



Ninety One OEIC Top up, switch & amendment form



Use this form (as applicable) to:

- **Top up** – make an additional investment into your existing Ninety One OEIC Funds
- **Switch** – switch from your existing Ninety One OEIC Funds(s) into other Ninety One OEIC Funds
- **Regular savings plan amendment** – change your Ninety One OEIC Fund(s) choice or the monthly amount to be invested

This form can be used by individual and corporate investors holding their Ninety One OEIC Funds directly, to make top ups, switches and regular savings plan amendments. For Ninety One OEIC Funds held via the Ninety One ISA, please use the ISA version of this form. Please ensure that you read the Prospectus, the Key Investor Information Document (KIID) for the share class of the fund(s) you want to invest in and the Supplementary Information Document (SID), which includes the Terms and Conditions for direct investors.

Financial intermediaries

If a financial intermediary has arranged this application, commission may be payable to them if advice has not been given.

For any queries relating to your account you may contact the email address specified below. Please note that we do NOT accept instructions via email.

Ninety One Client Services Team

Telephone: +44 (0)20 3938 1900
Email: ninetyoneenquiries@uk.sscinc.com

Please print clearly in BLOCK CAPITALS and return to: Ninety One Fund Managers UK Limited, PO Box 9042, Chelmsford CM99 2XL.

For hand and courier deliveries only, please return to: Ninety One Fund Managers UK Limited, Adams House, 2 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LG.

How to complete this form

Investment amendment type	Mandatory sections to be completed
Top up – to make an additional investment into your existing Ninety One OEIC fund(s)	1, 2 and 5
Switch – to switch from your existing Ninety One OEIC Fund(s) into other Ninety One OEIC Funds	1, 3 and 5
Regular savings plan amendment – to change your Fund choice or the amount of your monthly subscription	1, 4 and 5

For details of available Funds in the Ninety One OEIC Fund range, including available share classes and minimum investment limits for each share class in each Fund, please refer to the Funds/ Prices & Performance page on our website (www.ninetyone.com).

If you would like access to our online valuation service, have you supplied your email address in Section 2? If you elect to do so, we will email you with instructions on how to access this service.

Please refer to the 'How to complete this form' section on page 2 and complete the below sections, in BLOCK CAPITALS, as applicable.

1. Investor details

Please complete this mandatory section with the details of the registered holder(s) of the existing Ninety One account you wish to amend. Where more than two investors are registered, please supply further details (full names, address details and signatures) on a separate sheet of paper and enclose with this form.

Ninety One account number _____ **Designation** (if applicable) _____

First investor details

Title(s) _____ First Name _____ Surname _____

Registered investor _____

Registered address _____

_____ Postcode _____

Country _____

Contact telephone number _____

Email address _____

Second investor details (if applicable)

Title(s) _____ First Name _____ Surname _____

Registered investor _____

Registered address _____

_____ Postcode _____

Country _____

Contact telephone number _____

2. Top up

Please complete this section if you are looking to make an additional lump sum investment in your existing Ninety One OEIC Fund(s). Please specify below the fund(s), share class and share class type(s) that you currently hold and the additional amount(s) you wish to invest. For details of each share class available including the share class type and the minimum investment amounts please refer to the 'Funds/Prices & Performance' page on our website (www.ninetyone.com).

If you wish to make an initial investment in a Ninety One OEIC Fund that you do not currently hold please complete the applicable initial OEIC Application Form which is available on our website and upon request.

Full names of existing fund(s)	Share class	Share class type			Lump sum amount £
		Acc	Inc	Inc ²	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please make your cheque payable for the total amount to: Ninety One Fund Managers UK Limited. _____ Total £ _____

3. Fund switches

Please complete this section if you are looking to switch all or part of your current investment between different funds in the Ninety One OEIC fund range. Please specify the fund(s), share class(s), share class type(s) and the amount(s)/percentage(s) you wish to switch from and to below. For details of each share class type including the minimum investment amounts please refer to the 'Funds/Prices & Performance' page on our website (www.ninetyone.com).

Please note if you are making a partial redemption in your existing fund(s) you must retain at least the minimum investment amount within those funds.

For the fund(s) you elect to switch into, notwithstanding any indication of a share class type*, if a Fund you have selected only issues one share class type you will automatically receive that share class type. If you do not mark any share class type box below you will automatically be invested in Accumulation shares.

