



McInroy & Wood Portfolios

Top up Form (Non ISA)

- **Before you complete this form:** you should read up to date versions of the Key Investor Information Document (KIID) for each fund in which you want to invest. The KIID for each fund is available on our website at www.mcinroy-wood.co.uk/our-funds. You should also read the Supplementary Information Document (SID)
- Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood Portfolios Ltd, Investor Administration, 64 St. James's Street, Nottingham, NG1 6FJ**
- All Applicants must sign and date section **F – Declaration and signature of Applicants**

A – Personal details (please use BLOCK CAPITALS) Client Reference number

APPLICANT

Title Surname/Company Name

Forename(s)

Permanent residential address

Daytime telephone number

Email Address

B – Please select the Fund(s) you wish to top up:

Fund Name	SEDOL (for office use)	Lump Sum Amount (minimum £1,000 per fund)	Monthly Saving Amount (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	£	£
TOTAL		£	£

C - Bank details and payment method

Payment is required prior to dealing and can be made by electronic transfer or submitting a cheque with the completed application form.

Please tick all applicable payment methods and complete the relevant sections 1 to 4 below.

1. Electronic	<input type="checkbox"/>	3. Cheque	<input type="checkbox"/>
2. Direct debit (regular savings only)	<input type="checkbox"/>	4. Gift	<input type="checkbox"/>

Note: Any bank charges we incur in relation to receipt of funds by any of the payment methods noted above will be netted off the amount invested (shown in section B).

1. Electronic payments: Please note that McInroy & Wood is unable to make a collection from your account and you must instruct your bank to transfer payment to us prior to dealing. Please send electronic payments with your name as the payment reference to the following account:

Account Name: McInroy & Wood Portfolios Ltd Client Money Account

Account Number: 44024819

Sort Code: 60-00-01

2. Direct debit mandate: The following mandate must be completed if you would like to make monthly savings payments. Direct debits are collected on the 1st of the month.



McInroy & Wood Portfolios



Please complete this direct debit instruction and send it to:

McInroy & Wood Portfolios Ltd
Investor Administration
64 St. James's Street
Nottingham
NG1 6FJ

Instruction to your bank or building society to pay by Direct Debit

Name(s) of account holder(s)

Service user number

2	9	5	0	9	4
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Bank/building society account number

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Reference

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Branch sort code

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Instruction to your bank or building society

Please pay McInroy & Wood Portfolios Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with McInroy & Wood Portfolios Ltd and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

.A copy of this guarantee is available on our website in the Supplementary Information Document

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 the amount, date or frequency of your Direct Debit McInroy & Wood Portfolios Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request McInroy & Wood Portfolios Ltd 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 McInroy & Wood Portfolios Ltd 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 McInroy & Wood Portfolios Ltd 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.

3. Cheque: Please make the cheque payable to "McInroy & Wood Portfolios Ltd". Unless someone else is purchasing the units for you, the cheque must be drawn on your account detailed above.

4. 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
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Signature

Date

D	D	M	M	Y	Y	Y	Y
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E- Declaration Section

1. I have read a current copy of the Supplementary Information Document and the Key Investor Information Document(s) of the Fund(s) in which I wish to invest and confirm that I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s).
2. I acknowledge that I am being considered as an execution-only client by McInroy & Wood Portfolios Limited, and confirm that I have received no advice from that company or any of its associates or representatives regarding the merits or suitability of this investment.
3. I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete.
4. I acknowledge that by completing and returning this form to McInroy & Wood Portfolios Ltd, I am entering into a binding contract.
5. I acknowledge that failure to settle a purchase of units will constitute a contractual breach and entitle McInroy & Wood Portfolios Ltd to hold me liable for any loss sustained by the manager as a consequence of cancellation and any fall in the price of units concerned. Further, I acknowledge that upon notification of a bounced cheque, I shall be required to make payment electronically

F – Signature of Applicant(s)

(1) Signature

Date

D	D	M	M	Y	Y	Y	Y
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Date

D	D	M	M	Y	Y	Y	Y
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Please post the completed form to us at:

**McInroy & Wood Portfolios Ltd,
Investor Administration
64 St. James's Street Nottingham
NG1 6FJ**

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

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