

INVESTMENT FUNDS TOP UP FORM

for existing clients

This form is to be used to top up existing Investment Funds, Trusts, SIPP or SSAS holdings with Cofunds.

Please complete this form and return it to:
Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB

The Terms and Conditions can be found at:
www.cofunds.co.uk/advisedterms

Use the **Investment Funds Application Form** to update the segment or income option.

Section 1 Client/Company details

1A. Existing client details

Existing Cofunds Client Reference

Designation (if applicable)

Title Mr Mrs Ms Miss Other

First and middle name(s)

Surname

or company name

Date of birth / /

If you're topping up a **designated** holding, it must be entered in this section. **i**

When completing date fields please use the usual **DD/MM/YYYY** format. **i**

1B. Joint holders

Second holder
Full name

Third holder
Full name

Fourth holder
Full name

Section 2 Funding the investment (tick all that apply)

Who's funding the investment? Client Third party, if so, please also complete Section 2A in full

<input checked="" type="checkbox"/> Cheque	£
<input checked="" type="checkbox"/> Cofunds Cash Account	£

Cheques must be made payable to **Cofunds Limited**. For a Building Society cheque or banker's draft your name must appear on the front of the cheque, or on the back of the cheque accompanied by the Building Society's or Bank's official stamp and signature. **i**

2A. Third party details (please complete this section if the person funding all or part of this investment isn't the applicant listed in Section 1)

Existing Cofunds Client Reference (if applicable)

Title Mr Mrs Ms Miss Other

First and middle name(s)

Surname

Permanent residential address

Postcode

Relationship to applicant

Date of birth / / Male Female

If this section is completed then the third party must be verified using a **Confirmation of Verification of Identity Form**. **i**

Section 3

Investment details

What funds would you like to invest in?

For further details about the available funds, please refer to the Key Investor Information Documents (KIIDs) and/or Fund Key Features Document.

I've included a separate list of funds with this form or I've listed funds below

Full fund manager name, fund name and share class (example) World Equity Z Fund	Type of unit/share ¹	Lump sum
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input checked="" type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input checked="" type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input checked="" type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	£
	<input type="checkbox"/> ACC <input type="checkbox"/> INC	£
Cofunds Cash Account (this will be placed into your cash account)		£
TOTAL AMOUNT		£

¹ACC/INC: if you don't specify ACC or INC in this column, Cofunds will invest into accumulation units/shares where available. If you've chosen INC and it's your first investment into an income fund, we'll use the 'Retain in fund' option as the default.

Section 4

Adviser details (for adviser use only)

Cofunds Intermediary Authorisation Code (required)

Please read the Terms and Conditions for information on identity verification. **i**

One-off advice fee

The fee will be deducted from your client's Cofunds Cash Account. The fee will be paid from the same Platform Account Reference as this investment instruction. If your client would like their fee to be paid from a different account, please enter this below.

Pay from Platform Account Reference **A**

Percentage of fee VAT is applicable to %

VAT amount £

Fee amount (monetary amount) £

Total amount £

Date of advice / /

To avoid duplication, please don't enter this one-off fee on any other application form. **i**

Fee calculation
Cofunds will use the VAT rate that's in place at the date of advice. **i**

Section 5

Client declaration

5A. I declare that

I am aged 18 or over.

The information contained in this top up form is correct to the best of my knowledge and belief.

I have received financial advice from a financial adviser in relation to this investment.

5B. I authorise Cofunds Limited to

If required, undertake searches with a reference agency for the purposes of verifying my identity. To do so, the reference agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes.

I understand that a record of the search will be retained as an identity search.

5C. I confirm that

I have viewed the Terms and Conditions of the Cofunds Platform (Advised) and by signing this application form I agree to be bound by them.

I have viewed the relevant product Key Features and fund specific information and/or Key Investor Information Documents (KIIDs) relating to my investment. A copy of the KIIDs can be found via the following link: www.cofunds.co.uk/investorsreportsandaccounts

5D. I understand that

My signed application form (once accepted by Cofunds) together with the Terms and Conditions of the Cofunds Platform (Advised) form my Customer Agreement with Cofunds Limited.

Instructions may be delayed or rejected if this application form is not complete in all respects.

I am entitled to cancel my application in accordance with the Investment Funds Key Features and that if I choose to cancel my application, my investment shall be subject to market movement during the period from the date when my application is processed to the date my investment is sold.

I understand that where I hold my product jointly with another investor, Cofunds will accept instructions and act on the authority of the primary holder only, in most circumstances. For Powers of Attorney more than one signature may be required.

5E. Fund Sale Instruction

I confirm that my adviser has explained to me whether a Fund Sale Instruction applies to the segment linked to my investment. If so, I accept and agree that funds will be sold to settle any outstanding fees and charges which have accrued prior to this date and all fees and charges payable hereafter.

I understand and accept that this may result in commission-included share class funds being sold to cover the fees and charges.

5F. Adviser fee agreement (applicable if Section 4 is completed)

I confirm that I have received my Fees and Charges Schedule and understand the fees and charges that are applicable to my investment.

I instruct Cofunds to pay my adviser the agreed one-off fee as specified in Section 4.

By signing this I agree that my adviser has explained the attributes of the one-off fee to me, and agree to pay my adviser fees from my Cofunds Cash Account.

5G. Notes

Where there are two signatories for a corporate investor, please delete reference to primary and second holder.

If you require a Fund prospectus, please contact your adviser or Fund Manager directly.

If you wish to download reports and accounts, you can do so at:

www.cofunds.co.uk/investorsreportsandaccounts

If you wish to receive paper copies of reports and accounts, product Key Features, other fund-specific information and/or KIIDs, please write to us at: Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY.

If you wish to pay your adviser by another means then Section 4 **shouldn't** be completed.

Primary holder signature	<input type="text" value="X"/>	Date	<input type="text" value=""/>	/	<input type="text" value=""/>	/	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Capacity	<input type="text"/>									
Second holder signature	<input type="text" value="X"/>	Date	<input type="text" value=""/>	/	<input type="text" value=""/>	/	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Capacity	<input type="text"/>									
Third holder signature	<input type="text" value="X"/>	Date	<input type="text" value=""/>	/	<input type="text" value=""/>	/	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Capacity	<input type="text"/>									
Fourth holder signature	<input type="text" value="X"/>	Date	<input type="text" value=""/>	/	<input type="text" value=""/>	/	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Capacity	<input type="text"/>									