

First Sentier Investors ICVC (the 'Company')



Switching form and dealing instruction for all non-ISA investors

Please read the key investor information document (KIID) for the class of shares you wish to switch into before completing this form.

Before completing this switching form, please read the statement on the use of customer information under section 4. Please ensure that you complete all relevant sections on this form. Return the form to First Sentier Investors ICVC, PO Box 404, Darlington, DL1 9UZ, UK. A switching request may also be effected by telephone on 0800 587 3388 (UK investors only) or +44 (0) 203 528 4102.

Terms defined in the prospectus of the Company ("Prospectus") shall, unless the context requires otherwise, bear the same meaning herein.

Important Information

- All switching requests are subject to the Prospectus and Instrument of Incorporation of the Company.
- The number of new shares to be issued or sold pursuant to a switch will be rounded down to the nearest whole share.
- Subject to the Prospectus, it should be noted that a switch of shares in one Fund for shares in any other Fund is treated as a redemption and will for persons subject to United Kingdom taxation be a realisation for the purposes of capital gains taxation. A switch of shares between different classes in the same Fund may be regarded as constituting a disposal for the purposes of capital gains taxation, depending on the circumstances.
- Instructions we consider unclear may lead to a delay in the execution or rejection of this switching request. The switching request will only be executed once it has been verified and confirmed and our procedure has been completed to our satisfaction. Please note that the Company will not be liable for any losses or lost opportunities which may result from delays or rejections that arise from unclear instructions.
- Any personal details provided in section 1 of this switching form will be used to update your general details held by the Company or a third party on behalf of the Company.
- There are fees for switching between sub-funds. Please refer to the relevant KIID for further information.
- The Company offers a range of Class B shares that do not pay commission and therefore generally have a lower annual management charge than the equivalent Class A shares.

In relation to joint holdings, and unless we hold instructions or directions to the contrary, any joint holder may complete and sign the switching request. Any new shares issued pursuant to this switching form will be issued to the same existing joint holders regardless of whether or not their details have been provided in this switching form. To the extent you would like to update the details of another joint holder, please complete the personal details below and/or contact us if there are more than two joint holders.

1. Client details

Please provide your full name and address.

First applicant

Title		Surname	
Forename(s) in full			
Nationality			
Citizenship			
(Please detail all countries of Citizenship)			
Permanent address			
Postcode			
Country			
Correspondence address (if different from above)			
Postcode			
Country			
Telephone (daytime)	Country Code	Area Code	Tel
Telephone (evening)	Country Code	Area Code	Tel
Date of birth	D	D	M
Country of Birth			
City/Town of Birth			
National Insurance No.			
Email address			
Existing client no.			
Designation			

Tax residency

Please list below your country/ies of tax residency and applicable Tax ID/TIN (if applicable, continue on a blank sheet and attach to this form)

Tax Resident Country		Tax ID/TIN**	
Tax Resident Country		Tax ID/TIN**	
Tax Resident Country		Tax ID/TIN**	

** A Tax ID/TIN is a Tax Identification Number which is issued by your country of residence for tax purposes.

I am a Specified United States Person per the FATCA definition (please refer to the Prospectus if in doubt)

Yes ☐ No ☐

Second applicant

Title		Surname	
Forename(s) in full			
Nationality			
Citizenship			
(Please detail all countries of Citizenship)			
Permanent address			
Postcode			
Country			
Correspondence address (if different from above)			
Postcode			
Country			
Telephone (daytime)	Country Code	Area Code	Tel
Telephone (evening)	Country Code	Area Code	Tel
Date of birth	D	D	M
Country of Birth			
City/Town of Birth			
National Insurance No.			
Email address			
Existing client no.			
Designation			

Tax residency

Please list below your country/ies of tax residency and applicable Tax ID/TIN (if applicable, continue on a blank sheet and attach to this form)

Tax Resident Country		Tax ID/TIN**	
Tax Resident Country		Tax ID/TIN**	
Tax Resident Country		Tax ID/TIN**	

** A Tax ID/TIN is a Tax Identification Number which is issued by your country of residence for tax purposes.

I am a Specified United States Person per the FATCA definition (please refer to the Prospectus if in doubt)

Yes ☐ No ☐

2. Investment details

Please indicate which Fund(s) and Class(es) you wish to switch into. For certain Funds, Sterling denominated Classes, Euro denominated Classes and US denominated Classes are also available (please consult the Prospectus for a complete list of the Funds and their Classes). Hedged Classes are also available in certain currencies within certain Funds. The minimum investment for regular savings is £50 per Fund per month (monthly savings are only available for Sterling denominated Classes). **Please note that a valid ISIN must be provided in order for your instruction to be processed.**

Switch FROM instructions
Please indicate the percentage to be switched out of each Fund.

