

# Volare UCITS Portfolios ISA Transfer Application Form

For completion by the introducing intermediary  
(if applicable)

Advised Investment\*

Non-advised Investment\*



\*Please tick as appropriate

1. Personal Details (BLOCK CAPITALS please)

Title	Surname
Forename(s)	
Residential Address	
Postcode	
National Insurance Number	
Telephone (daytime)	
Telephone (evening)	
Date of Birth	

If you do not have a National Insurance Number, please tick this box   
 Your National Insurance Number (NINO), or National Pension Number and Date of Birth must be quoted. Your NINO should be available on either your payslip, form P45 or P60, a letter from HM Revenue & Customs (or DWP), or on your pension order book.

2. Investment Details

I apply to transfer my existing ISA(s) (and subscribe to a FundRock Partners Stocks and Shares ISA for the **20** / **20** tax year and each subsequent year until further notice). (PLEASE COMPLETE THE TAX YEAR).

Please note that full information concerning the latest HMRC ISA rules and the maximum subscription for the current tax year can be found at [www.gov.uk/individual-savings-accounts](http://www.gov.uk/individual-savings-accounts).

Please invest as follows:

<b>Volare UCITS Portfolio</b> Sub-Fund	<b>Share Class and Type</b> (Minimum initial investment)	<b>Lump Sum</b>	<b>Monthly Savings Plan*</b> (min. £100 per month, min. £50 per sub-fund)
<b>Volare Cautious Fund</b>	A Class Accumulation (£1,000)	£	£
<b>Volare Balanced Fund</b>	A Class Accumulation (£1,000)	£	£
<b>Volare Growth Fund</b>	A Class Accumulation (£1,000)	£	£
<b>Volare Strategic Income Fund</b>	A Class Income (£1,000)	£	£
<b>Total Investment Amount</b>		£	£

\* You can invest up to your ISA limit in a stocks and shares ISA with one provider, or you can split this amount between a stocks and shares ISA and a cash ISA with the same or different providers. Please ensure your contributions don't exceed the annual limits. This application is only for a stocks and shares ISA.

\*\* Collection date for monthly savings is the 10th of the month or the next business day if the 10th is not a business day.

### 3. Income Payments (Income Shares only)

Please tick if you wish your income to be reinvested.  If not, please complete the section below.

**Please complete this Income Payment section if you wish the income arising from your income shares to be paid directly into your bank or building society account. If you leave this section blank income will be paid by cheque.**

Please note that banks and building societies may not accept Direct Credits to some types of accounts. Due to money laundering regulations, your bank account must be the same as the one your initial investment is paid from.

Bank Account Details	
Bank or Building Society	
Branch Title	
Name of Account Holder(s)	
Account Number	
Sort Code	
Building Society Roll Number (if applicable)	

### 4. Cancellation Rights

Under the Financial Conduct Authority's Conduct of Business Sourcebook, cancellation rights will apply where the contract was arranged through an independent intermediary, unless they hold an appropriate Customer Agreement with you or dealt on your behalf on an execution-only basis. A copy of the Prospectus is available, free of charge, on request. A copy of this completed application form is also available on request.

For an Advised Investment Cancellation Rights **will** apply. In these circumstances you will have 14 calendar days from the date the cancellation form is received in which to exercise your right to cancel. Details of how you might exercise these rights will be sent to you with your contract note confirming the details of your investment. You are entitled to receive any money you have paid to us, subject to a deduction of the amount, if any, that the value of your investment has fallen at the time your cancellation form is received by us.

### 5. Data Protection

The way in which we may use personal information of individuals ("personal data") is governed by the "**Data Protection Requirements**" which means all applicable data protection laws and regulations including, without limitation, (a) the General Data Protection Regulation (EU) 2016/679 ("GDPR"), (b) UK GDPR (as that term is defined by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019) and the Data Protection Act 2018, and (c) any legislation that supplements or replaces the foregoing in the United Kingdom. Further details on our privacy policy and your rights under the Data Protection Requirements can be found on our website: [www.fundrock.com](http://www.fundrock.com).

*Information we collect from you or from other sources and what we do with it:*

We will collect and process the following data about you depending on how or why you interact or communicate with us (e.g., filling in an application form, subscribing for or redeeming Shares or when you communicate with us by email, telephone or otherwise):

- (1) Your name and title, address, date of birth, e-mail address and phone number or other contact information; your signature, your tax number or "national insurance number"; your banking details, credit or debit card information or other payment or financial information; information about transactions you make in relation to a Fund including your holding in a Fund or the reference number in relation to your holding; your personal description and your photograph.

