

# First Sentier Investors ICVC (the 'Company')



## Switching form and dealing instruction for all 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 (UK) Funds Limited, 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.
- 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.
- Due to the closure of certain stock markets and regulated markets we invest in, a number of our funds may have additional non-dealing days, to align the days on which investors are able to subscribe, redeem and/or otherwise deal in a Fund with its ability to calculate the relevant net asset value and/or dispose of the relevant Fund assets.

### 1. Client details

Please provide your full name and address.

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

Country of Birth

City/Town of Birth

National Insurance No.

Email address

Existing client no. (if applicable)

Designation

### Tax residency

Please list below your country/ies of tax residency and applicable Tax ID/TIN

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 (please consult the Prospectus for a complete list of the Funds and their Classes). Hedged Classes are also available within certain Funds. Minimum investment levels for our funds can be viewed in the Prospectus, fund Factsheets or are available on request. **Please note that a valid B class 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: valid B class ISIN valid B class 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"/> %
<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.

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

**4. Use of customer information**

The personal information that you provide in this application form will be processed by First Sentier Investors (UK) Funds Limited or its agents or third party administrators in accordance with the privacy notice provided alongside this application form (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.

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### If you wish to write to us:

Dealing Services  
First Sentier Investors (UK) Funds  
Limited  
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 (+44 203 528 4102)  
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.

<b>Signature:</b>
<b>Date:</b>

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.

### 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.
- 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). These third party service providers may also disclose and transfer your personal data to their affiliates or other third party contractors.
  - 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 UK and EEA

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

Where we transfer your personal data outside the UK or 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 UK or 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 UK Information Commissioner's Office or the European Commission;
- the recipient might have signed up to a contract based on "model contractual clauses" approved by the UK Information Commissioner's Office or the European Commission, obliging them to protect your personal data;
- where data protection laws permit us to transfer your personal data outside the UK or EEA.

You can obtain more details of the protection given to your personal data when it is transferred outside the UK or EEA by e-mailing us at [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or writing to us at *First Sentier Investors (UK) Funds 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 [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or write to us at *First Sentier Investors (UK) Funds 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 [infouk@firstsentier.com](mailto:infouk@firstsentier.com) or writing to us at *First Sentier Investors (UK) Funds Ltd, PO Box 404, Darlington, DL1 9UZ*.

## Changes to our Privacy Notice

This Notice was updated on 6 April 2022. We reserve the right to change this Notice at any time.