Fund Name	Fund Identifier: ISIN (ISIN can be located on fund share class Key Investor Information Document – KIID)	Percentage of your current investment you want to switch (in whole % only)
<input type="text"/>	<input type="text"/>	<input type="text"/> %

Switch TO instructions
Please indicate the Fund(s) you would like to switch into and the percentage. Please ensure your selection covers 100% of the Fund being switched.

Fund Name	Fund Identifier: ISIN (ISIN can be located on fund share class Key Investor Information Document – KIID)	If you want to switch into more than one Fund, please say how much you would like to invest into each Fund. (Must equal 100%)
<input type="text"/>	<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %

Total 100%

If applicable, continue on a blank sheet and attach to this form.

☐ If you are currently investing through a regular savings plan, tick this box if you wish your savings to go 100% into your new Fund(s) (pro-rata to different share classes, if relevant, and more than £50 per Fund). Otherwise your regular savings will continue as currently.

3. Income (if applicable)

We can pay income where you have chosen income shares and the Fund is making a distribution to its shareholders. If you would like any income to be paid directly to your bank or building society account, please complete this section. If you do not request to have income paid to you, or do not complete this section, any income will be automatically reinvested for you. If you have chosen accumulation shares you will not receive payments of income. Any income in respect of accumulation shares is accumulated and reflected in the share price.

Name of Bank or Building Society	Name of account holder	<input type="text"/>
Bank/Building Society address	Account no.	<input type="text"/>
<input type="text"/>	Sort code	<input type="text"/>
<input type="text"/> Postcode	Building society roll number	<input type="text"/>

4. Use of customer information

The Company, First Sentier Investors (UK) Funds Limited or its agents or third party administrators may process the information contained within this switching form and may provide the information to other First Sentier Investors group companies and/or any third party appointed for a number of purposes including but not limited to account administration and other general business purposes. You understand that all information provided by you and any other information relating to this application may be held on computer and will be treated in confidence. It will be disclosed to third parties, including but not limited to other financial organisations to protect First Sentier Investors group companies and their clients against fraud. Enquiries about you may also be made with licensed credit reference agencies for verification of identity and fraud checking purposes and in such cases, the agencies will keep a record of the enquiry.

If you are an individual, please refer to the privacy notice provided alongside this application form for further information on how your personal information will be processed (the “Privacy Notice”), as this will apply to our processing of your personal information.

If you are not an individual, the Privacy Notice applies to our processing of any personal information that you provide to us or that we otherwise process. Therefore, you must ensure that any individuals whose personal information is provided to us receive the Privacy Notice.

In the event of an inconsistency between the content of this application form and the content of the Privacy Notice, the Privacy Notice will prevail.

Consent to Marketing

From time to time we and other First Sentier Investors group companies and their representatives may wish to send you information about other products and services available from First Sentier Investors by telephone, mail or email.

If you would like to receive such information, please tick this box. ☐

5. Your signature

By signing you confirm that you have read this form and the separate key investor information document ("KIID") for the Fund(s) in which you have chosen to invest.

Please refer to the Prospectus for the full terms and conditions governing your investment with us. The Prospectus can be obtained from our website or free of charge on request.

If you wish to write to us:
Dealing Services
First Sentier Investors (UK) Ltd
PO Box 404
Darlington
DL1 9UZ

If you wish to call us:
Regarding placing a deal or have a deal query:
Telephone: 0800 587 3388 (UK Investors) or +44 203 528 4102 Fax: +44 207 964 2727
Regarding a general query:
Telephone: 0800 587 4141 (+44 131 525 8870) Fax: +44 131 272 2505
9.00 am to 5.00 pm (UK time) Monday to Friday except for bank holidays in England and Wales,
the last business day before Christmas and other days at the ACD's discretion.

First shareholder

Signature:

Date:

Second shareholder

Signature:

Date:

Third shareholder

Signature:

Date:

Fourth shareholder

Signature:

Date:

Issued by First Sentier Investors (UK) Funds Limited, authorised and regulated by the Financial Conduct Authority (registration number: 143359). Registered as a company in England and Wales with number 2294743. Registered office Finsbury Circus House, 15 Finsbury Circus, London, EC2M 7EB.

Privacy Notice

First Sentier Investors ICVC

Background

This Notice gives information on how the First Sentier Investors (UK) group of companies collect, use and protect the personal data held about investors.

This Notice describes how we will fulfil our obligations under applicable data protection laws, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the **General Data Protection Regulation** or **GDPR**).