We will use this information to open your account, maintain the Register; process subscriptions, redemptions and exchanges of Shares and payments of dividends; perform controls on excessive trading and market timing; comply with applicable anti-money laundering rules or anti-terrorist financing rules; or comply with our reporting obligations to regulatory bodies or tax authorities as well as our obligations under other applicable laws and regulations, monitor calls and electronic communications to process and verify of instructions, or for investigation and fraud prevention purposes.

The legal basis for this processing of your personal data is our legitimate interests, namely the proper administration of your investment, the operation the Fund by us, our delegates and the service providers in relation to a Fund; the performance of the contractual obligations between you as a Shareholder and us; to provide you with information, products and services that you request from us; to notify you about changes to our services or to a Fund or the Company; and to comply with applicable laws and regulations.

**You have the right to refuse to give us your personal data in which case we may at our discretion and where your refusal necessarily prevents us from completing our checks, diligence or other legal, regulatory or confirmatory matters, refuse**

**to issue Shares to you; refuse to pay the proceeds of a redemption of Shares; refuse to pay income on Shares; or compulsorily redeem your holding.**

(2) With regard to each of your visits to our website, we will automatically collect certain information about you or your computer. We will do so for administration purposes and to analyse the use of our website and services. Further details are available in the Prospectus and on our website.

The legal basis for this processing is our legitimate interests, namely monitoring and improving our website and services.

We will combine the information that you give us with information that we receive from other sources and use this for the purposes set out above (depending on the types of information we receive).

We may also use your personal data to establish, exercise or defend claims in order to protect or assert our legal rights, your legal rights or the legal rights of others, obtain or maintain insurance coverage, manage risks, or obtain professional advice in order to protect our business.

#### *Disclosure of your information*

We may disclose your personal data to any member of our group of companies; our insurers or professional advisers; service providers to the Funds; our service providers, delegates, suppliers, contractors, sub-contractors or business partners and third parties with whom we contract; our auditors, our bank, competent authorities including the FCA, tax authorities, courts and other bodies for reporting or as otherwise required by law; technical advisers or analytics and search engine providers that assist us in the improvement and optimisation of our website; credit reference agencies or other risk management agencies; third parties that provide security, email security, data governance, archiving and other information technology support services; any third party that you ask us to share your personal data with.

We may disclose your personal data to third parties in the event we sell or purchase a business or assets; if we are acquired by a third party; in the event that we propose to retire as Authorised Corporate Director on a Fund, in which case we may disclose your personal data to the intended new Authorised Corporate Director prior to, and at the time of, the transfer in order for the new Authorised Corporate Director and their delegates to make certain preparations; or where we are under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation; or in order to enforce or apply the terms of use of our website (which can be found on our website) and other agreements; or to protect our rights, property, or safety, or that of our customers, or others.

#### *International transfers of your personal data*

If we or our service providers need to share your personal data with a recipient outside the UK or EEA, we will ensure that appropriate safeguards are in place including: model clauses that have been approved by the European Commission or the Secretary of State; a code of conduct or other certified mechanisms such as binding contractual rules. ("**Safeguards**"). Your personal data may be transferred to third parties that we or our service providers use including certain banks that we or our service providers use or certain companies that provide certain services to our service providers such as the registrar of the Fund. Such third parties include: a company located in India that provides operational support services, a company based in the USA that provides information technology security services, and a company based in the USA (but which has affiliates in multiple locations) that provides customer services software.

#### *Retention and deletion of your personal data*

We will not keep your personal data longer than is necessary for the purpose that we process it or for any purpose. We will generally retain your personal data for a minimum of 7 years, or for such period as is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

#### *Rights of an individual*

As an individual, you have certain rights under the Data Protection Requirements. These include: (a) the right of access (b) the right to rectification (c) the right to erasure (d) the right to restrict processing (e) the right to object to processing (f) the right to data portability (g) the right to complain to a supervisory authority, and (h) the right to withdraw consent. Some of the rights are complex and only apply in specific circumstances. Further details are set out in the privacy policy published on our website.

#### *Our details*

You can contact us or our Data Protection Officer regarding the Data Protection Requirements or our privacy policy:

(a) by post, to Bastion House, 6th floor, 140 London Wall, London, EC2Y 5DN;;

(b) by telephone, on **01268 44 5772** or the contact number published on our website from time to time; or

(c) ) by email, to **FP\_DataProtection@Fundrock.com** or the email address published on our website from time to

time. Further information is available on our website.

