

# Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children

Top Up / Regular Saver  
Amendment Pack

# Guide to using the form in this pack

You may use the form in this pack to (i) top up an existing investment; (ii) change existing regular savings instructions; and (iii) set up a brand new regular savings facility for an existing Plan.

We are no longer able to accept instructions to either top up or amend regular savings instructions by personal letter. You should note that the only form of written instruction we can accept is the completion and signing of this form.

Before completing this form, please ensure that you have read the Practical Information and Terms and Conditions in full. We recommend you seek financial advice prior to making an investment decision.

1. Please insert the applicable account number on the form.
2. Tick the appropriate box on the form to confirm whether your instructions relate to an ISA, Share Plan or Investment Plan for Children.
3. Decide on an investment trust(s), making sure that you refer to the Key Information Documents (KIDs) issued by each Trust. When you complete your application form we will ask you to confirm that you have seen the up-to-date KID(s) applicable to your investment.
4. **Top Ups:** decide the amount by which you would like to top up the investment. The minimum top up is £250 per trust for the ISA and Share Plan. For the Investment Plan for Children the minimum top up is £150 per trust. If topping up an ISA, please remember that you must use your own cash to do so.
5. **Regular Saver Amendments:** you can use this form to alter your existing monthly contributions or set up a new regular savings facility. Please follow the instructions on the form, noting that this will replace any existing instructions which you have in place.
6. **New Regular Saver Instructions:** if you have an existing Plan but do not contribute monthly at present, you can use this form to set up a new regular savings facility. In this case, please also complete the Direct Debit Form at the end of this pack and enclose a cheque drawn on a UK bank account for the first contribution.
7. Complete, date and sign the form.
8. Return your form, along with (if topping up or setting up an initial Direct Debit) your cheque made payable to 'Aberdeen Asset Managers Client Account' in the enclosed reply-paid envelope.

**Note for ISA Investors:** if you have not taken out an Aberdeen Standard Investment Trusts ISA in the current tax year you will need to complete a new ISA application form. To request a new ISA application form please visit our website - [invtrusts.co.uk](http://invtrusts.co.uk) - or, alternatively, call our brochure request line on 0808 500 4000.

# Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children

Practical Information  
Terms and Conditions

January 2019

# Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children

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Please note that you should not interpret anything in this document as financial advice.

If, having read the information provided, you have any questions about The Plans please call our **Investor Helpline**.

Prior to making your investment decision, you should give particular thought to:

- whether the investment meets your financial objectives;
- the risk factors associated with the trust(s) you have chosen;
- the level of risk you are comfortable with, remembering that the higher the risk the greater the chance that you might not get back what you have invested; and
- the effect that charges will have on the performance of your investment over the longer term.

## Minimum and maximum investment levels

	Minimum lump sum	Minimum regular savings (per month)	Maximum investment
Aberdeen Standard Investment Trusts ISA <sup>2</sup>	£1,000 subject to £250 minimum per trust	£100 per trust	£20,000 <sup>3</sup>
Aberdeen Standard Investment Trusts Share Plan	£250 per trust	£100 per trust	No upper limit
Aberdeen Standard Investment Trusts Investment Plan for Children	£150 per trust	£30 per trust	No upper limit

## Contact us

### Investor Helpline<sup>1</sup>:

0808 500 0040

(Available between 9.00 am and 5.00 pm Monday – Friday)

### Brochure Request Line

0808 500 4000

(Available between 9.00 am and 5.00 pm Monday – Friday)

**Email:** [inv.trusts@aberdeenstandard.com](mailto:inv.trusts@aberdeenstandard.com)

**Web:** [invtrusts.co.uk](http://invtrusts.co.uk)

## Administration Address:

Aberdeen Standard Investment Trusts

PO Box 11020

Chelmsford

Essex

CM99 2DB

Telephone calls will normally be recorded and may be monitored for your protection.

<sup>1</sup> Investor Services staff are not permitted to give advice on the merits of investing in The Plans, which may not be appropriate for all private investors. If you are at all unsure whether to make a plan investment you should contact a Financial Adviser.

<sup>2</sup> The minimum sum for an ISA Transfer is £1,000 and is subject to a minimum per trust of £250.

<sup>3</sup> The maximum sum for an ISA investment is £20,000 for each of the 2018/19 and 2019/20 tax years. The tax year ends on 5 April.

