

When we say 'we' or 'us', we mean Aberdeen Standard Fund Managers Limited.

Who is this form for?

You can use this form to make an additional permitted subscription to your ISA.

Filling in this form

Please ensure you have completed and returned either APS ISA Internal/External Transfer Form prior to completion of this and received confirmation of your allowance. **Please note we cannot accept an APS subscription until the APS allowance has been transferred to us.**

Subscriptions may be made in cash (complete part 3 of the form).

If you inherited your spouse or civil partners assets held by Aberdeen Standard Fund Managers Limited; you may also use these assets to make a subscription. Please complete part 5 if you wish to retain the assets, or part 6 if you wish to specify your own.

An ISA may only be held in one individual's name.

If you need any help completing this form, please contact us on 0345 113 6966. Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

If you are receiving advice from a financial adviser, you should remember that the financial adviser is acting on your behalf not only by giving you advice, but also regarding completing this form.

Only complete the sections that are applicable to you; missing information will prevent us from accepting your application.

Please use **BLOCK CAPITALS** to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

Please sign and date the Declaration and return this form with your cheque (where applicable) to: **Aberdeen Standard Fund Managers Limited, PO Box 12233, Chelmsford, CM99 2EE**

Financial adviser's details (if applicable)

Name of financial adviser:

Agent code:

Consultant code (if applicable):

Campaign code (if applicable):

Part 1 – Personal details (mandatory section)

Existing account number (if applicable):

Title:

Date of birth:
(DD/MM/YY)

Surname:

First names (in full):

Permanent residential address:

Postcode:

Home telephone:
(inc. STD code)

Daytime telephone:
(inc. STD code)

Important

Please provide your National Insurance Number. This is a HMRC requirement and must be completed. If you do not have one please tick the box to declare this.

National Insurance Number:

I do not have a National
Insurance Number:

Part 2 – Details of the deceased (mandatory section)

Deceased's existing investor reference (if applicable):

Title:

Date of birth:
(DD/MM/YY)

Surname:

First names (in full):

Permanent UK Residential address:
(at date of death)

Postcode:

Important

Please provide a National Insurance Number. This is a HMRC requirement and must be completed. If you do not know this please tick the box to declare this.

National Insurance Number:

The deceased did
not have a National
Insurance Number:

Date of death:
(DD/MM/YY)

Date of marriage or civil partnership:
(DD/MM/YY)

Part 3 – Subscription information

I (the investor) wish to subscribe from my APS allowance in respect of the deceased and wish to make my subscription to a Stocks & Shares ISA:

- In cash (cheque enclosed). Complete part 4.
- In specie** (by the transfer of existing ISA investments that have remained with the ISA manager or their nominee) to the above amount or value as at date of death. Please complete part 5.
- In cash, by selling assets within the deceased ISA to fund the subscription. Please complete part 6.

Please be aware that once an APS subscription has been made, any future subscriptions under that APS allowance MUST be made to this ISA manager and be accompanied by an APS Subscription Eligibility Declaration (please see Part 9). Not all ISA managers allow for multiple subscriptions to an APS allowance and where only a one-off APS allowance subscription is allowed any unused balance will be lost.

Part 4 – Your investment

Stocks and Shares ISA

Please refer to the Fund Information document, which can be found on www.aberdeenstandard.com, for details of the funds available to you and the fund codes. You can choose to invest in more than one fund.

Please show the percentage that you wish to place in each fund. Please ensure that the total percentage amounts add up to 100%.

Please note, for each fund there is a minimum lump sum amount. The minimum amounts are provided in the latest Fund Prospectus of the company.

A European Union directive requires fund managers to produce a Key Investor Information Document (KIID) for most funds. This document sets out key information about the fund including the objectives and risks of the fund, what it invests in and its charges. **It is important that you read the Terms and Conditions and the KIID(s) before selecting the fund.**

Fund Code	Fund Name	Share type Inc/Acc	Investment amount %
Please ensure the total percentage adds up to 100%.		Total	100%

Part 5 – In Specie ISA Transfer Instruction*

Please provide the priority of funds to be transferred, if the value of these funds is more than the APS allowance we will transfer the funds in the order given.