## 6. Declaration

- I apply to invest in a FundRock Partners Limited ISA invested in the Volare UCITS Portfolios.
- All subscriptions made, and to be made, belong to me.
- I confirm that I am 18 years of age or over.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash, a stocks & shares ISA, and to an innovative finance ISA in the same tax year.
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA.
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earning & Pensions) Act 2003 (Crown Employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform FundRock Partners Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I agree to the ISA Terms and Conditions and the information found in the Supplementary Information Document on [www.fundrock.com](http://www.fundrock.com) listed under 'LGT Vestra'. I declare that I have received, read and retained a copy of the relevant KIID.
- I declare that this application form has been completed to the best of my knowledge and belief.
- I understand that you may require additional information from me in accordance with applicable anti-money laundering regulations and I acknowledge that electronic data sources may be used to check my identity under such regulations.
- I have read the data protection information contained in the Prospectus and in this document.
- I consent to my shares being compulsorily redeemed in accordance with the Prospectus in the event that these statements are not correct or become incorrect in the future.
- I authorise FundRock Partners Limited:
  - to hold my cash subscriptions, ISA investments, interest, dividends, and any other rights or proceeds in respect of those investments and any other cash,
  - to make on my behalf any claims to relief from tax in respect of ISA investments.
- I/We\* hereby acknowledge that when I/we apply for shares in a fund there is a window of time between FundRock Partners Limited receiving subscription money from me/us and FundRock Partners Limited transferring the subscription money to the Depositary (as defined in the Prospectus) to be used to settle the creation of my/our shares. If FundRock Partners Limited transfers the subscription money to the Depositary by the close of business on the Business Day (as defined in the Prospectus) following receipt, FundRock Partners Limited is permitted to use an exemption to the Financial Conduct Authority's client money rules (the "Client Money Rules") which means that FundRock Partners Limited is not required to ensure that money is protected in a ring-fenced bank account. If FundRock Partners Limited transfers the subscription money to the Depositary outside of this window then FundRock Partners Limited is required to protect the money in a ring-fenced bank account in accordance with the Client Money Rules.
- Similarly I/we\* acknowledge that when I/we make a redemption request for shares in a fund there is a window of time between FundRock Partners Limited receiving redemption money from the Depositary and FundRock Partners Limited transferring the redemption money to me/us. If FundRock Partners Limited transfers the redemption money to me/us by close of business on the Business Day following receipt, FundRock Partners Limited is permitted to use an exemption to the Client Money Rules which means that FundRock Partners Limited is not required to ensure that money is protected in a ring-fenced bank account. If FundRock Partners Limited transfers the redemption money to me/us outside of this window then FundRock Partners Limited is required to protect the money in a ring-fenced bank account in accordance with the Client Money Rules until such time as it is paid to me/us.
- Money which is not held as client money will not be protected in the event of the insolvency of FundRock Partners Limited. By agreeing to subscribe for shares in a fund, you consent to us operating the delivery versus payment exemption on subscriptions and redemptions as explained above.
- By signing this application form, I/we consent to the transfer of any client money held by FundRock Partners Limited to a third party where FundRock Partners Limited decides to transfer all or part of its business to that third party in accordance with the Client Money Rules. In such circumstances the sums transferred will be held by the third party in accordance with the Client Money Rules, or FundRock Partners Limited will exercise all due skill, care and diligence in assessing whether the third party will apply adequate measures to protect these sums. I/we acknowledge that by providing consent at this time neither FundRock Partners Limited nor the third party need obtain my prior consent to the specific transfer.

<b>Applicant's Name (please print)</b>	<b>Applicant's Signature</b>	<b>Date</b>
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7. Politically Exposed Person—Tick either A) or B)

Please read the categories below carefully and then complete the appropriate declaration sections below.

**CATEGORY A)**

I hereby represent and warrant that, to the best of our knowledge, none of the following:

- (1) the investor;
- (2) any person controlling or controlled by the investor;
- (3) if the investor is a privately held entity, any person having a beneficial interest in the investor; or

(4) any person for whom the investor is acting as agent or nominee in connection with this investment is a politically exposed person,\* or any immediate family member\*\* or close associate of a politically exposed person as such terms are defined in the footnotes below.

**OR CATEGORY B)**

I confirm that I meet the definition of a politically exposed person(s),\* or any immediate family member(s)\*\* or close associate(s) of a politically exposed person according to the terms defined in the footnotes below. I/We† will provide the necessary disclosures regarding source of wealth and, where relevant, the source of wealth of any applicable beneficial owners.

