

# AutoISA application form

The BMO ISA is provided by BMO Fund Management Limited. The BMO ISA is a stocks and shares ISA. This form can only be used pre 5 April 2022. This form is an offer to enter into an agreement with BMO Fund Management Limited (trading as BMO Global Asset Management). Before completing the Application Form please ensure that you have read the relevant Key Investor Information Document(s) and Terms and Conditions. Go to Part 4, Declaration, to see if you are eligible to apply for an ISA.

Please note this investment feature is subject to a minimum lump sum investment of £25,000.

- If you already have an existing OEIC plan from which you wish to fund the AutoISA - please ensure you enter your existing plan number in Part 1.
- If you don't already have an existing OEIC plan - please fill out all parts as required. The total investment amount in Part 2 refers to the original OEIC investment which will then be transferred into the AutoISA in forthcoming years.
- If you would like to invest in an ISA for the current tax year - please ensure you also complete an additional ISA form for the current tax year.

All personal information submitted with this application form will be treated in accordance with BMO Fund Management Limited Privacy Notice which is available at: [www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy).

Please use BLOCK CAPITALS and black ink throughout and ensure you have signed the Declaration in Part 4.

## Part 1 Investor Details – this section must be completed

Please enter your existing investment account number here (if you have one):

Your details

Title

First names (in full)

Surname

Permanent residential address (including postcode)

Postcode

Daytime telephone number

Evening telephone number

Date of birth

Sex

Male

Female

Nationality

What is your intended use for this account? Are you investing for:

Retirement

Education

Income

Capital growth

Other

National Insurance number

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

**Your National Insurance number**  
Your National Insurance number is required to open your account. If you do not know your number, you can obtain it from your employer or tax office (or pension book, if you have one). Please note, your National Insurance number will also be used for internal identification purposes.

You may enter a designation to distinguish a new BMO Fund Management Limited account from any existing BMO Fund Management Limited account(s) you hold. The designation can be up to a maximum of twenty four characters and must comprise of letters and numbers only.

Account designation (if required)

## Part 2 Investment Details – this section must be completed

I wish to subscribe to an ISA for the tax year 2022/2023 and invest the maximum permitted amount into the ISA. I understand my total initial investment will be invested directly into the ICVC fund(s) as indicated and the maximum ISA limit or the remaining balance (if at least £1,000) will be transferred to my ISA account on or around 6 April each year, starting 6 April 2022, until it is fully transferred.

My total initial investment is

£

If you wish to invest in an ISA for the current tax year (2021/2022) please also complete a standard ISA application form (paying special attention to the year of ISA investment). Please indicate below how you would like your ISA limit split each year (% of each fund) if you are investing in more than one fund.

If you have selected income shares the income (interest or dividends) from your investments will be automatically paid out. If you wish to receive the income from your investment into your Bank/Building Society Account you will need to complete your Bank/Building Society details in Part 3.

Fund Name	Percentage	Tick to receive	
		income shares	accumulation shares
	%		
	%		
	%		
	%		
Total	100%		

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### Part 3 Bank/Building Society Details – for Distribution Income

This section only needs to be completed if you wish to receive the income (interest or dividends) from your investment.

Name of bank or building society

Address

Postcode

Sort code

Account number

Account Name as held by Bank or Building Society

Bank account name must be in the same name as the BMO account being opened.

Roll number (if applicable)

### Part 4 Declaration & authorisation – this section must be completed

I have received advice on this investment decision. Yes ☐ No ☐

(Please tick one box to confirm. The instructions will be processed on the basis that the decision was advised if left blank.)

I declare that the information given on this completed application form is correct to the best of my knowledge and belief.

I confirm that I have seen the current Key Investor Information Document for each of the share classes applied for in Part 2. I agree to be bound by the terms & conditions relating to the plan, and the AutoISA Investment facility and to inform BMO Fund Management Limited in writing immediately of any change in my circumstances.

I understand that this application is subject to acceptance by BMO Fund Management Limited and that they may act on instruction from my financial adviser, if applicable.

I understand that money laundering regulations may require BMO Fund Management Limited to verify my identity and permanent residential address through searches of the electoral roll and credit reference agencies and that these agencies may keep a record of BMO Fund Management Limited's enquiry. I further understand that BMO Fund Management Limited may also need to write to me for additional documentation confirming my identity and permanent residential address. All applications will be processed on receipt, however BMO Fund Management Limited reserves the right not to issue Shares to me nor make payments in respect of my investment until satisfactory proof of my identity and permanent residential address is provided.