Information about us

References in this Notice to First Sentier Investors (UK) will include the following companies:

First Sentier Investors ICVC*

First Sentier Investors (UK) Funds Limited*

(together “**we**”, “**us**” or “**our**”)

*Authorised and regulated by the Financial Conduct Authority of the United Kingdom

Information we may collect

First Sentier Investors (UK) collects from time to time, personal data on investors from a number of sources, including from: investor application forms; other First Sentier Investors (UK) forms (including website forms); correspondence, conversations with clients, advisers, intermediaries; business cards; third party service providers to our funds (for example, transfer agents, administrators, distributors, custodians, paying agents); client advisers; other third parties; and from public sources. This information may be collected directly from investors or indirectly from third parties, as follows:

From you

We may collect from you and process the following personal data:

- Your name; address (including proof of name and address); photo identification; contact details both personal and work (for example, your email and phone numbers); job title and company; nationality; citizenship; tax residency; date of birth; passport details; national insurance number and other tax details; adviser details; investment details; banking details; signed contracts with you; business cards, contact sheets and biographies; financial dealings; family connections; details of your company’s directors, secretaries, authorised signatories and identification documents; details of any complaints made; data received from due diligence activities (such as anti-money laundering, politically exposed persons and sanctions checks); responses to surveys and competitions; fraud enquiries (for example, information from police reports); images captured by CCTV cameras on our premises; recordings of telephone conversations and electronic communications with our staff.

From third parties

We may collect personal data about you from third parties in particular:

- **Third party service providers to our funds** (for example, transfer agents, registrars, administrators, distributors, custodians and paying agents) – information received includes personal details of investors obtained from fund application forms such as: name; address; contact details; nationality; national insurance number; date of birth; tax residency; adviser details; investment details; bank account details.
- **Your advisers (including independent financial advisers)** – information received may include your name, address, gender, date of birth; bank details
- **Our vendors** such as Experian and World-Check – information received includes the results of “Know Your Client”, anti-money laundering, politically exposed persons and sanctions checks.
- **Publicly available sources** such as MandateWire and LinkedIn – information available includes contact details of institutional investors (MandateWire) and details of job title, company, former employers and roles, and connections (LinkedIn).

How we will use the information we collect

The information we collect and use will depend on the nature of our business relationship with you, as follows:

- In relation to **prospective investors**, we may process personal data for identification purposes (prior to becoming an investor in our funds), for the purposes of anti-money laundering, counter terrorist financing, suitability and appropriateness assessments, “Know Your Client” and credit-worthiness checks, and for any other applicable legal or regulatory reasons. Failure to provide relevant information will mean that we will not be able to on-board a potential investor.
- In relation to **investors in our funds**, we may process information collected for the purpose of account administration and other general business purposes (for example, for processing subscriptions and investments; maintaining the share register of investors, carrying out investor instructions; handling any complaints and enquiries; sending investor communications, including financial reports, valuations, corporate actions). In addition, in order to comply with regulatory obligations, we may collect and disclose certain information about our investors and certain related persons and their investments to HM Revenue & Customs and/or other relevant tax authorities overseas.
- In connection with a proposed **scheme of arrangement** under which shares in one of our funds may be exchanged for shares in another of our funds, we may process information by providing it to the other fund and its service providers in order to allow that other fund to carry-out know-your-client and anti-money laundering checks in preparation for the scheme (including in relation to investors who do not decide to transfer), to issue shares under the scheme and to act on instructions given by the holders of those shares.
- We may from time to time process personal data of **investors** to comply with legal and regulatory requirements impacting our business. In particular, we may need in the context of our business: to obtain legal advice on legal and regulatory requirements; to report to relevant regulators; to comply with market opening and registration requirements in the conduct of our business.
- In relation to **intermediaries who introduce investors into our funds** (such as distributors, platforms and independent financial advisers), we may process personal data to conduct market research, gauge product sales or product performance or assess the creditworthiness of intermediaries. In addition, we may process the personal data of investors introduced to our funds, as outlined above.
- **Monitoring purposes:** we may process personal data to analyse the performance of IT systems, monitor usage of resources and systems and to improve products, services and usability of our technology platform, including telephone calls and electronic communications with our staff which may be recorded for the purposes of retaining a record of communications, in the interests of security, for training and compliance monitoring purposes and/or to comply with legal or regulatory obligations.
- **Where you have provided your consent, we may process your personal data for the purposes of informing you (for example, by telephone, mail and email) about other products and services available from the First Sentier Investors (UK) group of companies and of marketing campaigns and event invitations.**

We are entitled to use your personal data in these ways because:

- We have legal and regulatory obligations that we have to discharge;
- We may need to in order to establish, exercise or defend our legal rights or for the purpose of legal proceedings;
- The use of your personal data as described is necessary for our legitimate business interests (or the legitimate interests of one or more of our affiliates);
- The use of your personal data is necessary for the performance of a contract with you;
- You have provided your consent to us processing your personal data (other than for marketing purposes); or

- You have provided your consent to us processing your personal data for the purposes of informing you (for example, by telephone, mail or email) about other products and services available from the First Sentier Investors (UK) group of companies and of marketing campaigns and event invitations.