The investments must have been held by your spouse or civil partner in an ISA with Aberdeen Standard Fund Managers Limited.

The investments must still be held by Aberdeen Standard Fund Managers Limited.

You cannot make an in specie APS by transferring assets from another ISA manager.

*Only complete the table below if the date of death was prior to 6 April 2019. Otherwise, please ensure the executor (s) sign below.

Fund Code	Fund Name	Share type Inc/Acc

Please note that we will need all executors to sign below

1 st Signature:	Date (DD/MM/YY):
2 nd Signature:	Date (DD/MM/YY):
3 rd Signature:	Date (DD/MM/YY):
4 th Signature:	Date (DD/MM/YY):

Part 6 – Product Switch Instruction

Please provide the priority of funds to be transferred, if the value of these funds is more than the APS allowance, we will transfer the funds in the order given.

The investments must still be held by Aberdeen Standard Fund Managers Limited. You cannot make a product switch APS subscription by transferring assets from another ISA manager.

Fund Code	Fund Name	Share type Inc/Acc

If the date of death was prior to 6 April 2019 the APS allowance will be capped at the value on the date of death. Please refer to the Fund Information document, which can be found on www.aberdeenstandard.com, for details of the funds available to you and the fund codes. You can choose to invest in more than one fund. Please show the percentage that you wish to place in each fund. Please ensure that the total percentage amounts add up to 100%.

Fund Code	Fund Name	Share type Inc/Acc	Investment amount %
Please ensure the total percentage adds up to 100%.		Total	100%

Please note that we will need all executors to sign below

1 st Signature:	Date (DD/MM/YY):
2 nd Signature:	Date (DD/MM/YY):
3 rd Signature:	Date (DD/MM/YY):
4 th Signature:	Date (DD/MM/YY):

Part 7 – Payment details (payments from us to you)

Complete this section if you will be taking a regular income from your investment in respect of distributions (for income share classes only) or regular withdrawals (for accumulation share classes only). **For security, all payments must be paid to and from the same account.** Complete the details below so that payments can be made directly to your bank account where applicable.

Please ensure the same bank details are provided for all payments. Different details cannot be accepted for direct debits and income.

I hereby instruct Aberdeen Standard Fund Managers Limited to arrange for payments to be paid direct to my bank or building society account, as detailed below:

Name and full postal address of your bank or building society:
Postcode:
Name of account holder:
Bank or building society account number:
Branch sort code:
Roll no. (if applicable):

Part 8 - Regular withdrawal details (accumulation shares only)

Complete this section if you will be taking a regular withdrawal from your investment.

Regular withdrawals will be taken on the 6th of the month. You will receive each payment around the 15th of the month.

How often do you want the withdrawal paid?

Monthly Quarterly Half yearly Yearly

Please indicate the month you would like payments to start from.

Date (DD/MM/YYYY):

Please indicate which funds you wish to make your withdrawals from. You can choose to withdraw a monetary amount or a percentage of the fund. For example, if you want to withdraw £100 each month (£1,200 per year) tick the monthly box and write £100 in the "Amount" box below. If you want to withdraw 6% per year but paid at quarterly intervals, tick the quarterly box and write 1.50% in the Percentage box below.

Fund Code	Fund Name	Amount £	Percentage %

Part 9 - Eligibility Declaration/Authorisation

This section must be completed to confirm you the investor is eligible to make an Additional Permitted Subscription (APS) to an ISA in respect of the deceased named on this application.

I (the investor) declare that:

- I am the surviving spouse / civil partner of the deceased
- I was living with the deceased within the meaning of Section 1011 of the Income Tax Act 2007 at the date of the deceased's death (we were not separated under a court order, under a deed of separation, or in circumstances in which the separation was likely to be permanent)
- the subscription is made under the provisions of regulation 5DDA of the ISA regulations (additional permitted subscription)
- the subscription is being made
 - in the case of 'in specie' subscriptions, within 180 days of beneficial ownership passing to me, and
 - in the case of cash subscriptions, within 3 years of the date of death, or if later, 180 days of the completion of the administration of the estate (where the deceased died in the period beginning with 3 December 2014 and ending on 5 April 2015, the deceased is treated as dying on 6 April 2015).
- I am aged 18 years of age or over
- All subscriptions made, and to be made, belong to me

I authorise Aberdeen Standard Fund Managers Limited

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash and
- to make on my behalf any claims to relief from tax in respect of ISA investments.

