

# Top up Form (Non ISA)



- **Before you complete this form:** Please read up to date versions of the Key Investor Information Document (KIID) for each fund in which you want to invest. These are available on our website at [www.mcinroy-wood.co.uk/mw-funds](http://www.mcinroy-wood.co.uk/mw-funds). You should also read the Supplementary Information Document (SID)
- Please use black ink and BLOCK CAPITALS and all applicants must sign and date section F
- Return form to **McInroy & Wood, Investor Administration, PO Box 401, Darlington DL1 9UW. We do not accept forms by email.**
- If someone else is purchasing units on behalf of the applicant(s) they must complete section C4 – Gifting

## A – Personal details

Account number  Account Designation (if applicable)

### FIRST APPLICANT

Title  Surname / Company or Entity Name

Forename(s)

Permanent residential address

Postcode

Daytime telephone number  Email Address

I consent to McInroy & Wood Portfolios Ltd and its parent company McInroy & Wood Ltd (together "McInroy & Wood") using my personal data to keep in touch and to send me other information which may be of interest to me, such as occasional articles and information about events.

For more information see section **E – Keeping you informed.**

Please tick box to confirm:

### SECOND APPLICANT

Title  Surname

Forename(s)

Permanent residential address

Postcode

Daytime telephone number  Email Address

I consent to McInroy & Wood Portfolios Ltd and its parent company McInroy & Wood Ltd (together "McInroy & Wood") using my personal data to keep in touch and to send me other information which may be of interest to me, such as occasional articles and information about events.

For more information see section **E – Keeping you informed.**

Please tick box to confirm:

**B – Please select the funds in which you wish to invest (lump sum and/or monthly saving)**

I instruct Mclnroy & Wood Portfolios Ltd to purchase units in accordance with the following instructions at the next valuation point following receipt of this application form:

Fund	Class	Lump Sum Amount (minimum £500 per fund)	Monthly Saving Amount (minimum £100 per fund)
MW Balanced Fund	Acc		
	Inc		
MW Income Fund	Acc		
	Inc		
MW Smaller Companies Fund	Acc		
	Inc		
MW Emerging Markets Fund	Acc		
	Inc		
<b>Total</b>			

If you have received advice from a financial advisor relating to this investment, please tick this box  and ensure that your advisor completes section H.

**C – Bank details and payment methods**

Payment is required prior to dealing and can be made by electronic transfer or submitting a cheque with the completed application form. For UK anti-money laundering purposes, we require your bank account details. Unless someone else is purchasing the units for you, this must be the account from which payment for the units is being made, whether by electronic transfer, direct debit or cheque.

We may verify your bank account details electronically before making any settlement or distribution payments to it. We can only make payments to you.

If you wish the proceeds from any future sale of units and any income distributions to be paid to the account shown below instead of the current details we hold on file for you, please tick this box:

Account Name

Bank/Building Society Name

Address


 Postcode 

Sort Code

Account Number



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

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

**1. Electronic payments:** Please note that Mclnroy & 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: Mclnroy & Wood Portfolios Ltd Client Money Account**

**Account Number: 44024819**

**Sort Code: 60-00-01**

**2. Direct debit mandate:** The mandate (page 6) must be completed if you would like to make **monthly savings** payments Direct debits are collected on the 1st of the month.

**3. Cheque:** Please make the cheque payable to **“Mclnroy & 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 for you, in your name as a gift, (by electronic transfer, cheque and/or direct debit), they must complete their details on the next page.

**GIFTER'S PERSONAL DETAILS**

Full Name

Address

Postcode

Date of Birth

D	D	M	M	Y	Y	Y	Y
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For UK anti-money laundering legislation, the gifter must provide their bank account details. This must be the account from which payment for the units is being made. We may use an electronic data source to verify their identity. For more information see section **D – Using your personal information**.

**GIFTER'S BANK DETAILS**

Account Name

Bank/Building Society Name

Branch

Sort Code

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Account Number

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As Gifter, I consent to Mclnroy & Wood using my personal information to keep in touch and to send me other information which may be of interest to me, such as your occasional articles and information about your events.

For more information see section **E – Keeping you informed**.