# Your questions answered

## Q&As ABOUT OPENING AND RUNNING YOUR PLAN

### How do I select my investment?

Which investment you choose clearly depends on the balance of income and capital growth you require and your view on the performance opportunity presented by the investment trusts. Some trusts seek to provide high levels of income while others seek capital growth. You should take time to understand the risks involved in your choice of investment.

### How do I invest?

Once you have decided on the right investment trust(s) for your investment needs, you need to choose which of The Plans is appropriate for you and whether you are going to invest a lump sum or a regular amount each month. Having made these decisions, complete the appropriate Application Form and post it to us, with the appropriate remittance. Cheques must be drawn on a UK Bank/Building Society account and made payable to 'Aberdeen Asset Managers Client Account'.

### What are the charges?

Please refer to the main brochure for information on all charges. You should also read carefully the relevant Key Information Document(s) as well as the Pre-sale Costs & Charges Information document (which is available as a supplement to this Practical Information document).

### When is my money invested?

**Lump Sum:** Once your application and payment are received, funds will be invested at the next dealing point. We normally purchase shares each business day but we cannot guarantee that your shares will be purchased at a specific time. Instructions received by post or fax by 5.00pm (online instructions by 11.59pm) will normally be carried out on the following business day.

**Regular Savings:** We collect your Direct Debit around the 15th of each month and the funds will normally be invested on the fifth business day following collection of your subscription. Please ensure that you complete correctly the Direct Debit mandate form. Direct Debit contributions can be cancelled at any time by writing to us at our Administration address. Where a Plan is held under more than one name, a written instruction to cancel a Direct Debit must be signed by all holders. (This does not apply to an ISA which may not be taken out in joint names.)

**ISA Transfers to Aberdeen Standard Investments:** Once your ISA Transfer form has been received by us, it will be forwarded to your current ISA manager requesting the transfer of funds. Following the receipt of the proceeds by us, funds will normally be invested at the next dealing point. Market movements may impact on the value of your investment between the sale of existing holdings and new investment by us.

Purchases and sales of shares are usually combined for more than one client. All purchases and sales are dealt with daily. This combination of orders may result in you obtaining a more or less favourable price than if the order had been executed separately.

### How much may I invest?

The minimum and maximum investment levels depend on which of The Plans you choose. You may invest one or more lump sums or by monthly contribution. See the table on page 2 for a guide to how much you may invest.

If you are investing through an ISA, please note that you can only contribute to one Stocks and Shares ISA for each tax year. If you invest by regular monthly contributions, an ISA will automatically be opened for subsequent tax years unless you have terminated contributions prior to that new tax year beginning.

### How do I request application forms?

If you do not already have application forms, or require further copies, these can be obtained by calling our Brochure Request Line (0808 500 4000), downloading them from our website or writing to us.

### Can I invest online?

If you are a UK resident, you can open an ISA, or a Share Plan or Investment Plan for Children in a single name, online at [invtrusts.co.uk](http://invtrusts.co.uk). You can make lump sum investments using your debit card or fill in a Direct Debit form online for regular savings. It is not possible to open an Investment Plan for Children online when the application is being made in joint names, such as when both parents are applying on behalf of a child. The ISA, Share Plan and Investment Plan for Children can all be topped up online regardless of whether or not you opened your Plan online.

### Why do I need to confirm my nationality on the application form?

As a consequence of The Markets in Financial Instruments Directive II, the Financial Conduct Authority has implemented new regulations designed to increase client protection with effect from 3rd January 2018. As a result we now need to request certain additional information from clients. This includes your nationality and, in the case of British nationals, your National Insurance number. If you are not a British national please refer to the instructions on the application form.

### What documentation will I receive after I invest?

We will acknowledge receipt of your application shortly after receiving it. Confirmation that the Plan has been opened will be sent subsequently, including a transaction statement and your new Plan account number. Please inform us of any discrepancies on the confirmation notes within 30 days.

All investors will receive quarterly updates, prepared in accordance with the FCA Rules, as at 5 January, 5 April, 5 July and 5 October each year and issued as soon as practicable thereafter. These will confirm your investment(s) and provide a current valuation. In addition, the April and October updates will detail all transactions and costs for the previous six months.

You may also request an ad-hoc statement or a duplicate of a previously issued statement.

Copies of the Annual and Interim Report and Accounts will be sent to you. You may attend meetings of shareholders and exercise voting rights in respect of your shareholding.