Disclosure of your information

- We may disclose your personal data to any member of the First Sentier Investors (UK) group, which means our affiliates, for internal business and administrative purposes (including to administer our products and services and for prudential and risk management purposes) and, **where you have given your consent**, to provide you with information on related products and services. We may also disclose personal data relating to our clients to members of our group to whom we sub-delegate our services (for example, trade order execution and portfolio management).
- We may disclose your personal data to third parties that are specifically engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us. The following is a list of the types of third parties who process your personal data on our behalf:
 - third party service providers to our funds (for example, transfer agents, administrators, distributors, custodians, paying agents and researchers)
 - credit reference agencies, debt collection agencies and other companies for use in credit decisions, for fraud prevention, to pursue debtors and for the verification of identity
 - document execution vendors in relation to the execution of contracts with our clients;
 - insurance brokers;
 - professional advisers (for example, accountants/tax advisors and legal advisors).
- If you use a financial adviser (as indicated on your investor application form), then details of your investments and valuations may also be provided to such financial adviser.
- We may disclose to relevant tax authorities, regulators, government departments or competent authorities of the UK or of other countries, any personal data (including tax status, identity or residency or other personal and payment information, documents or self-certifications) in order to comply with a court order or to meet legal and regulatory requirements arising in the conduct of our business. Such disclosure may be made directly to such regulators or competent authorities or made indirectly to our advisers or providers who will make such filings or disclosures on our behalf.

Transfers outside the EEA

We may transfer your personal data to our overseas affiliates (including outside the EEA) and/or allow the information to be accessed by our affiliates and their employees outside the EEA as well as within it. It may also be processed by personnel operating outside the EEA who work for us or for one of our third party service providers.

Where we transfer your personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA or that the transfer is otherwise compliant with data protection laws. This can be done in a number of ways, for example:

- the country that we send the data to might be approved by the European Commission;
- the recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- where the recipient is located in the US, it might be a certified member of the EU-US Privacy Shield Scheme;
- where data protection laws permit us to transfer your personal data outside the EEA.

You can obtain more details of the protection given to your personal data when it is transferred outside the EEA (including a copy of any standard data protection clauses which we have entered into with recipients of your personal data) by e-mailing us at fsi@bnymellon.com or writing to us at *First Sentier Investors (UK) Ltd, PO Box 404, Darlington, DL1 9UZ*.

How long will we store your data?

Personal data held by us will be kept confidential. How long we hold your personal data for will vary and will be determined by various criteria, including:

- the purpose for which we are using it – we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal data.

Your rights in relation to your data

If you wish to contact us for any of the reasons below, please e-mail us at fsi@bnymellon.com or write to us at *First Sentier Investors (UK) Ltd, PO Box 404, Darlington, DL1 9UZ*:-

- You have a **right to access** the information which we hold about you. If you wish to make an application to access or obtain this information, please contact us. In some circumstances, you have the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit that data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to us.
- We take reasonable steps to ensure that the personal data we collect, use or disclose is **accurate, complete and up to date**. Please contact us if any of the details you have provided change. Please also contact us if you believe that the information we have about you is not accurate, complete or up to date.
- If you wish us to **erase or restrict** using your data, please contact us. We may need to discuss with you the basis of your request as there may be circumstances where we are legally entitled to continue processing your personal data/refuse your request.
- If you have previously provided your consent to our use of your data (other than for marketing purposes) and you wish to **withdraw such consent**, please contact us. We may need to discuss with you whether our use of your data needs to continue for lawful purposes (i.e. because we have another legitimate reason (other than your consent) for doing so).
- **If you have previously consented to being sent information about other products and services available from the First Sentier Investors (UK) group of companies, you may withdraw such consent by contacting us.**
- If you have any **complaints** in relation to the way we have used your information, please contact us in the first instance. You also have the right to lodge a complaint with the **Information Commissioner's Office** at *Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)*, if you think that any of your rights have been infringed by us.

Other Products and Services

If you would like to receive further information from us about other products or services offered by First Sentier Investors (UK) Group, please ensure you tick the relevant box on the appropriate application form or contact us by e-mailing us at fsi@bnymellon.com or writing to us at *First Sentier Investors (UK) Ltd, PO Box 404, Darlington, DL1 9UZ*.

Changes to our Privacy Notice

This Notice was updated on 05/10/2018. We reserve the right to change this Notice at any time.