



# McInroy & Wood Portfolios

## Personal Unit Class Application Form (Non ISA Investments)

### A – Personal details (please use BLOCK CAPITALS)

#### FIRST APPLICANT

Title  Surname/Organisation Name

Forename(s)

Designation

Permanent residential / organisation address

Postcode

Date of Birth

Daytime telephone number

Email Address

Client Reference number (if existing investor)

#### SECOND APPLICANT

Title  Surname

Forename(s)

Permanent residential address

Postcode

Date of Birth

*If there are more than two applicants (up to a maximum of four), please provide names, addresses and dates of birth. Please change in box on page 4, section L.*

*If the application is NOT an individual but any type of organisation please confirm the Entity type by completing section G below.*

### B – Beneficial Owners

A beneficial owner is an individual who ultimately owns, controls or stands to benefit from 25% or more of the investment. Please complete this section for any beneficial owners who are not applicants.

Title  Surname

Forename(s)

Address

Postcode

Date of Birth

Title  Surname

Forename(s)

Address

Postcode

Date of Birth

*If there are more than two beneficial owners (up to a maximum of four), please provide names, addresses and dates of birth. Please change in box on page 4, section L.*

Continued overleaf.../

### C – Gifting

If someone else is purchasing units by cheque for you, in your name as a gift, they must complete this section with their details.

Full Name

Address

Postcode

Date of Birth

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Signature

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

### D – Please select the McInroy & Wood (MW) Fund(s) in which you wish to invest:

| Fund                                     | SEDOL<br>(for office use) | Lump Sum Amount<br>(minimum initial investment<br>amount £1,000 per fund) | Monthly<br>Saving Amount<br>(minimum £100 per fund) |
|--|---------------------------|---|---|
| MW Balanced Fund Personal Class          | B7RRJ16                   | £   | £   |
| MW Income Fund Personal Class            | B8KQRW4                   | £   | £   |
| MW Smaller Companies Fund Personal Class | B8NC4D9                   | £   | £   |
| MW Emerging Markets Fund Personal Class  | B7SKS40                   | £   | £   |
| <b>TOTAL</b>                             |                           | <b>£</b>  | <b>£</b>  |

### E – Income

Your income will be **reinvested** unless you instruct us to do otherwise by providing your bank account details in the section below (to which all income will be remitted until further notice). Please note that we cannot make payments to a third party.

Account Name

Bank/Building Society Name

Address

Postcode

Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Account Number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Continued overleaf.../

## F – Tax Residency - Individuals Self-Certification

**Please note that this section must only be used by individuals.** Any other applicant (e.g. company, partnership, trust or charity) must complete the separate "Entity Self Certification" Form.

Tax regulations<sup>1</sup> require us to collect certain information about each investor's tax arrangements<sup>2</sup>. 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.

Any second to fourth applicant must use the box on page 4 of this form to provide details of their country/countries of tax residency and their tax reference number, or state that they are not resident in any country for tax purposes.

If you have any questions about how to complete this form, please contact your tax advisor.

| Country/Countries of Tax Residency | Tax Reference Number* |
|------------------------------------|-----------------------|
| e.g. United Kingdom                | e.g. 12345 67890      |
|                                    |                       |
|                                    |                       |
|                                    |                       |

Please note that we may be legally obliged to share this information with relevant tax authorities<sup>3</sup>. If you are not resident in any country for tax purposes, please tick this box:

1. The term "tax regulations" refers to the International Tax Compliance Regulations 2015 which implements the Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).
2. In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If in doubt, please contact your tax adviser.
3. Those countries that have agreed to exchange information under FATCA and the CRS<sup>1</sup>.

\* If you are a UK Tax resident and not a tax resident anywhere else and also not a US citizen, you are not required to provide details of your 'Tax Identification Number' or 'Date of Birth', or  
If you are not tax resident in a jurisdiction that is reportable under CRS or FATCA and also not a US citizen, you are not required to provide your 'Tax Identification Number' or 'Date of Birth'.