The latest Annual and Interim Report and Accounts for any trust are available, free of charge, on our website and also on request from our Brochure Request Line.

### How do I get advice?

We don't offer advice on our funds and products. We recommend that you seek financial advice prior to making an investment decision. If you do not currently have a financial adviser, details of authorised financial advisers in your area can be found at [www.pimfa.co.uk](http://www.pimfa.co.uk) or [www.unbiased.co.uk](http://www.unbiased.co.uk).

### Will my dividends be paid out or reinvested to buy further shares?

Dividends will be automatically reinvested unless you have elected to have them paid out to you, by direct credit into your UK bank account. Income balances under the £10 minimum limit are not paid out. The cash stays in the account until there is at least £10 to pay out.

### Can I switch between trusts?

You can switch between trusts within your Plan at any time. Switches are charged at £10 (plus VAT) per sale. Written requests to switch **must** be made on the Switching Form which is available in the Literature Library at [invtrusts.co.uk](http://invtrusts.co.uk) or by contacting us. Alternatively, you may also provide your instructions online. For information on transferring to our ISA, please refer to 'Can I transfer my other ISAs to you?' on page 6.

### Who needs to sign client instructions?

All registered account holders should sign instructions that are to be sent to us. This is not relevant to ISAs since these can only be opened in sole names.

### Can I add new investment trusts to my Plan?

Yes. You can top up your investment in an investment trust that you already hold or add a new one, provided it is listed on your chosen application form.

The minimum additional contribution to an investment trust that you already hold within a Plan is £250 for the ISA and Share Plan and £150 for the Investment Plan for Children. If adding to an ISA, you must not exceed the annual limit for ISAs.

In order to top-up an investment you must use the top-up application form contained in the ISA, Share Plan and Investment Plan for Children Top Up Pack. We are unable to accept top-ups without this form which is available online or by contacting us.

### How do I stop or amend making monthly investments?

To stop or amend your Direct Debit you must inform us at least seven business days ahead of the next collection date. Each collection is made on the 15th day of the month (or first Business Day thereafter). Only written instructions to cancel a Direct Debit can be accepted and this instruction must be signed by all holders, if appropriate. If you wish to top up or amend regular savings instructions, the only form of written instruction we can accept is the completion and signing of the form contained in the Investment Trusts Top Up/Regular Saver Amendment Pack. This is available in the Literature Library at [invtrusts.co.uk](http://invtrusts.co.uk) or by contacting us.

### Can I transfer my investment into my own, or another, name?

Yes. There is a £30 (plus VAT) charge for certificating each holding in a Share Plan and Investment Plan for Children into your own, or another, name.

### Do I have the opportunity to change my mind after I invest?

If you have received advice from an authorised financial adviser in respect of your investment, you will receive a notice of your right to cancel your investment and you will have 14 days from the date of the deal to exercise your rights. If this applies to you, you will not be liable to pay the usual handling charge to sell shares, as outlined in the Terms and Conditions, Part A, section 10.1(b).

You may not get a full refund of your money if the value of your investment has fallen between the date your money was invested and the date we receive the cancellation notice.

**The Plan Transfers:** There are no cancellation rights in respect of transfers. If you change your mind, shares may be sold at the prevailing market price.

### How do I notify Aberdeen Standard of a change of personal details?

All notifications of a change of address (on an account in a single name only) can be accepted by telephone. For any other change of personal details or for accounts held in more than one name, details must be sent to our Administration department accompanied by all appropriate signatures.

### How do I find out the current share price of my investment?

The share prices and yields of most of our managed investment trusts are quoted daily in the Financial Times. Prices are also available on our website: [invtrusts.co.uk](http://invtrusts.co.uk). For details of prices you can also telephone our Investor Helpline.

### Where will my shares be held?

Your shares will be registered on your behalf in the name of our appointed Nominee which is currently Harewood Nominees Limited. Please note that share certificates are not issued but you will receive quarterly updates.

### How can I sell my holding?

You may close or withdraw funds from your Plan at any time. However, you should take a medium to long-term view when entering into investments of this type. We will sell the shares for you at the next dealing point and forward a cheque to you in settlement.

The following conditions apply to closures/withdrawals:

	ISA	Share Plan	Investment Plan for Children
Minimum amount that can be withdrawn:	£250 per trust	£250 per trust	£150 per trust
Remaining value (after withdrawal) must be:	£1,000 per ISA	£250 per trust	£150 per trust
Charge for each withdrawal/closure	£15 plus VAT	£10 plus VAT	£10 plus VAT

If you do want to cash in part of or all of your Plan, simply send us an instruction signed by all the shareholders. All contributions to the Aberdeen Standard ISA count towards your ISA allowance, so once you have withdrawn cash, you will not be able to put it back in the same year.

