day business for a specific date, as selected by us, we do not hold any Client Money for you, we will not send a statement to you. You may request additional statements of your Client Money balances but we may charge you for these additional statements.
- 8.7 Your Account does not include a cash ISA component as we are not permitted to take deposits and all cash balances will therefore be considered your money to buy investments or money received from the sale of your investments in relation to transactions in shares in our Funds.
- 8.8 In certain circumstances where there has been no activity on your Account for 6 years or more, the FCA Rules allow us to pay any Client Money to a charity of our choice, provided that we have taken reasonable steps to trace you and to return the money. The money paid away to charity will stop being Client Money at this point. We will only do this if it is lawful to do so at the time and in compliance with the Client Money Rules. We will make all reasonable attempts to contact you in accordance with the Rules, including writing to you at your last known address by post or by electronic mail to inform you of our intention to pay the sums to charity if we do not receive instructions from you within 28 days. Different procedures may apply for smaller sums of £25 or less.
- 8.9 You agree that we may use any available means to find out the correct contact details for you, including telephoning you on any landline, mobile or other contact number we have for you, searching internal records, media advertising, searching public records, mortality screening and using credit reference agencies or tracing agents.
- 8.10 If, in future, you wish to claim the Client Money balance paid away by us, we or a member of our group will pay you back the actual balance paid to charity. The repayment of your money will not include any interest on that sum. If you require any further information about the possibility that Client Money which has not been claimed by you for six years or more may be paid to charity please contact us for more information. We are required to keep detailed records of all Client Money paid to charity for an indefinite period. We and not you are responsible for any costs related to paying away unclaimed Client Money in this way.

## **9 Charges**

- 9.1 You should look at the Company's Prospectus for details of the current charges payable for the Funds. Because of the initial charges, the deductions for charges and expenses are not identical throughout the time that you hold investments in the Funds but are higher in the first few years.
- 9.2 We can change amount (if any) of the charges, how they are charged or reimbursed and the date for payment on giving you 60 days' written notice.
- 9.3 If you switch shares between the Company's Funds, you will be charged a switching charge. The Company's Prospectus and the key investor information document give details of these charges.
- 9.4 In certain circumstances, high levels of buying and selling in a Fund may increase the dealing costs and affect the value of the assets in the Fund. To prevent this effect, called 'dilution', the ACD may apply a 'dilution adjustment' to the share price for those investors dealing in the Fund on the day when shares are bought or sold. On days when there are more inflows than outflows from a Fund, any dilution adjustment will effectively increase the relevant share price and conversely, on days when there are more outflows than inflows into the Fund, any dilution adjustment will have the effect of reducing the relevant share price. When the ACD applies a dilution adjustment, it is paid into and becomes part of the assets of the relevant Fund. You will find further details of dilution adjustment in the Company's Prospectus.

## **10 Your Rights**

- 10.1 If you ask for them, we will send you the report and accounts of the Company twice a year and any other information we send to shareholders free of charge.
- 10.2 If you ask us in writing to provide this, we will arrange (if allowed by law) for you to be able to:
- a) attend and vote at shareholder meetings; and
  - b) receive a copy of the annual report and accounts sent to investors and any other information/entitlements which are issued to investors, in relation to every Fund that you invest in in your Account.
- If you do not give us specific instructions on how you would like to vote on any issue on which your holding gives you voting rights, we will vote on your behalf as we think is best.

## **11 Transfer to another ISA Manager**

- 11.1 You may instruct to transfer all or part of your current's year's Account, and/or all or part of your previous year's Account to another ISA Manager who
- a) is able to be an ISA Manager under the ISA Regulations,
  - b) is approved by HM Revenue & Customs (HMRC) and
  - c) agrees to accept the transfer.
- 11.2 We will comply with your instructions within the timeframe you request (provided you give us at least 10 Business Days. In any event, we will comply with your instructions within 30 calendar days of receiving your instructions.
- 11.3 We may hold back some of your assets in your account, if required, to pay for our charges and expenses, and any applicable tax.