**† DELETE AS APPROPRIATE**

\* “politically exposed person” or “PEP” means an individual:

- (i) who is or has, at any time in the preceding year, been entrusted with a prominent public function, including: (a) heads of state, heads of government, ministers and deputy or assistant ministers; (b) members of parliament or of similar legislative bodies; (c) members of the governing bodies of political parties; (d) members of supreme courts, of constitutional courts or of any judicial body the decisions of which are not subject to further appeal except in exceptional circumstances; (e) members of courts of auditors or of the boards of central banks; (f) ambassadors, charges d’affaires and high-ranking officers in the armed forces; (g) members of the administrative, management or supervisory bodies of state-owned enterprises; and (h) directors, deputy directors and members of the board or equivalent function of an international organisation;
- (ii) a family member of a person falling within (i) above, including: (a) a spouse or civil partner of such a person; (b) a child of such a person, or the spouse or civil partner of that child; and (c) a parent of such a person; or
- (iii) a known close associate of a person falling within (i) above, including: (a) any individual who is known to have joint beneficial ownership of a legal entity or legal arrangement, or any other close business relations, with such a person; and (b) any individual who has sole beneficial ownership of a legal entity or legal arrangement which is known to have been set up for the benefit of such a person.

<p>I FALL INTO CATEGORY: A) <input type="checkbox"/> or (Please tick as appropriate) B) <input type="checkbox"/></p>
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Applicant’s Name (please print)	Applicant’s Signature	Date

Please make sure you have:

- Signed the application form
- Made your investment requirements clear.
- Completed the separate Direct Debit Mandate for a monthly savings plan, if applicable.
- Completed the 'Politically Exposed Person' section, as appropriate.
- Enclosed a cheque for the appropriate amount, payable to 'FundRock Partners Limited'.
- In order to comply with the UK law on money laundering, cheques must be drawn on your own account or a joint account with your spouse. If you ask your bank or building society or regulated financial adviser to draw the cheque, they must state on the cheque that the funds have been drawn from an account in your name. For example, the payee would be 'FundRock Partners Limited (Re: A. N. Other)'. Alternatively, ask them to write your name and address on the reverse of the cheque and add the bank/building society/financial adviser stamp and signature to confirm the money is drawn from your account. For a monthly savings plan, please ensure that verification of bank details is supplied with this application form.

Please return your completed application form and cheque to:

**FundRock Partners LGT Vestra, PO Box 12391, Chelmsford, CM99 2EU**

If you have any questions regarding the completion of this application form please contact FundRock Partners Limited on **01268 44 5772**, or your financial adviser.

Intermediary Comments:

Intermediary Stamp:

FCA Number (FRN):

Agency ref:

Discount %:

Commission payable % (non-advised business only):

Name of Registered Individual:

**FundRock Partners Limited** (registered in England and Wales No 4162989). Authorised and regulated by the Financial Conduct Authority

**Registered address details:** Bastion House, 6th floor, 140 London Wall, London, EC2Y 5DN;





**Transfer Authority(ies) (BLOCK CAPITALS please)**

Existing ISA Plan Manager's Name and full address	
Plan Reference	
The ISAs for the following tax years are to be transferred to the Stocks and Shares ISA e.g. 2018/2019 (Note: If all tax years are to be transferred, state "ALL")	
Type of ISA being transferred	Cash ISA **      Stocks & Shares ISA      ** Delete as appropriate
Please indicate the approximate value of the ISA to be transferred	£
Please transfer my current ISA, detailed in this Transfer Instruction Form, to FundRock Partners Limited. I understand that investments in my existing ISA will be liquidated and the proceeds transferred to FundRock Partners Limited, in accordance with ISA Regulations. Payment should be made to 'FundRock Partners Limited'.	
I authorise you to provide FundRock Partners Limited with any information they request regarding my ISA.	
Applicant's Name	
Applicant's Signature:	Date:
Existing ISA Plan Manager's Name and full address	
Plan Reference	
The ISAs for the following tax years are to be transferred to the Stocks and Shares ISA e.g. 2018/2019 (Note: If all tax years are to be transferred, state "ALL")	
Type of ISA being transferred	Cash ISA **      Stocks & Shares ISA **      ** Delete as appropriate
Please indicate the approximate value of the ISA to be transferred	£
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Existing ISA Plan Manager's Name and full address	
Plan Reference	
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