## Q&As ABOUT ISAs

### What is an Individual Savings Account (ISA)?

An ISA is a wrapper in which you can put different types of investment (components) without having to pay tax on the investment growth. You can hold up to two components within an ISA; stocks and shares (including investment trusts), and cash. Please note that we do not offer a cash ISA. You can only have one Stocks and Shares ISA manager for each current tax year.

### Who can invest in an ISA?

Anyone aged 18 or over may invest in an ISA, provided that they are resident in the UK for tax purposes. This includes members of the armed forces and Crown employees serving overseas and their spouses and civil partners. ISAs may not be taken out in joint names.

A Junior ISA is a product which allows children who are under the age of 18 to invest. A Lifetime ISA is a product designed to help people under the age of 40 simultaneously save for a first home and for their retirement. Please note, however, that we do not currently offer either of these products.

### What are the tax advantages of ISAs?

The investment trusts included in this document all qualify as ISA investments, which can grow free of any liability to income tax and capital gains tax. Withdrawals from ISAs do not need to be entered on your tax return nor does the income.

Investments held in an ISA after the death of the ISA holder can be held in a 'continuing account of a deceased investor' until the earlier of the administration of the estate being finalised, the closure of the ISA, or three years after the ISA holder's death.

Investors should be aware, however, that the UK tax regime may be subject to change by the Government and that the rates of, and relief from, taxation depend on your own personal tax position and may vary over time.

Please note that this tax information applies to the UK only.

### Can my ISA benefits be transferred when I die?

When you die, your surviving spouse or civil partner is able to claim an additional, one-off ISA allowance, subject to certain criteria. This entitlement applies in respect of ISA investors who died on or after 3 December 2014. Please contact us if you require further information.

### Can I transfer my other ISAs to you?

Yes. If you have Cash ISAs and/or Stocks and Shares ISAs from previous tax years, you may transfer these into our ISA without it affecting your annual ISA allowance. You may also transfer to us money invested in the current tax year in a Cash ISA, although you will need to transfer the whole amount invested and it will count towards this year's ISA allowance.

The minimum sum for an ISA Transfer to us must be £1,000, of which a minimum of £250 must be invested in each trust you choose.

If you are transferring a Stocks and Shares ISA to us, please be aware that we only accept cash from other managers, so the holdings you have will be sold and the proceeds transferred to us.

### Can I transfer my ISA to another ISA manager?

You can transfer your ISA to another approved ISA manager. For further information, see the Terms and Conditions, Part B, section 4.2.

### Can I transfer my ISA investments into my own, or another, name?

Yes, although this will mean that your investments will no longer be held within an ISA and will lose their tax-free status. For each holding withdrawn from your ISA in this manner, there is a £20 (plus VAT) certification fee together with a handling charge of £15 (plus VAT).



## Q&As ABOUT TAXATION

### What are the tax consequences?

The rates of and relief from taxation depends on your own personal tax position and may vary over time.

#### Capital gains tax

If your total chargeable gains (net of allowable losses) from all investments do not exceed the annual Capital Gains Tax (CGT) exemption level you will not pay any CGT. The current CGT rates and annual exempt amount can be found at the HMRC website, [hmrc.gov.uk](http://hmrc.gov.uk).

#### Income tax

In April 2016, the Dividend Tax Credit was replaced by a new tax-free dividend allowance which is available for anyone who has dividend income.

The dividend allowance does not reduce your total income for tax purposes, but it means that you won't have to pay tax on the first £2,000 of your dividend income, no matter what non-dividend income you have. We recommend you check the prevailing figure at the time you invest.

#### What does the dividend allowance mean for me as an investor?

Tax on any dividends you receive over the dividend allowance will be charged at 7.5% within the basic rate band, 32.5% within the higher rate band and 38.1% within the additional rate band.

Dividends within your allowance will still count towards your basic or higher rate bands and may therefore affect the rate of tax that you pay on dividends you receive in excess of the allowance.

Please remember that you should always speak to a tax adviser for further information and for guidance on the tax consequences of investing.

#### ISAs

ISA investors currently have no income tax or capital gains tax liability on their investment.