## **12 Merger**

- 12.1 If, when you subscribe to your Account, the ISA Regulations allow us to combine the investments of previous ISA subscriptions belonging to you with those in your Account (whether purely for administrative purposes or otherwise), then these Terms and Conditions will apply to all those investments for all purposes for which mergers are allowed under the ISA Regulations.
- 12.2 If the subscriptions in your Account are, in the future, merged with those of another ISA which we manage, then these Terms and Conditions shall no longer apply and then terms of that other ISA shall apply.

## **13 Delegation and Transfer of Our Duties**

- 13.1 We may delegate any of our duties as ISA Manager to any other subsidiary of the Mitsubishi UFJ Trust and Banking Corporation.
- 13.2 In signing the Application Form you agree that we may transfer our responsibilities as ISA Manager to any such group company which is approved under the ISA Regulations as an ISA Manager subject to compliance with the requirements of the ISA Regulations in respect of any such transfer.
- 13.3 A transfer is subject to that other group company writing to you and agreeing to carry out all our duties and obligations in respect of your ISA. If it does so, and the transfer is otherwise validly made in accordance with the ISA Regulations, you agree that we will be released from all those duties and obligations that the new ISA Manager has undertaken to carry out.
- 13.4 We shall satisfy ourselves that any delegate or new ISA Manager is competent to carry out those functions and duties delegated or transferred.
- 13.5 You agree that we may transfer any Client Money we hold for you to a transferee as part of transferring all or part of our business to that firm (e.g. if we are reorganising our group) and that we do not need to obtain a separate additional consent from you in advance of the transfer to the recipient firm provided we have put arrangements in place for the transfer in accordance with the relevant Rules, including ensuring that:
- a) the Client Money being transferred relates to the business being transferred;
  - b) the firm to whom we transfer your Client Money will be required to return your Client Money held with them as soon as practicable on your request; and
  - c) the firm to which we have transferred your Client Money will hold it in accordance with the Client Money Rules (so far as they apply to that firm) until they return your Client Money or, if the Client Money Rules do not apply to that person, that we will take appropriate steps to satisfy ourselves that appropriate measures will be put in place to protect your Client Money until it is returned.



#### **14 Closing your Account**

- 14.1 We may close your Account immediately by writing to you if we believe it is impossible to manage your Account under the ISA Regulations or you are breaking the ISA Regulations.
- 14.2 Your Account will close automatically and immediately if it no longer meets the requirements in the ISA Regulations. We will tell you in writing if this happens.
- 14.3 We can close your Account on one month's notice if you do not pay any money due under this agreement or you break any of the terms of this agreement.
- 14.4 We may end our appointment as ISA Manager at any time without paying any penalty if we tell you 60 days beforehand that we are ending the agreement.
- 14.5 You may, by writing to us, ask that all of the investments in your Account are taken out at any time and that your Account is closed immediately when we receive your instructions. You may request that the investments in your Account and cash and rights attaching to them are transferred to you or sold and the money from their sale paid to you. We will comply with your instructions within the time period you request (provided you give us at least 10 Business Days beforehand) and, at least, within 30 calendar days after we receive your instructions.
- 14.6 The closing of your Account will not stop the completion of any buying and selling we have already started in your Account and any fees which you still owe us will still need to be paid. We will promptly account to you for all the shares and cash held, but we can keep any shares and cash we need to finish off any buying or selling of investments that we have already started and fees that you owe us. You will pay us the fees and transaction charges which you owe us.
- 14.7 If an investor dies, their Account will close on the earlier of (i) the date on which their personal representative (or other person on whose direction we have agreed to act) withdraws all account investments, proceeds and cash, (ii) the date on which the administration of the investor's estate is completed, and (iii) three years after the investor dies. From 6 April 2018, the tax advantages within the Account will continue to apply until the date on which the Account is closed. Once an investor has died, you cannot add more money into their ISA after they die.

