Investment Funds Non-ISA Additional Payment Form

Royal Bank of Scotland

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

How we will use your information
Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our customers, please see our full Privacy Notice at www.rbs.co.uk/privacy

Who we are
The organisation responsible for processing your personal and financial information is RBS Collective Investment Funds Limited, a member of The Royal Bank of Scotland Group (**"RBS"**).

Introduction

Where advice has not been given, we have not assessed the suitability or the appropriateness of this investment for your circumstances, therefore if you wish to proceed with this application you should ensure that you familiarise yourself with the fund(s) and fully consider the nature of the risks involved for the funds you are applying to subscribe to. You should consider carefully the fact that you may be exposing yourself to risks that you may not have the knowledge or experience to assess properly.

Before completing this application form please read:

- The appropriate **Investment Funds – Key Investor Information Document (KIID) and Supplementary Information, Document (SID), specifically the disclosure of information around costs and charges.**

Please read these documents carefully as they contain all the information you need to be aware of before topping up. If there is anything that you do not understand please ask.

Topping-up your investment

You can top-up your investment in a number of ways:

- To pay by cheque, simply complete this form and send your cheque to **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**.
- You can top up by using your debit card or by setting up or amending a Direct Debit. Please either complete this form or call us on 0345 300 2585.

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1. Personal details

Applicant 1

Your Investment Funds Account Number ☐

Please note – We can only process the application if you state your existing account number. You can find your account number within your latest Investment Statement.

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ ______ (please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Telephone number (Daytime)

Telephone number (Evening)

Date of birth (DD/MM/YYYY)

Individual Self-Certification

Tax regulations[1] require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

Tax residency

Please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers in the table below. If you are a US citizen or resident, please include United States in this table along with your US Tax Identification Number.

Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box: ☐

Declaration

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

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY):

1 The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA[2], various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

2 The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

2. Additional applicant details

Applicant 2

Title   Mr ☐   Mrs ☐   Miss ☐   Ms ☐   Other ☐   ____ (please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Date of birth (DD/MM/YYYY)

Individual Self-Certification
Tax regulations[1] require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

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Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box: ☐

Declaration

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

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY):

1 The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA[2], various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

2 The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

Applicant 3

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Date of birth (DD/MM/YYYY)

Individual Self-Certification

Tax regulations[1] require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

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Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box: ☐

Declaration

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

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY):

1 The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA[2], various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

2 The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

Applicant 4

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ ______ (please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

Date of birth (DD/MM/YYYY)

Individual Self-Certification

Tax regulations[1] require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

Tax residency

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Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box: ☐

Declaration

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

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY):

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3. Payments

To make a single (one-off) payment

The minimum single payment you can make is **£250 per fund**.

I wish to make a single payment of £ ______ . ___ p

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

I wish to make a payment of £ ______ . ___ p to the **Global Bond Fund**

I wish to make a payment of £ ______ . ___ p to the **UK Equity Fund**

I wish to make a payment of £ ______ . ___ p to the **Managed Income Fund**

I wish to make a payment of £ ______ . ___ p to the **Managed Defensive Fund**

I wish to make a payment of £ ______ . ___ p to the **Managed Equity Growth Fund**

I wish to make a payment of £ ______ . ___ p to the **Managed Growth Fund**

OR to set up, increase / decrease multiple monthly payments
(if setting up a new Direct Debit please also complete the Direct Debit mandate)

You can decrease your monthly payment providing the minimum regular monthly amount does not go below £50.

*Please delete as appropriate

Please increase / decrease* my monthly **Global Bond Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

Please increase / decrease* my monthly **UK Equity Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

Please increase / decrease* my monthly **Managed Income Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

Please increase / decrease* my monthly **Managed Defensive Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

Please increase / decrease* my monthly **Managed Equity Growth Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

Please increase / decrease* my monthly **Managed Growth Fund** by £ ______ . ___ p

Making a total monthly payment of £ ______ . ___ p

If you want to start monthly payments to an existing single contribution plan please call us on 0345 300 2585.

Note: You will only need to submit one cheque. Your payment will be split according to your request noted overleaf and above. Please make your cheque payable to: **RBS Collective Investment Funds Limited** writing your plan/account number on the back.

Please sign the form below and return it to us. If you are making payment by cheque, please remember to include this.

4. How we will use and share your information

(a) Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity to comply with laws that apply to us. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at www.rbs.co.uk/privacy or contact as at 03457 24 24 24, +44 131 549 8888 (for overseas) or 0800 404 6160 (for minicom users)

In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies. If fraud is identified or suspected, details may be recorded with these agencies to prevent fraud and money laundering.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, you could be refused services, finance or employment.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering, to verify your identity, to protect their business and to comply with laws that apply to them.

(b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to 5 years, but we may keep it for longer if required by us or other RBS companies in order to comply with legal and regulatory requirements.

We and other RBS companies may use your information in order to improve the relevance of our products and marketing.

(c) With other Third Parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers to HM Revenue and Customs (**'HMRC'**). HMRC may exchange this information with other countries' tax authorities.

5. Confirming Your Agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed.

6. Marketing Information

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. If you do not wish us to contact you for these purposes, please place a cross in the box. ☐

RBS will not share your information with third parties for their own marketing purposes.

7. Communications about your Account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

8. Signatures

- I have read the appropriate **Investment Funds – Key Investor Information Document (KIID)** and **Supplementary Information Document (SID)**, specifically the disclosure of information on costs and charges and will retain these for my records. You can find this at www.rbs.co.uk/CIFLdocuments.
- Please see your Supplementary Information Document for more information.

Signature (1)

Name ______________________

Date of signing (DD/MM/YYYY) ____________

Signature (2)

Name ______________________

Date of signing (DD/MM/YYYY) ____________

Signature (3)

Name ______________________

Date of signing (DD/MM/YYYY) ____________

Signature (4)

Name ______________________

Date of signing (DD/MM/YYYY) ____________

IMPORTANT INFORMATION

Please return your completed form to: **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**.
If you are making payment by cheque, **please remember to include this**.

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

DIRECT Debit

Royal Bank of Scotland

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

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

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Service User Number

693101

Reference Number

FOR RBS COLLECTIVE INVESTMENT FUNDS LIMITED – OFFICIAL USE ONLY

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

This mandate is to be used for regular Direct Debit payment ☐

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

Instruction to your Bank or Building Society

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

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

Signature(s)

Date (DD/MM/YYYY)

RBS45587 April 2019

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

This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to amount, date or frequency of your Direct Debit RBS Collective Investment Funds Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request RBS Collective Investment Funds Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by RBS Collective Investment Funds Limited or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when RBS Collective Investment Funds Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

DIRECT Debit