#### Investment Plan for Children – Trust Account (please note this is not available to new investments)

Where a parent has given the capital, any income generated from that capital counts as the child's income if it amounts to £100 gross or less. If this sum is exceeded, it is taxed as if it belonged to the parent or parents and the tax will depend on the parent's marginal rate (i.e. the highest income tax rate payable by the parent). The income will only be treated as the child's own once the child reaches the age of 18 – or gets married, if earlier.

Where the capital was given by someone other than the parents, any income arising from the investment is treated as the child's and is free of tax up to the allowance limit.

#### Investment Plan for Children – Designated Account

The investor is liable for any applicable capital gains tax or income tax.

#### What information do I need to provide about my tax residency?

If you are investing in the investment trusts outside an ISA, tax regulations require you to advise us of all countries in which you are resident for tax purposes. We will ask you to provide this information as part of your application to invest and you must complete the relevant section in the Application Form as well as signing the declaration.

# Other important information

## What if the Plan terms and conditions change?

We may alter the terms and conditions (including charges) of the Aberdeen Standard Investment Trusts ISA, Share Plan or Investment Plan for Children or cease to act as its Manager at any time. You will be given at least one month's written notice of any significant changes and advised of the available options.

## What if I have a complaint?

If you need to complain about any aspect of our service, you should write to the Complaints Team, Aberdeen Standard Investments, 10 Queen's Terrace, Aberdeen, AB10 1XL, who will initiate our formal complaints procedure. If you prefer, you may call the Complaints Team on 01224 404490 or email [complaints@aberdeenstandard.com](mailto:complaints@aberdeenstandard.com) in the first instance. A leaflet detailing our complaints procedure is available on request.

If the complaint is not resolved by us to your satisfaction then you may take your complaint to the Financial Ombudsman Service. In order to contact the Financial Ombudsman Service you should write to The Financial Ombudsman Service, Exchange Tower, London, E14 9SR, email [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk) or telephone **0800 023 4567** (free for landlines and mobiles) or **0300 123 9123** (calls cost no more than calls to 01 and 02 numbers) or **+44 20 7964 0500** (available from outside the UK - calls will be charged).

## What if you cannot afford to pay me compensation?

We are covered by the Financial Services Compensation Scheme, which means if we become insolvent, you may be entitled to compensation. The level of compensation will depend on the type of business and the circumstances of your claim. Currently, investments are covered for 100% of the first £50,000.

Details are available from the FSCS Helpline on **0800 678 1100** or **020 7741 4100** and on the FSCS website: [www.fscs.org.uk](http://www.fscs.org.uk).

## What anti-money laundering checks are carried out?

We are required to check the identity of investors in order to comply with UK anti-money laundering legislation. This involves obtaining independent documentary evidence confirming identity and permanent residential address. This may involve an electronic check of information.

## Do the trusts have a finite life?

Aberdeen Asian Income, Aberdeen Frontier Markets, Aberdeen Latin American Income, Aberdeen Standard Asia Focus, Dunedin Income Growth, Murray Income, Murray International, Shires Income, Standard Life Investments Property Income Trust, Standard Life Private Equity Trust and Standard Life UK Smaller Companies Trust do not have a fixed life.

The following trusts are subject to the conditions detailed below:

**Aberdeen Diversified Income and Growth Trust** does not have a fixed life. Shareholders will vote for continuation at the AGM in 2020 and at every AGM thereafter.

**Aberdeen Emerging Markets** does not have a fixed life. Shareholders will vote for continuation at the AGM in 2023 and at every fifth AGM thereafter.

**Aberdeen Japan Investment Trust** does not have a fixed life. However, if the Ordinary Shares have been trading, on average, at a discount to Net Asset Value (NAV) in excess of 10 per cent, within the 90 day period prior to the Trust's financial year-end, then a continuation vote will be proposed to shareholders at the next following AGM.

**Aberdeen New Dawn and Aberdeen New Thai** do not have a fixed life. However, if within 12 weeks preceding the Trust's financial year-end the ordinary shares have been trading, on average, at a discount in excess of 15%, a resolution proposing to put the Trust into liquidation will be made at the following AGM.

**Aberdeen New India** does not have a fixed life. Shareholders vote for continuation at each AGM.

**Aberdeen Smaller Companies Income Trust** does not have a fixed life. Shareholders vote for continuation at every fifth AGM.