#### **15 Withdrawal**

- 15.1 You may ask to take out any part of the investments in your Account at any time. We can transfer the investments to you or we can sell them and pay you the money from the sales provided that:
- a) you take out at least £500; and
  - b) you do not leave less than £1,000 in your Account after taking out the money (subject to payment for any outstanding transactions, accrued fees and expenses).
- 15.2 If you want to take money or investments out of your Account, you need to write to us at First Sentier Investors (UK) Funds Limited, Sunderland, SR43 4LF and we will write back to you to acknowledge that you have asked us to do this. When you write to us about taking money or investments out of your Account, you should tell us whether the investments and cash in your Account and the rights attaching to them should be transferred to you or be sold and the money from the sales be paid to you. We will carry out your instructions within the period of time you ask for (as long as we have at least 10 Business Days to carry it out) and we will do it within 30 calendar days of receiving your request.

#### **16 Regular reports and accounts**

- 16.1 We will send a report to you which covers the six months up to the Valuation Date (or from when you open your Account to the end of the next Valuation Date). This report will contain a valuation of your investments in your Account at the most recent Valuation Date details of all transactions and holdings relating to your Account during the six months. The report (which will not tell you how much your investments have gone up or down) will include the information required by the Rules and the ISA Regulations.
- 16.2 We may need to sometimes restrict access to documents and information at the offices of the ACD in order to comply with law or Government guidance relating to the pandemic or other emergency circumstances. We will keep copies of all contract notes and other statements of dealing. They will be available for you to see at our Edinburgh offices on any Business Day between the hours of 9am to 5pm. If you wish to look at copies of your contract notes and statements, please contact:

##### **Client Services**

First Sentier Investors (UK) Funds Limited, Sunderland, SR43 4LF

#### **17 Changes**

- 17.1 Unless we say otherwise, we can change these Terms and Conditions at any time but we will tell you in writing 60 days' before the change happens. We may not be able to give you notice of the changes, however, if the change would cause you or us to break any rules or regulations, for example if you Account stopped qualifying under the ISA Regulations.
- 17.2 We might not tell you beforehand about changes to these Terms and Conditions where it is reasonable for us to make these changes in order to comply with or to be able to operate more closely with law or regulation, subject always to the Rules or other applicable law or regulation.

#### **18 General**

- 18.1 We may make claims, appeal court decisions and agree, on your behalf, liabilities for the relief from tax in respect of your Account.
- 18.2 Whilst we will try to invest successfully, we are not responsible for any loss or if the value of your Account falls, unless the loss or fall happened as a direct result of our fraud, wilful default or negligence of any First Sentier Investors company or gross misconduct or a breach of the Financial Services and Markets Act 2000 or any regulations made under it. We are not responsible/liable for the default of any other organization or person except as set out in paragraphs 6.10 and 7.6 of these Terms and Conditions.
- 18.3 The value of the investments in your Account and the income from them may fall as well as rise due to market movements and, where applicable, currency rates changing. You may not get back the amount invested. You are reminded that past performance is not a guarantee of future returns.
- 18.4 You undertake that, while your Account is open you will remain the beneficial owner of the investments (ie the person who is legally entitled to benefit from the investments) and cash in your Account free of any security interest. You agree to indemnify us against all costs, expenses, demands and losses (including any taxation attributable to the investor) which we may incur in the lawful and properly carrying out our duties.
- 18.5 If:
- a) we fail, are interrupted or delayed in carrying out our obligations due to the breakdown, failure or malfunction of any telecommunications or computer service, employee strikes, failure of other organisations or people (not First Sentier Investors) to carry out their obligations, acts of governmental or supranational authorities, or
  - b) any other event or circumstance happens which is not reasonably within our control we will not be liable to you nor have responsibility for any losses or damage incurred or suffered by you as a result.
- 18.6 We will have an interest when we buy and sell all investments for your Account, because we are also the (ACD) of the Company. As such, we (or our nominee) may act as principal when we buy or sell investments for your Account.
- 18.7 When we buy or sell investments for your Account we may have, directly or indirectly, a further interest in that transaction. This may occur, for example, where we buy shares for you and for other clients, where other clients already have holdings in the Fund you have selected, or where we act for both the buyer and seller in a transaction. We will not further inform you of any interest before this type of transaction.
- 18.8 We will notify you if, due to not meeting the requirements of the ISA regulations, your Account has, or will, no longer benefit from tax advantages.