## G – Non-individual categorisation

If the applicant is not an individual, we need to know what type or organisation the applicant is in order to process your application correctly. Please confirm the entity type of the applicant by ticking the appropriate box from the table below:

| Please tick              | Entity type                    |                          |                                 |                          |   |
|--------------------------|--------------------------------|--------------------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | Regulated Occ. Pension         | <input type="checkbox"/> | UK and EEA Regulated Firm       | <input type="checkbox"/> | Subject to Statutory Licensing              |
| <input type="checkbox"/> | Regulated Pers. Pension        | <input type="checkbox"/> | Nominee - Regulated Parent      | <input type="checkbox"/> | Partnership / Unincorporated                |
| <input type="checkbox"/> | Local Authority Pension Scheme | <input type="checkbox"/> | Nominee - Unregulated Parent    | <input type="checkbox"/> | Lawyer / Accountant / Professional          |
| <input type="checkbox"/> | Unregulated UK & Irish Pension | <input type="checkbox"/> | Public Limited Company          | <input type="checkbox"/> | Club or Society                             |
| <input type="checkbox"/> | Incorporated Regist. Charity   | <input type="checkbox"/> | Private Corporate               | <input type="checkbox"/> | Sovereign Wealth Fund                       |
| <input type="checkbox"/> | Unincorporated Regist. Charity | <input type="checkbox"/> | Independent School / University | <input type="checkbox"/> | Parochial Church Council                    |
| <input type="checkbox"/> | Unregistered Charity           | <input type="checkbox"/> | Public Sector / Local Authority | <input type="checkbox"/> | Non UK / EEA Regulated Firm                 |
| <input type="checkbox"/> | Trust                          | <input type="checkbox"/> | UK Church or Place of Worship   | <input type="checkbox"/> | Other - Please specify on page 4, section L |

## H – Declaration Section

1. I/We have read a current copy of the Key Investor Information Document(s) of the Fund(s) in which I/we wish to invest and confirm that I am/we are familiar with the features of the Fund(s) as described in the Key Investor Information Document(s).
2. I am/We are over 18 years of age (applicable to individual clients only).
3. I/We acknowledge that by completing and returning this form to Mclnroy & Wood Portfolios Limited, I am/we are entering into a binding contract.
4. I/We acknowledge that I am/we are considered as an execution-only client by Mclnroy & Wood Portfolios Limited, and confirm that I/we have received no advice from that company or any of its associates or representatives regarding the merits or suitability of this investment.
5. I/We understand that an electronic data source may be used in order to verify my/our identity and residence for the purpose of complying with UK anti-money laundering legislation.
6. I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete, and I/we will inform you of any changes to information provided.
7. I/We acknowledge that Mclnroy & Wood Portfolios Limited operates a delivery versus payment exemption, as permitted under the Financial Conduct Authority's rules. This allows the Manager not to designate unitholder money as client money for short periods of time around transaction dates. By investing, I/we agree to such arrangements.
8. **Failure to settle:** I/We acknowledge that failure to settle a purchase of units will constitute a contractual breach and entitle Mclnroy & Wood Portfolios Limited to hold me liable for any loss sustained by the manager as a consequence of cancellation of the deal and any fall in the price of units concerned.

Continued overleaf.../

## I – Signatures of Applicant(s)

(1) Signature

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(2) Signature

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(3) Signature

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(4) Signature

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Please refer to the checklist at the end of the form for payment details.

## J – Financial advisor

To be completed by the advisor if applicable

Advisor's name

Agency Code

Advisor's Address

Postcode

FCA Registration No. :

Advised Deal (yes/no) :

## K – Checklist

**Before returning your application form, please ensure that:**

- all relevant sections have been correctly completed and signed;
- for lump sum contributions, you have enclosed a cheque\* and it is made payable to "McInroy & Wood Portfolios Ltd"
- for regular monthly contributions, you have enclosed a completed Direct Debit Form.
- that you send the form and cheque (if applicable) to **McInroy & Wood Portfolios Ltd, PO Box 12177, Chelmsford, CM99 2EA**

\* If you prefer to settle electronically, please wait for the transaction confirmation letter, which we will send to you immediately following investment, and then ensure that you transfer the amount due to our bank account by the date shown, quoting your transaction reference number. All the information you need will be noted in the letter.