I declare that:

- All subscriptions made and to be made to this BMO ISA belong to me;
- I am 18 years of age or over;
- I am subscribing to the BMO ISA. I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year(s); I subscribe the maximum amount to BMO ISA using this AutoISA facility.
- I am resident in the UK for tax purposes or, if not so resident, 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 UK, or I am married to or in a civil partnership with a person who performs such duties. I will inform BMO Fund Management Limited if I cease to be so resident or to perform such duties or to be married to or in a civil partnership with a person who performs such duties.
- I wish to subscribe in respect of the 2022/2023 tax year and subsequent tax years and understand that the facility will continue to transfer the maximum amount each year on or around 6 April into the ISA. I understand the initial investment will be directly into the ICVC fund outside of the ISA and the maximum ISA limit transferred for the 2022/2023 tax year and each year thereafter whilst there are sufficient funds invested in the ICVC funds.
- I understand that I will subscribe to an BMO ISA and in each tax year the maximum amount is transferred I will not be entitled to make any subscription to another ISA. In any year my AutoISA transfer is less than the annual permitted ISA subscription limit I will not subscribe more than the annual permitted ISA limit in total to this ISA and another ISA.
- I understand that the final transfer will be the balance remaining in the ICVC funds if it is more than £1000 and therefore may not fully fund that years entitlement. If the final transfer amount is less than £1000 I understand that this will not be transferred into the ISA but instead will remain in the ICVC.

I hereby authorise BMO Fund Management Limited:

- To disclose any information relating to my account to the Financial Conduct Authority, HMRC or to make such disclosure as otherwise required by law, including anti-money laundering and anti-terrorism laws. BMO Fund Management Limited may be obliged to make disclosures regarding such information to comply with the requirements of applicable law or regulation and/or the requirements of UK and other competent authorities;
- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and other cash;
- To make on my behalf any claims to relief from tax in respect of ISA investments;
- On my written request, to transfer or pay to me, as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash;
- To undertake any necessary searches of the electoral roll and credit reference agencies.

Signature

Date

#### Data Protection

All personal information submitted with this application form will be treated in accordance with BMO Fund Management Limited's Privacy Notice which is available at: [www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy). In the Privacy Summary Statement included with this application form, we have provided you with some key information about how we process your personal information. There is a lot more information contained in our Privacy Notice, which we recommend that you read. Should you have any questions regarding how we process your personal information, we have provided you with key contact information in the Privacy Summary Statement, as well as in our Privacy Notice.

#### Marketing

We would like to provide you with details of financial services and products that we offer which we think you might find interesting. If you would NOT like to receive such information, please tick this box ☐.

If at any time you change your mind, please let us know by emailing us at [preferences@bmogam.com](mailto:preferences@bmogam.com). For full details of how we use your personal information, please visit [www.bmogam.com/privacy](http://www.bmogam.com/privacy).

## Please read the additional notes below

If you have a lump sum of over £25,000 to invest and would like to ensure you take advantage of your annual ISA allowance each year, our AutoISA facility offers a convenient solution. From your initial investment we will invest the permitted annual ISA subscription limit in our BMO ISA at the beginning of the new tax year and the balance will be held directly in your chosen fund outside of the ISA. At the beginning of each subsequent tax year, on or around 6 April, we will sell shares up to the permitted annual ISA subscription limit from outside the ISA and reinvest the proceeds in the same fund within the ISA. If the balance is under the permitted limit we will invest all of it subject to a minimum of £1,000. If you want to cancel this instruction all you have to do is contact us to let us know.

The AutoISA feature is only available in respect of subscriptions for Shares in the Funds set out in the application form, subject to the minimum subscription amounts relating to each Fund.

Please be aware that for AutoISA any investment held outside your ISA will be subject to the tax position explained in the Key Investor Information Document (KIID). Therefore when we sell shares from outside your ISA to reinvest in the fund within the ISA, it may give rise to a capital gains tax (CGT) liability, although if your realised gains from all investments do not exceed the annual CGT allowance, you will not be liable to CGT. Your financial adviser can give you further information about your personal tax position.

Please note the number of shares to be transferred at the beginning of each ISA year will be determined by the price as at the transfer date which may be higher or lower than the price at which the shares were originally purchased.