#### **19 Confidentiality**

- 19.1 We may need to provide information we know about you, your business or your finance to HMRC or to regulatory or legal or criminal authorities as required to be disclosed by law, the Rules or the ISA Regulations. Any such disclosures may be made without your knowledge or consent. We will not be liable for any disclosure made in accordance with this paragraph in good faith to any such authority.



19.2 You allow us to give HMRC with all the relevant particulars of your Account and the investments in your Account which HMRC may reasonably request in connection with your Account.

## **20 Tax**

Growth within your Account is free of any liability to capital gains tax or income tax. On closure of your Account you have no liability for capital gains tax or income tax on the proceeds. You will supply us with all information which we reasonably require in respect of your Account and you will inform us immediately if you cease to qualify to invest in an ISA. The levels and basis of taxation and reliefs from taxation can change at any time. The value of any tax reliefs will depend on individual circumstances.

## **21 Complaints**

21.1 You should refer complaints to our complaints officer, who will investigate and take appropriate action. You may also complain direct to The Financial Ombudsman Service.

21.2 If we default you may be entitled to compensation under the Financial Services Compensation Scheme. We can send you a statement summarising the Scheme if you ask for it.

## **22 Governing Law**

These Terms and Conditions are under English Law and the parties agree that any dispute will be settled by the English Courts.

## **23 Notices and instructions**

23.1 You should send any notice or instruction to us to:

Client Services,  
First Sentier Investors (UK) Funds Limited,  
Sunderland  
SR43 4LF

or dealing instruction to

First Sentier Investors (UK) Funds Limited,  
P.O. Box 404,  
Sunderland  
SR43 4LF

or to any other address we may tell you to write to us at. We will send notices to you by post, at your risk, to the address last you tell us. Any notices will be considered to be received two business days after it was posted.

23.2 You must normally communicate with us in writing which will not, except by prior agreement, include fax. We may sometimes accept other forms of instruction.

23.3 We will confirm when we receive your instructions in writing and comply with your proper written instructions as soon as we reasonably can.

## **24 Regulation**

We are authorised and regulated by a financial regulator called the Financial Conduct Authority and we are approved by HMRC to manage ISAs. An Account must comply with HMRC's requirements which may vary from time to time and which are currently set out in the ISA Regulations and in these Terms and Conditions dated **6 April 2025**.



# Privacy Notice

## First Sentier Investors ICVC

### Background

This Notice gives information on how the First Sentier Investors (UK) group of companies collect, use and protect the personal data held about investors.

### Information about us

References in this Notice to First Sentier Investors (UK) will include the following companies:

#### First Sentier Investors ICVC\*

**First Sentier Investors (UK) Funds Limited\***  
(together “**we**”, “**us**” or “**our**”)

\*Authorised and regulated by the Financial Conduct Authority of the United Kingdom.