**Aberdeen Standard Equity Income Trust** does not have a fixed life. Shareholders will vote for continuation at the AGM in 2022 and at every fifth AGM thereafter.

**Aberdeen Standard European Logistics Income** does not have a fixed life. Shareholders will vote for continuation at the AGM in 2024 and at every third AGM thereafter.

**Edinburgh Dragon** does not have a fixed life. Shareholders vote for continuation at every third AGM.

**The North American Income Trust** does not have a fixed life. Shareholders vote for continuation at every third AGM.

**UK Commercial Property REIT** does not have a fixed life. If the Trust trades at a discount to the published NAV for a continuous period of at least 90 dealing days, an extraordinary general meeting has to be convened to consider a continuation vote. In the absence of such an event, the next periodic continuation vote is scheduled for 2020.

## Law

Your dealings with Aberdeen Asset Managers Limited, both before and after you have made an investment with us, will be construed and governed in accordance with English law. Disputes arising under, out of or connected with your dealings with Aberdeen Asset Managers Limited will be subject to the exclusive jurisdiction of the English Courts. Any documents we provide relating to The Plans will be in English and in investing in The Plans you accept and agree that all future communications we send to you relating to this will be in English.

Under the FCA Rules, you will be categorised as a 'retail client', meaning that you will have the maximum amount of protection available under the respective rules.

### What is a Key Information Document (KID)?

A KID is a stand-alone, standardised document, comprising up to a maximum of 3 sides of A4 paper. A KID is produced for each of our Investment Trusts and it is a regulatory requirement that we provide you with the relevant KID(s) before you invest. You will be required to declare that you have seen the KID(s) when you submit your application.

Each KID contains the following information, presented in a pre-determined sequence of sections. The sections are:

- What is this product?
- What are the risks and what could I get in return?
- What happens if the investment trust is unable to pay out?
- What are the costs?
- How long should I hold it and can I take money out early?
- How can I complain?

The Aberdeen Standard Investment Trust KIDs are available at [invtrusts.co.uk](http://invtrusts.co.uk). Here, within each of our brochures, you will also find a Pre-sales Costs & Charges Information document, where we provide you with detailed information on the likely overall costs of buying Aberdeen Standard Investment Trusts through the Plans. You can also request these documents by contacting us.

### When are KIDs updated?

We keep the KIDs under ongoing review and update them as and when information contained therein changes. Please refer to [invtrusts.co.uk](http://invtrusts.co.uk) for the latest documents. If you have any questions about the KIDs then you should contact our Investor Helpline or email us.

### How can I obtain further information about Aberdeen Standard's range of investment trusts?

Further information can always be obtained from our **Investor Helpline on 0808 500 0040**. Telephone calls will normally be recorded and may be monitored for your protection.

Alternatively, please contact us by email at [inv.trusts@aberdeenstandard.com](mailto:inv.trusts@aberdeenstandard.com). We are, however, unable to give individual investment advice. Information can also be obtained from our website at [invtrusts.co.uk](http://invtrusts.co.uk).

### About this document

This document has been issued by Aberdeen Asset Managers Limited (AAML), a wholly owned subsidiary of Standard Life Aberdeen plc. AAML is manager of the Aberdeen Investment Trusts ISA, the Aberdeen Investment Trusts Share Plan and the Investment Plan for Children.

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

### Management Company

Aberdeen Standard Fund Managers Limited (ASFML) acts as the Management Company (in terms of the Alternative Investment Fund Managers Directive) for Aberdeen Diversified Income and Growth Trust plc, Aberdeen Emerging Markets Investment Company Limited, Aberdeen Frontier Markets Investment Company Limited, Aberdeen Japan Investment Trust PLC, Aberdeen New Dawn Investment Trust PLC, Aberdeen New India Investment Trust PLC, Aberdeen New Thai Investment Trust PLC, Aberdeen Smaller Companies Income Trust PLC, Aberdeen Standard Asia Focus PLC, Aberdeen Standard Equity Income Trust plc, Aberdeen Standard European Logistics Income PLC, Dunedin Income Growth Investment Trust PLC, Edinburgh Dragon Trust plc, Murray Income Trust PLC, Murray International Trust PLC, Standard Life Investments Property Income Trust Limited, Standard Life UK Smaller Companies Trust plc, Standard Life Private Equity Trust plc, The North American Income Trust plc, Shires Income PLC and UK Commercial Property REIT Limited.