## L – Further Details as required

McInroy & Wood Portfolios Ltd, PO Box 12177, Chelmsford, CM99 2EA, UK

Tel: +44 (0)1620 825867

Registered in Scotland No. 116351. Registered Office: Easter Alderston, Haddington, East Lothian, EH41 3SE UK

AUTHORISED AND REGULATED BY THE FINANCIAL CONDUCT AUTHORITY



# McInroy & Wood

PERSONAL INVESTMENT MANAGERS

## KEY INVESTOR INFORMATION

This document provides you with key investor information about this Fund. It is not marketing material. The information is required by law to help you understand the nature and risks of investing in this Fund. You are advised to read it so that you can make an informed decision about whether to invest.

## McInroy & Wood Smaller Companies Fund Personal Unit Class

This Fund is a UK authorised unit trust managed by McInroy & Wood Portfolios Limited (“the Manager”).

### Objectives & Investment Policy

The investment objective of the Smaller Companies Fund is to grow the real value of investors’ capital and income. Investments will primarily be in global smaller companies, which do not form part of the leading market indices. An equal emphasis will be placed on the generation of income and on capital growth. Real value is defined as the value of capital and income after adjusting for the impact of inflation. The UK Retail Prices Index is the measure of inflation used by the Manager. The investment should be held for a minimum period of 3 years. Investors should be aware that their capital is at risk.

The Fund has discretion to invest in quoted securities in any geographical areas. Its constitution enables investors to pool their resources so as to secure the benefits of scale and obtain access to a range of ordinary shares, fixed-interest securities and other investments. Such a diversified portfolio might well be impracticable for them to assemble individually.

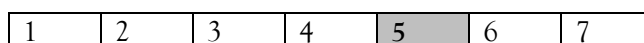
### Essential Features of the Fund

- Units can be bought and sold daily on a forward price basis.
- Unit prices are based on the value of underlying net assets at 12.00 midday (“the Valuation Point”).
- Minimum initial and subsequent investment is £1,000 and minimum monthly regular investment is £100.
- Income from the Fund may be distributed or added to the value of your investment.

Please note that the Fund has not been registered under the applicable US acts and may not be sold in the US or to a US person if it were to contravene US securities laws.

|   |  |
|---|--|
| Buying units  | <ul style="list-style-type: none"> <li>· Send the Manager a completed application form (available on our website or on request) and payment.</li> <li>· Once your application has been received, units will be purchased at the prevailing price at the next Valuation Point.</li> <li>· You will be sent a letter of confirmation following the deal.</li> </ul>  |
| Selling units   | <ul style="list-style-type: none"> <li>· Send the Manager a signed withdrawal form (available on our website or on request) specifying the number of units to be sold or the monetary amount to be realised.</li> <li>· Once your instruction has been received, units will be sold at the prevailing price at the next Valuation Point.</li> <li>· You will be sent a letter of confirmation following the sale.</li> <li>· The proceeds of the sale will be sent within four working days of the next Valuation Point following receipt of your instructions.</li> </ul> |
| · In the event that we hold cash on your behalf, no interest will be earned by you on this. |  |

### Risk & Reward Profile



Lower risk

Higher risk

Typically lower rewards

Typically higher rewards

This indicator shows how much a fund’s price has risen and fallen in the past and therefore how much its returns have varied: it is a measure of the fund’s volatility. The higher the past volatility, the higher the number on the scale. The lowest number on the scale does not mean that a fund is risk free.

- The Fund's classification reflects the nature of its underlying investments which include the risks noted below.
- This indicator is based on historical data. It should not be used as an indicator of the fund's future risk profile. The risk and reward profile shown is not guaranteed to remain the same and may shift over time.
- The Fund has no capital guarantees: the value of units, and the income from them, may go down as well as up. Changes in the rates of currency exchange may cause the value of units to fluctuate.
- When you cash in all or part of your investment you may get back less than you put in.
- Inflation may decrease the real value of capital.
- Investment in emerging markets can be subject to risks not normally associated with developed markets and vice versa.
- More information about risk may be found in the Full Prospectus under "Risk Warnings".