Please tick box to confirm:

Signed

Date

D	D	M	M	Y	Y	Y	Y
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**D – Using your personal information**

The personal information which you provide within this application form will be stored and used to help administer your investment in the fund(s). This may include the transfer of your personal information to our business partners and service providers, who assist in the administration of the funds. Their processing facility may be located outside the European Economic Area.

The processing of your personal information will be carried out in accordance with Mclnroy & Wood's Privacy Policy, which you can access at the foot of our homepage on our website ([www.mcinroy-wood.co.uk](http://www.mcinroy-wood.co.uk)). Please read our Privacy Policy as it sets out your rights with respect to any personal information we collect from or about you and explains in more detail how we use that information to administer your investment.

**E – Keeping you informed**

We would like to use your personal information to enable us to keep in touch and to send you other information which we think may be of interest to you. Such information could include our occasional articles and information about events we hold. Personal data may be shared with our holding company, Mclnroy & Wood Ltd. Under data protection legislation we require your explicit consent to use your personal information for these purposes. If you would like us to keep you informed in this way, please tick the box next to your personal details.

Please note that if you consent to receive the articles and such other information, you may withdraw your consent at any time by emailing **MWPportfolios@mcinroy-wood.co.uk** or telephoning the Unit Trust Team on **01620 825867**. For the avoidance of doubt, once you have ticked the box, this consent will apply to all investments held with us.

## F – Declaration and signature of Applicants (to be signed by all Applicants)

1. I have read a current copy of the Key Investor Information Document(s) of the fund(s) in which I wish to invest and the Supplementary Information Document and confirm that I am familiar with the features of the funds as described in the Key Investor Information Documents
2. I am over 18 years of age and acknowledge that I am the beneficial owner of the units
3. I acknowledge that by completing and returning this form to Mclnroy & Wood Portfolios Ltd, I am entering into a binding contract
4. I acknowledge that it is my decision that this fund or these funds are suitable for me. I confirm that I have received no advice from Mclnroy & Wood or any of its associates or representatives regarding the merits or suitability of this investment. Where I am a non-UK resident, I confirm that this application to invest has not been solicited by Mclnroy & Wood
5. I understand that an electronic data source may be used in order to verify my identity and residence for the purpose of complying with UK anti-money laundering legislation and further proof of identity may be requested
6. I understand that Mclnroy & Wood Portfolios Ltd can only purchase units for me after my cash has been received. I acknowledge that it is my responsibility to ensure payment is carried out on time. Further, I acknowledge that upon notification of a bounced cheque, I shall be required to make payment electronically
7. I am not a US person, nor am I applying for units on behalf of a US person, nor am I applying for units to further offer, sell or transfer such units directly or indirectly to a US person, being a national, citizen or resident of the United States of America
8. Unless I have supplied further details to Mclnroy & Wood, I am not a politically exposed person (PEP) or a family member or a known close associate of a PEP.
9. I declare that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete, and I will inform you promptly of any changes to information provided.

(1) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(2) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(3) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(4) Signature

Date

D	D	M	M	Y	Y	Y	Y
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## G – Checklist

Before returning your application form, please ensure that:

- all relevant sections have been completed correctly and signed.
- your electronic payment has been instructed (using your name as a reference) or you have enclosed a cheque made payable to "Mclnroy & Wood Portfolios Ltd".
- you have provided your bank details in section C.
- for regular monthly contributions **only**, you have completed and signed the **Direct debit mandate** (page 6)
- you have read section **E - Keeping you informed** and **D - Using your personal information** and confirmed or otherwise your consent as requested.
- you have signed section **F - Declaration and signature of Applicants**.

When you are ready, please send the completed form and cheque (if applicable) to Mclnroy & Wood, Investor Administration, PO Box 401, Darlington DL1 9UW.

**H – To be completed by financial advisors only**

*Tick one box*

I/We confirm that the applicants are entitled to cancellation rights under the FCA Conduct of Business rules

I/We confirm that the applicants are **not** entitled to cancellation rights under the FCA Conduct of Business rules

I/We hereby indemnify McInroy & Wood Portfolios Ltd for any losses suffered should it be discovered that the applicant was entitled to cancellation rights and no cancellation notice was sent

To be completed by the advisor if applicable

Advisor's name

Agency Code (if known)

Advisor's Address

Postcode

FCA Registration No.:

Advised Deal (yes/no):

Signature

Date

D	D	M	M	Y	Y	Y	Y
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