I agree to the ISA terms and conditions.

I declare that this APS application form has been completed to the best of my knowledge and belief.

Signature:

Date (DD/MM/YY):

Part 10 – Data Protection and Money Laundering

Data Protection Information

Personal information provided in connection with your application will be used by Aberdeen Standard Fund Managers Limited to set up and administer the account.

If you have appointed a financial adviser, we will give them information about the account and, where appropriate, send copies of correspondence to them to enable them to give you advice.

The majority of your information is processed in the UK and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK/EEA data privacy laws e.g. we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.

The information collected may be shared with other parts of Aberdeen Standard Fund Managers Limited, Standard Life Aberdeen group and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators and HM Revenue & Customs, where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

If you would like to know more about how Aberdeen Standard Fund Managers Limited processes your personal information and what your rights are, please read our Privacy Policy at www.aberdeenstandard.com

Money Laundering Information

To comply with Money Laundering Regulations 2017, we may verify your identity by carrying out an on-line check with a reference agency. Where an on-line check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity, in which case we will carry out a manual check.

Part 11– Communication Preferences

We, and the other members of the Standard Life Aberdeen group, would like to contact you from time to time to keep you up to date with special offers, new products and services, newsletters and other promotions.

- If you do want to be kept informed, please tick this box
- If you would like to be contacted electronically, please provide your preferred email address below

Part 12 – Declaration

I declare that:

- I have read an up-to-date version of the **Key Investor Information Document(s)** for each fund in which I want to invest.
- I understand that I can access the Key Investor Information Documents (KIIDs) for my chosen funds (where available) from the aberdeenstandard.com website or by calling Aberdeen Standard Fund Managers Limited.
- I have regular access to the internet and can access www.aberdeenstandard.com to obtain the Terms and Conditions and the KIID documents mentioned above and agree to the provision of this information via this medium or have otherwise been provided with paper versions of these documents.
- I understand that Aberdeen Standard Fund Managers Limited can accept no responsibility for any losses incurred as a result of a delay in the submission of this application.
- I authorise Aberdeen Standard Fund Managers Limited on my written request to transfer or pay to me as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash.
- I have read the Data Protection Notice and I agree that my personal data may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).

Before signing this Application Form you should read the ISA Terms & Conditions carefully, as this is the document on which we rely. You must also read the Key Investment Information Document(s) for your chosen fund or funds. These documents can be found on www.aberdeenstandard.com or via your financial adviser. If you have any questions, you should ask us before signing.

I authorise Aberdeen Standard Fund Managers Limited to carry out electronic identification checks if required.

I declare that the information given is correct to the best of my knowledge and belief and that I will inform Aberdeen Standard Fund Managers Limited of any change in the information given. I have read the Data Protection and Money Laundering and Declaration overleaf and above.

Check that you have completed ALL applicable sections of the application form.

Please ensure you sign here or we will have to return your application

Signature:

Date (DD/MM/YY):

Customer(s) with no financial adviser.

Unless indicated otherwise Aberdeen Standard Fund Managers Limited will assume you received no financial advice from a professional financial adviser in respect of this investment.

Please tick here if you received financial advice.

Useful information

Mail your form to: Aberdeen Standard Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE

Aberdeen Standard Investments is a brand of the investment businesses of Aberdeen Asset Management and Standard Life Investments.

Aberdeen Standard Fund Managers Limited is registered in England and Wales (740118) at Bow Bells House, 1 Bread Street, London EC4M 9HH.

Aberdeen Standard Fund Managers Limited is authorised and regulated by the Financial Conduct Authority. www.aberdeenstandard.com

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