### Information we may collect

First Sentier Investors (UK) collects from time to time, personal data on investors from a number of sources, including from: investor application forms; other First Sentier Investors (UK) forms (including website forms); correspondence, conversations with clients, advisers, intermediaries; business cards; third party service providers to our funds (for example, transfer agents, administrators, distributors, custodians, paying agents); client advisers; other third parties; and from public sources. This information may be collected directly from investors or indirectly from third parties, as follows:

#### From you

We may collect from you and process the following personal data:

- Your name; address (including proof of name and address); photo identification; contact details both personal and work (for example, your email and phone numbers); job title and company; nationality; citizenship; tax residency; date of birth; passport details; national insurance number and other tax details; adviser details; investment details; banking details; signed contracts with you; business cards, contact sheets and biographies; financial dealings; family connections; details of your company’s directors, secretaries, authorised signatories and identification documents; details of any complaints made; data received from due diligence activities (such as anti-money laundering, politically exposed persons and sanctions checks); responses to surveys and competitions; fraud enquiries (for example, information from police reports); images captured by CCTV cameras on our premises; recordings of telephone conversations and electronic communications with our staff.

#### From third parties

We may collect personal data about you from third parties in particular:

- **Third party service providers to our funds** (for example, transfer agents, registrars, administrators, distributors, custodians and paying agents) – information received includes personal details of investors obtained from fund application forms such as: name; address; contact details; nationality; national insurance number; date of birth; tax residency; adviser details; investment details; bank account details.
- **Your advisers (including independent financial advisers)** – information received may include your name, address, gender, date of birth; bank details.
- **Our vendors** such as Experian and World-Check – information received includes the results of “Know Your Client”, anti-money laundering, politically exposed persons and sanctions checks.
- **Publicly available sources** such as MandateWire and LinkedIn – information available includes contact details of institutional investors (MandateWire) and details of job title, company, former employers and roles, and connections (LinkedIn).

### How we will use the information we collect

The information we collect and use will depend on the nature of our business relationship with you, as follows:

- In relation to **prospective investors**, we may process personal data for identification purposes (prior to becoming an investor in our funds ), for the purposes of anti-money laundering, counter terrorist financing, suitability and appropriateness assessments, “Know Your Client” and credit-worthiness checks, and for any other applicable legal or regulatory reasons. Failure to provide relevant information will mean that we will not be able to on-board a potential investor.
- In relation to **investors in our funds**, we may process information collected for the purpose of account administration and other general business purposes (for example, for processing subscriptions and investments; maintaining the share register of investors, carrying out investor instructions; handling any complaints and enquiries; sending investor communications, including financial reports, valuations, corporate actions). In addition, in order to comply with regulatory obligations, we may collect and disclose certain information about our investors and certain related persons and their investments to HM Revenue & Customs and/or other relevant tax authorities overseas.
- We may from time to time process personal data of **investors** to comply with legal and regulatory requirements impacting our business. In particular, we may need in the context of our business: to obtain legal advice on legal and regulatory requirements; to report to relevant regulators; to comply with market opening and registration requirements in the conduct of our business.
- In relation to **intermediaries who introduce investors into our funds** (such as distributors, platforms and independent financial advisers), we may process personal data to conduct market research, gauge product sales or product performance or assess the creditworthiness of intermediaries. In addition, we may process the personal data of investors introduced to our funds, as outlined above.
- **Monitoring purposes:** we may process personal data to analyse the performance of IT systems, monitor usage of resources and systems and to improve products, services and usability of our technology platform, including telephone calls and electronic communications with our staff which may be recorded for the purposes of retaining a record of communications, in the interests of security, for training and compliance monitoring purposes and/or to comply with legal or regulatory obligations.
- **Where you have provided your consent, we may process your personal data for the purposes of informing you (for example, by telephone, mail and email) about other products and services available from the First Sentier Investors (UK) group of companies and of marketing campaigns and event invitations.**

We are entitled to use your personal data in these ways because:

- We have legal and regulatory obligations that we have to discharge;
- We may need to in order to establish, exercise or defend our legal rights or for the purpose of legal proceedings;
- The use of your personal data as described is necessary for our legitimate business interests (or the legitimate interests of one or more of our affiliates);
- The use of your personal data is necessary for the performance of a contract with you;
- ou have provided your consent to us processing your personal data (other than for marketing purposes); or
- You have provided your consent to us processing your personal data for the purposes of informing you (for example, by telephone, mail or email) about other products and services available from the First Sentier Investors (UK) group of companies and of marketing campaigns and event invitations.



