

Ninety One OEIC & ISA

Change of personal details For individuals



Ninety One Client Services Team

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

How to return this form

Please print clearly in BLOCK CAPITALS. Please send this application form to:

Postal address:

Ninety One Fund Managers UK Limited
PO Box 9042
Chelmsford
CM99 2XL

Fax:

+4487 0889 0592

Hand deliver/courier:

Ninety One Fund Managers UK Limited,
Adams House,
2 Springfield Lyons Approach,
Chelmsford, Essex,
CM2 5LG.

Please note that we do not accept this form via email.

This form can be used to inform Ninety One Fund Managers UK Limited of changes to your registered personal details for your holding(s) of the OEIC Fund(s) held directly or via an ISA. Please complete the applicable sections depending on the details that you wish to change.

Section 1. Personal details (complete in all instances)

Section 2. Change of address

Section 3. Change of name

Section 4. Change of tax residency details

Section 5. Declaration (complete in all instances)

*Mandatory fields.

1. Personal details

Please complete with the details of the registered holder(s) of the existing Ninety One account you wish to amend. In the case of an investment in the OEIC Fund(s) held outside an ISA where there may be joint holders and where more than two investors are registered, please supply further details (full names and signatures) on a separate sheet of paper and enclose with this form.

Ninety One account number

Designation (if applicable)

First investor details

Title*	First name(s)*	Surname*
Country*	Email Address*	
Mobile*	Home telephone*	Work telephone*

Second investor details (if applicable)

Title*	First name(s)*	Surname*
Country*	Email Address*	
Mobile*	Home telephone*	Work telephone*

2. Change of address

Please complete this section if you wish to inform Ninety One of a change of registered address or mailing address for a named investor of the account listed in Section 1. If there is more than one registered holder of the account please specify the holder(s) that you would like the changes to be applied to. Please be aware that all correspondence from Ninety One will be sent to the primary registered holder of the account.

Specific holder(s) you would like the changes detailed below to be applied to

2A. Change of Registered address

Current registered address details

Registered address

Postcode	Country
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New registered address details

Registered address

Postcode	Country
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PO Box or c/o addresses are not valid registered addresses. These are acceptable only for mailing purposes. Verification of address may be required.

2B. Change of mailing address (if different from above)

Current mailing address details (when different from registered address)

Mailing address

Postcode	Country
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New mailing address details (when different from registered address)

Mailing address

Postcode	Country
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PO Box or c/o addresses are not valid registered addresses. These are acceptable only for mailing purposes. Verification of address may be required. Please note if your address is not in the UK, or if we are not able to verify your new UK address electronically we will require evidence of your address. Please contact us should you require further details.

3. Change of name

Please complete this section if you wish us to change your name on the share register for the Ninety One OEIC Fund(s).

Depending on the reason for your name change, please enclose the original copies or certified copies of the below documents, as applicable. If you have provided original copies, once these documents are received we will post them back to you via recorded delivery on the next working day. Please note that any documents sent to us are sent at your own risk.

- Marriage – Marriage certificate
- Civil partnership – Civil partnership certificate
- Divorce – Decree absolute (for England and Wales), extract decree of divorce (for Scotland) and either a birth certificate or a marriage certificate.
- Other changes – Deed poll document

Current registered name (as detailed in Section 1)

Title	First name(s)	Surname
_____	_____	_____

New registered name

Title	First name(s)	Surname
_____	_____	_____

4. Change of tax residency details

Tax residency self-certification

Tax regulations¹ require us to collect information about each investor's tax residency². In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your account(s) with Her Majesty's Revenue and Customs who may in turn share information with any or all participating tax jurisdictions³. If you have any questions about your tax residency², please contact your tax advisor. Should any information provided change in the future, please ensure you advise Ninety One of the changes promptly.

Please indicate all countries in which you are resident for tax purposes and the associated tax identification Number(s)* (if applicable) in the table below.

*This is usually the National Insurance Number or Social Security Number.

First investor

Country(ies) of tax residency	Tax identification no.
_____	_____
_____	_____
_____	_____

Second investor

Country(ies) of tax residency	Tax identification no.
_____	_____
_____	_____
_____	_____

If more than two joint holders, please provide the same details above for each additional holder on a separate sheet.

If you do not have a Tax Identification Number (TIN), please select one of the following reasons for not having a TIN. Please tick only one box.

- The investor is not required to be registered for tax (even though income tax is levied by the jurisdiction)
- No TIN is issued by the jurisdiction (because income tax is not levied by the jurisdiction)
- The TIN is not required to be reported by such jurisdiction under local law

Tax residency explanatory notes

¹ The term 'tax regulations' refers to the International Tax Compliance Regulations 2015 which implements the Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

² In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If in doubt, please contact your tax advisor.

³ Those countries that have agreed to exchange information under FATCA and the CRS¹.

5. Declaration

I/we apply to make changes to our registered personal details as specified in Section 2 and/or 3 and/or 4.

The information provided on this form is, to the best of my/our knowledge and belief, accurate and complete.

I/we agree to notify Ninety One Fund Managers UK Limited immediately in the event the information I/we have provided on this form should change or in the event that these changes should affect the Beneficial Ownership declaration which has already been submitted to Ninety One Fund Managers UK Limited.

First investor signature

	Date DD / MM / YYYY
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Name (please print)

Second joint investor signature (if applicable)

	Date DD / MM / YYYY
--	---------------------

Name (please print)

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

Appendix

Acceptable documentation for verification of residential address

- Local authority tax bill (valid for current year)
- Current signed UK / EEA photo-card driving licence, or blue disabled driver's pass
- Current signed photo-card driving licence
- Current full UK driving licence (old version)
- Solicitor's letter confirming house purchase or land registry confirmation
- Local council rent card or tenancy agreement
- Recent evidence of entitlement to a state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year)
- Original utility bill no older than 3 months (not including mobile phone bill) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms
- HMRC correspondence addressed to the applicant at the stated address (dated within the last year)\Government issued or EEA member state identity card
- Northern Ireland voter's card 11/13
- Recent system-generated or signed documentation (not printed from the internet) from a regulated financial sector firm indicating that an account/investment/insurance relationship exists and which includes the account holder's address
- A bill from a reputable credit or financial institution in your home country that includes the address

Certification requirements

All certified copies should be dated and signed with the following statement “Original Seen”.

The person/firm undertaking the certification must be easily contactable.

The certification of verification documents must be undertaken within a 12 month period - anything outside of this period will be rejected.

Self-certification or certification by a family member is prohibited.

The following persons are authorised to certify documentation:

General

- Financial Advisor
- Solicitor/Lawyer
- Accountant
- Stockbroker
- Bank or Building Society Official
- Regulated Mortgage Broker
- Notary Public
- British Consul - Country equivalent
- Judge
- Government authority

UK Specific

- Post Office - Identity verification service

SA Specific

- Commissioner of Oaths
- Ex-Officio Commissioner of Oaths
- Chartered Accountants
- Police Office - (Members of the South African Police are Commissioner of Oaths) and
- Post Office - (Post Offices in South Africa are Commissioner of Oaths).

The certification must include:

- Name of authority/certifier
- Date - within a 12 month period
- Signature
- State “Original Seen”