In the fund(s) you are switching into if you elect to switch into either Income or Income 2 share class types then please provide your bank details below in order for any income to be paid directly to your bank account. If you do not provide bank details below you will automatically be switched into Accumulation shares.

Switch from – please redeem the following holding(s):

Full names of chosen fund(s)	Share class	Share class type			Amount £	Or	Percentage of fund to be switched
		Acc	Inc	Inc ²			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Grand total				_____	_____	_____	_____

Switch to please reinvest the proceeds from the above redemptions as follows:

Full names of chosen fund(s)	Share class	Share class type			Amount £	Or	Percentage of grand total to be switched
		Acc	Inc	Inc ²			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Grand total				_____	_____	_____	_____

The grand total in the 'Switch from' section must match the grand total in the 'Switch to' section.

*Accumulation ('Acc'), Income ('Inc') or Income 2 ('Inc²')

4. Bank mandate for income distribution and/or redemption proceeds

Please complete this section if you wish to have either income distributions and/or redemption proceeds on the fund(s) you are switching into, paid directly to your bank account.

Apply Bank Details to:

- Redemptions Proceeds
- Income Distributions (income Share classes only)
- Both (Not applicable where Accumulation Share classes held)

Income distributions: If you have indicated above that you wish to switch into Income or Income 2 shares in your selected fund(s), you must complete this section with your bank details. If you do not provide your bank details in this section, then you will automatically be invested in Accumulation shares until such time as you provide your bank details to us.

Redemption proceeds: If you do not complete this section then any future redemption proceeds will be paid by cheque. The payment of redemption proceeds is subject to Ninety One having verified your identity. In certain circumstances we may need to request additional information to verify your identity. If this is necessary we will write to request the information and this may delay the payment of your proceeds.

Please note, we do not make any third party payments. The bank account indicated must be in the name of the investor and we will only make income payments and redemption payments, as applicable, to this account. Redemption payments will only be made directly into your bank account in this way if the details you provide are the same as those previously supplied. We can only make redemption payments by electronic bank transfer if we hold proof of your bank account on file. **For redemption proceeds to be paid directly to your bank account we will need to receive from you one of the following documents in order to verify your bank account details;**

- A spoiled cheque
- A bank pay in slip
- An original hard copy statement less than three months old
- A formal printed bank statement available from your internet banking facility less than three months old
- Letter from the Bank confirming the details less than three months old

Please contact us if you are unsure of whether we hold your current bank details.

Payee Name

Bank/building society name

Branch address

Postcode

Account holder name

Sort code

Bank/building society account number

Building society roll number

5. Regular savings plan amendment

Please complete this section if you are looking to make amendments to an existing regular savings plan. This could be to amend the amount to be invested and/or the funds you wish to invest in. If you do not currently have, but wish to initiate, a new regular savings plan with Ninety One, please complete the OEIC application form for individual investors which is available on our website (www.ninetyone.com) and upon request.

Applications to invest in the OEIC Funds via the regular savings plan with this application form will be in 'R' Accumulation and 'A' Accumulation GBP Net share classes. The minimum investment limit for monthly saving is £100 per fund. For details regarding the 'R' and 'A' share classes and share class type please refer to the 'Funds/Prices & Performance' page on our website. If you wish to change your bank or building society details or to reinstate a direct debit instruction that was previously cancelled please contact our Client Services Team for further details.

7. Financial intermediary declaration and undertaking

(Please ignore this section if you are not a financial advisor)

If this form is submitted via a Financial Intermediary, then this section must be completed by that Intermediary. By completing this section you are confirming that you have received, read and are bound by Ninety One's Intermediary Terms of Business.

Company name

Contact name

Branch address

Postcode

Country

Contact telephone number

Email address

FCA number

Ninety One agent code (if available)

Please tick the applicable box in either Part 1 or Part 2 below*.

I/we confirm:

Part 1 – Advice has been given in respect of this application and NO commission can be paid.

Part 2 – Advice has NOT been given in respect of this application and commission can be paid.

I/we represent and warrant that this application form is submitted on terms that require commission to be paid by Ninety One and that I/we am/are permitted to receive such commission under the FCA Rules. I/we undertake to notify Ninety One immediately if this commission ceases to be permitted under the FCA Rules. In this case I/we agree that such remuneration will cease to be payable and I will repay any such remuneration I have received.

*If Part 2 is not ticked then no commission will be paid.

Signature

	Date DD / MM / YYYY
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Full name (please print)

Position (please print)

We recommend that you retain a copy of this form for your records.