## Part 5 For Financial Adviser Use only –

*this section must be completed in full for advised business. The form may be rejected if the fields have not been filled in.*

Company name

Company address including postcode

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Agent code\*

FCA number

\*This number can be located on your commission statement.

Name of Network or Service Provider you are affiliated with (if relevant)

If you have already spoken to the dealing desk on **0330 123 3798** with this order please insert the deal reference number below.

This transaction is subject to the current Terms of Business for Independent Intermediaries available within the Literature Library at [www.bmogam.com/adviser](http://www.bmogam.com/adviser).

### Application checklist

1. Make sure you have completed each part of the application and signed the Declaration in Part 4.
2. Lump sums – please make your cheque payable to **BMO Fund Management Limited** and enclose it with your application.
3. Any cheques or Direct Debits payable to BMO Fund Management Limited must be drawn from an account in the name of the applicant.
4. **Where the application is supported by a building society cheque or bankers draft please state the name and account number from which the funds have been drawn either on the front of the cheque, on the back of the cheque together with the branch stamp, or by way of other supporting document.**

Please send your application, plus your cheque, together with any other relevant information as specified, to your financial adviser, or to:

**BMO Fund Management Limited**  
**PO Box 9040,**  
**Chelmsford,**  
**Essex**  
**CM99 2XH**

If you have any queries about completing your application please call us on **0800 085 2752**

## GDPR Privacy Notice – Summary statement

If you are interested in the Fund(s) and contact us about them, or already hold shares or units in a Fund, we are likely to process personal information about you. As such, and in accordance with our obligations under data protection law, BMO Fund Management Limited's privacy notice provides details about our processing of your personal information. The most up to date version of the Privacy Notice is available online at [www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy).

Our Privacy Notice provides you with important information about how, when, and why we collect and process your personal information. The Privacy Notice also provides you with information regarding your rights in relation to the personal information which we process about you and our responsibilities in that regard.

As ISA manager, when we process your personal information, it is being processed:

1. to comply with our legal obligations, such as our financial regulatory obligations (which include the obligation to record calls and monitor trades), identity verification and anti-money-laundering obligations amongst others specified in our Privacy Notice;
2. where it is necessary for us to provide our services to you, which includes, for example undertaking transactions in relation to your investments, communicating with you about your investments and any changes to them or their performance amongst others specified in our Privacy Notice;
3. where it is necessary for our legitimate interests (so long as those legitimate interests are not overridden by your interests or fundamental rights). Those legitimate interests include monitoring calls for training, quality and security purposes, testing our products and services to ensure that they are performing to their best potential (and therefore your financial benefit), contacting you about updates to our Privacy Policy and other document amendments, appointing third party contractors to assist us carry our services amongst others specified in our Privacy Notice;
4. where it is necessary for the performance of a task which is in the public interest, such as assisting with regulatory and/or other law enforcement investigations, as well as for our ability to have appropriate conversations and dialogue with regulators in relation to our business practices; and/or
5. where you have given your consent, such as when you have agreed to receive marketing communications from us, or where you have consented or instructed us to provide information to a third party (such as your financial advisor), or where you have volunteered personal information to us during correspondence amongst others specified in our Privacy Notice.

We can confirm that when you provide personal information to us, it will be shared with other third parties and further information is provided about this in the Privacy Notice. We can also advise you that your personal information will be sent outside of the European Economic Area and our Privacy Notice gives you guidance on how to obtain further information about these transfers, if you would like to know more about them.

As you may be aware, when we process personal information about you, you have certain rights in relation to your personal information and we are under various obligations in relation to the same. Included within the Privacy Notice is information about your rights, and how you can contact us about exercising them.

The above is a summary of the key aspects of how we process your personal information, and important aspects of our Privacy Notice which we consider that you may be most interested in. There is a lot more information and detail on each of the above topics, and other information about how we process your personal information which is contained within our Privacy Notice. We recommend that you take time to read our Privacy Notice, or use it as your first port of call in the event you have a question about our processing of your personal information. Of course, if you have any questions, you can also contact us directly using the below information.

[www.bmogam.com/corporate/privacy](http://www.bmogam.com/corporate/privacy)

Please contact our Data Protection Office if you have any questions about our privacy notice or information we hold about you.

**Email:** [DPO@columbiathreadneedle.com](mailto:DPO@columbiathreadneedle.com)

**Write:** Data Protection Office  
BMO Global Asset Management EMEA  
Cannon Place  
78 Cannon Street  
London EC4N 6AG  
United Kingdom