## Disclosure of your information

- We may disclose your personal data to any member of the First Sentier Investors (UK) group, which means our affiliates, for internal business and administrative purposes (including to administer our products and services and for prudential and risk management purposes) and, where you have given your consent, to provide you with information on related products and services. We may also disclose personal data relating to our clients to members of our group to whom we sub-delegate our services (for example, trade order execution and portfolio management).
- We may disclose your personal data to third parties that are specifically engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us. The following is a list of the types of third parties who process your personal data on our behalf:
  - third party service providers to our funds (for example, transfer agents, administrators, distributors, custodians, paying agents and researchers). These third party service providers may also disclose and transfer your personal data to their affiliates or other third party contractors.
  - credit reference agencies, debt collection agencies and other companies for use in credit decisions, for fraud prevention, to pursue debtors and for the verification of identity
  - document execution vendors in relation to the execution of contracts with our clients;
  - insurance brokers;
  - professional advisers (for example, accountants/tax advisors and legal advisors).
- If you use a financial adviser (as indicated on your investor application form), then details of your investments and valuations may also be provided to such financial adviser.
- We may disclose to relevant tax authorities, regulators, government departments or competent authorities of the UK or of other countries, any personal data (including tax status, identity or residency or other personal and payment information, documents or self-certifications) in order to comply with a court order or to meet legal and regulatory requirements arising in the conduct of our business. Such disclosure may be made directly to such regulators or competent authorities or made indirectly to our advisers or providers who will make such filings or disclosures on our behalf.

## Transfers outside the UK and EEA

We may transfer your personal data to our overseas affiliates (including outside the UK or EEA) and/or allow the information to be accessed by our affiliates and their employees outside the UK or EEA as well as within. It may also be processed by personnel operating outside the UK or EEA who work for us or for one of our third party service providers.

Where we transfer your personal data outside the UK or EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the UK or EEA or that the transfer is otherwise compliant with data protection laws. This can be done in a number of ways, for example:

- the country that we send the data to might be approved by the UK Information Commissioner's Office or the European Commission;
- the recipient might have signed up to a contract based on "model contractual clauses" approved by the UK Information Commissioner's Office or the European Commission, obliging them to protect your personal data;
- where data protection laws permit us to transfer your personal data outside the UK or EEA.

You can obtain more details of the protection given to your personal data when it is transferred outside the UK or EEA by e-mailing us at [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or writing to us at *First Sentier Investors (UK) Funds Ltd, Sunderland, SR43 4LF*.

## How long will we store your data?

Personal data held by us will be kept confidential. How long we hold your personal data for will vary and will be determined by various criteria, including:

- the purpose for which we are using it – we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal data.

## Your rights in relation to your data

**If you wish to contact us for any of the reasons below, please e-mail us at [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or write to us at *First Sentier Investors (UK) Funds Ltd, Sunderland, SR43 4LF*:-**

- You have a **right to access** the information which we hold about you. If you wish to make an application to access or obtain this information, please contact us. In some circumstances, you have the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit that data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to us.
- We take reasonable steps to ensure that the personal data we collect, use or disclose is **accurate, complete and up to date**. Please contact us if any of the details you have provided change. Please also contact us if you believe that the information we have about you is not accurate, complete or up to date.
- If you wish us to **erase or restrict** using your data, please contact us. We may need to discuss with you the basis of your request as there may be circumstances where we are legally entitled to continue processing your personal data/refuse your request.
- If you have previously provided your consent to our use of your data (other than for marketing purposes) and you wish to **withdraw such consent**, please contact us. We may need to discuss with you whether our use of your data needs to continue for lawful purposes (i.e. because we have another legitimate reason (other than your consent) for doing so).
- **If you have previously consented to being sent information about other products and services available from the First Sentier Investors (UK) group of companies, you may withdraw such consent by contacting us.**
- If you have any **complaints** in relation to the way we have used your information, please contact us in the first instance. You also have the right to lodge a complaint with the **Information Commissioner's Office** at *Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)*, if you think that any of your rights have been infringed by us.