### Charges

The charges you pay are used to pay the cost of running the Fund. These charges reduce the potential growth of your investment.

| One-off charges taken before or after you invest      |       |
|---|-------|
| Entry charge  | None  |
| Exit charge   | None  |
| Charges taken from the Fund over the year             |       |
| Ongoing charges figure                                | 1.18% |
| Charges taken from the Fund under specific conditions |       |
| Performance Fee                                       | None  |

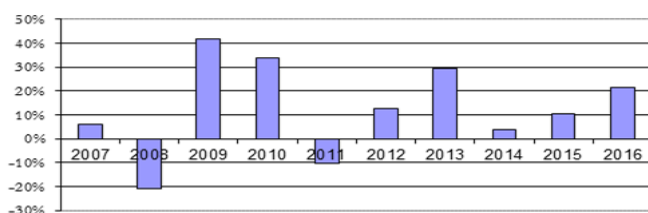
The ongoing charges figure (which includes the annual management charge) is based on expenses for the period to 31<sup>st</sup> July 2017. This figure may vary from year to year. It excludes portfolio transaction costs.

The annual management charge is deducted from capital rather than income. Future capital growth may be constrained as a result.

For more information about charges please ask for the Fund's Prospectus.

### Past Performance (Legacy Units to 31<sup>st</sup> December 2012)

Discrete Annual Returns - Calendar Year



- Past performance is not a guide to future performance.
- The past performance on the chart opposite is net of tax and all charges.
- The Fund was launched in March 2001.
- Performance has been calculated in pounds sterling.

### Practical Information

|                  |   |
|------------------|---|
| Documents        | <ul style="list-style-type: none"> <li>· You will be sent a copy of the Manager's Report and Accounts every six months.</li> <li>· The Prospectus and the latest annual and half-yearly reports of the Fund may also be obtained free of charge, in English, at any time from the Manager via its website <a href="http://www.mcinroy-wood.co.uk">www.mcinroy-wood.co.uk</a></li> </ul> |
| Fund information | <ul style="list-style-type: none"> <li>· The latest unit prices and net yields are published daily on the Manager's website <a href="http://www.mcinroy-wood.co.uk">www.mcinroy-wood.co.uk</a></li> <li>· The Trustee is The Bank of New York Mellon (International) Limited.</li> <li>· The Auditor is PricewaterhouseCoopers.</li> </ul>  |

Please note that UK tax legislation may have an impact on your personal tax position.

- Authorised unit trusts are exempt from UK corporation tax on realised capital gains within the portfolio.

**No part of this information should be construed as advice. The Manager is not authorised to give advice.**

McInroy & Wood Portfolios Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus of the Fund.

This Fund is authorised in the UK and regulated by the Financial Conduct Authority (FCA), 25 The North Colonnade, Canary Wharf, London E14 5HS.

McInroy & Wood Portfolios Limited is authorised in the UK and regulated by the FCA.

This Key Investor Information is accurate as at 1<sup>st</sup> November 2017.

## KEY INVESTOR INFORMATION

### Supplementary Information

#### What if I change my mind?

If you have received advice from an authorised intermediary (the Manager does not offer advice), on a face-to-face basis, you may have the right to cancel your investment. In such circumstances, should you wish to cancel your investment, you must do so within 14 days of receipt of your contract note.

#### What if I have a complaint?

If you wish to complain about any aspect of the service you have received, or to request a copy of our Complaints Handling Procedures, please contact us at McInroy & Wood Portfolios Limited, Easter Alderston, Haddington, EH41 3SF, UK or telephone +44 (0) 1620 825867.

If your complaint is not resolved by us to your satisfaction, you may be entitled to refer it to the **Financial Ombudsman Service at South Quay Plaza, 183 Marsh Wall, London E14 9SR**. We will inform you of your rights when answering your complaint.

#### What if you cannot afford to pay me any compensation due?

We are covered by the Financial Services Compensation Scheme which offers compensation when an authorised firm is unable to pay claims against it. You may be entitled to compensation from the scheme if we cannot meet our obligations to you.

Most types of investment business are covered for 100% of the first £50,000 (per person per firm).

Further information about compensation arrangements is available from: **The Financial Services Compensation Scheme, 10<sup>th</sup> Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU**.

### Remuneration Policy

Details of our up to date remuneration policy are available via our website <http://www.mcinroy-wood.co.uk/our-funds/mw-smaller-companies-fund#documentation>

The details include:

- i. a description of how remuneration and benefits are calculated, and,
- ii. the identities of persons responsible for awarding the remuneration and benefits.

A paper copy of the website information will be made available free of charge upon request.