## Other Products and Services

If you would like to receive further information from us about other products or services offered by First Sentier Investors (UK) Group, please ensure you tick the relevant box on the appropriate application form or contact us by e-mailing us at [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or writing to us at *First Sentier Investors (UK) Funds Ltd, Sunderland, SR43 4LF*.

## Changes to our Privacy Notice

This Notice was updated on 6 April 2022. We reserve the right to change this Notice at any time.



## Acceptable forms of identification – UK Residents

Full Name:	Date of Birth:
<b>PLEASE READ CAREFULLY;</b> Please supply one document from BOX 1 and a <b><i>different</i></b> document from BOX 2, along with this form. On this form, please complete the above information and tick the documents you are providing. Copies of these documents must be sent to us. Following a review of the documentation the Administrator reserves the right to additionally request certified copies of the documents as necessary to verify the identity of the applicant(s).	

<b>Box 1: Personal Identity Verification</b> Please provide one of the following documents, which must show both your forename and surname in full			
Document Type	Document conditions for acceptance	Other conditions for acceptance	Tick
Passport	<i>Not expired</i>		
Photocard Driving Licence	<i>Not expired</i>	<i>Can be full or provisional</i>	

<b>Box 2: Address Verification</b> Please provide one of the following documents, which must show your name and home address (this must be a different document to that provided as evidence of name)			
Document Type	Document conditions for acceptance	Other conditions for acceptance	Tick
Photocard Driving Licence	<i>Not expired</i>	<i>Can be full or provisional</i>	
State Pension Letter	<i>Dated within last 12 months</i>	<i>State pension only, not any other pension provider</i>	
Benefit Entitlement Letter	<i>Dated within last 12 months</i>	<i>Must be issued by relevant benefit agency</i>	
HMRC Tax Notification/Assessment Letter	<i>Dated within last 12 months</i>	<i>Must have been issued by HMRC Will NOT accept P60s and P45s</i>	
Bank or Building Society Statement	<i>Dated within last 3 months</i>	<i>Must NOT be printed from the internet Must be issued by a UK Financial Services Provider</i>	
Council Tax Bill	<i>For current year</i>		
Gas, Electricity, Water or Landline Phone Bill	<i>Dated within last 3 months</i>	<i>Must NOT be printed from the internet Mobile phone bills are NOT acceptable</i>	



# Acceptable forms of identification – Non UK Residents

Full Name:	Date of Birth:
<p><b>PLEASE READ CAREFULLY;</b> Please supply one document from BOX 1 and a <b>different</b> document from BOX 2, along with this form. On this form, please complete the above information and tick the documents you are providing. Copies of these documents must be sent to us. Following a review of the documentation the Administrator reserves the right to additionally request certified copies of the documents as necessary to verify the identity of the applicant(s).</p>	

<b>Box 1: Personal Identity Verification</b> Please provide one of the following documents, which must show both your forename and surname in full			
Document Type	Document conditions for acceptance	Other conditions for acceptance	Tick
Passport	Must be valid		
Driving Licence	Must be valid		
National ID Card	Must be valid		

<b>Box 2: Address Verification**</b> Please provide one of the following documents, which must show your name and home address (this must be a different document to that provided as evidence of name)			
Document Type	Document conditions for acceptance	Other conditions for acceptance	Tick
Driving Licence	Must be valid		
National ID Card	Must be valid		
Bank or Building Society Statement	Dated within last 3 months	Must NOT be printed from the internet Must be issued by a Financial Services Provider	
Gas, Electricity, Water or Landline Phone Bill	Dated within last 3 months	Must NOT be printed from the internet Mobile phone bills are NOT acceptable	

**\*\* Please note evidence of a PO Box Address is not sufficient, as we need information about your actual residential address.**