Aberdeen Private Wealth Management Limited (APWML) acts as the Management Company for Aberdeen Asian Income Fund Limited and Aberdeen Latin American Income Fund Limited.

SL Capital Partners LLP acts as the Management Company for Standard Life Private Equity Trust plc.

### Investment Manager

ASFML has appointed AAML to act as the Investment Manager for the investment trusts for which ASFML is the Management Company, with the exception of Aberdeen Japan Investment Trust PLC for which ASFML has appointed Aberdeen Standard Investments (Japan) Limited to act as the Investment Manager, and the following investment trusts for which ASFML has appointed Aberdeen Standard Investments (Asia) Limited to act as the Investment Manager: Aberdeen New Dawn Investment Trust PLC, Aberdeen New India Investment Trust PLC, Aberdeen New Thai Investment Trust PLC, Aberdeen Standard Asia Focus and Edinburgh Dragon Trust plc.

APWML has appointed AAML to act as the Investment Manager for Aberdeen Latin American Income Fund Limited and Aberdeen Standard Investments (Asia) Limited to act as the Investment Manager for Aberdeen Asian Income Fund Limited respectively.

Aberdeen Asset Managers Limited, 10 Queen's Terrace, Aberdeen AB10 1XL is authorised and regulated by the Financial Conduct Authority and listed on the Financial Services Register under Register Number 121891.

# Terms and Conditions

These Terms and Conditions apply to you if you invest in an Aberdeen Standard Investment Trusts Individual Savings Account (ISA), Aberdeen Standard Investment Trusts Share Plan or Investment Plan for Children (collectively referred to as the 'Plans'). Part A is the general Terms and Conditions that apply to all three Plans. Part B relates specifically to additional Terms and Conditions that apply to ISA investors only.

## PART A – GENERAL TERMS & CONDITIONS

We will treat you as a 'Retail Client', which means that you will benefit from the highest level of consumer protection available under the FCA Rules.

The Application Form is part of these Terms and Conditions. If the terms in the Application Form differ from these, those contained in the Application Form will prevail.

### 1 Definitions

For the purpose of these Terms and Conditions full definitions of terms are quoted below. Unless the context sets out something different, words in the singular include the plural and vice versa. References to any statute or regulation include any amendment or re-enactment. Headings and sub-headings are for guidance only and are not part of these Terms and Conditions.

In these Terms and Conditions, the following words and expressions shall have the following meanings:

**"Aberdeen Standard"** means the Standard Life Aberdeen plc group of companies.

**"Additional Permitted Subscription"** means an additional subscription which you can apply to make into an ISA following the death of your spouse or civil partner. The Additional Permitted Subscription will not count towards your current year ISA subscription limit.

**"Agreement"** means the agreement between you and us as governed by these Terms and Conditions.

**"Application Form"** means, as the context requires, any account-opening application form, top-up form or switching form that you complete in hard copy form or online when applying to invest.

**"APS"** means an Additional Permitted Subscription.

**"Beneficial Owner"** means an individual who ultimately owns or controls an investment or on whose behalf an Investment is being made. Further information can be found in section 15: 'Anti Money Laundering and countering the financing of terrorism'.

**"Best Execution"** means taking all steps, as set out in our order execution policy which is available from our office, to obtain the best possible results for Plan investors when buying and selling Shares.

**"Business Day"** means any day (excluding Saturdays and Sundays and public holidays) on which banks are open to conduct normal banking business in London.

**"Corporate Action"** means an action by an Investment Trust which affects the shares issued by it.

**"Custodian"** means BNP Securities SA or any other financial institution that we may appoint to hold assets for safekeeping. The Custodian of the Plans appoints the Nominee.

**"FCA"** means the Financial Conduct Authority.

**"FCA Rules"** means the rules issued from time to time by the Financial Conduct Authority.

**"HMRC"** means HM Revenue & Customs.

**"Investment Trust"** means either (i) any Aberdeen Standard-managed closed ended investment company listed on the London Stock Exchange or (ii) on a temporary basis, any investment company formerly managed by an Aberdeen Standard manager or an investment trust in the process of transferring its management to an Aberdeen Standard manager.

**"ISA"** means Individual Savings Account.

**"KID"** means the Key Information Document that, under the Packaged Retail and Insurance-based Investment Products Regulation, is required to be issued by each Investment Trust. You must declare that you have seen an up-to-date version of the relevant KID(s) and that you are able to continue to obtain updated copies online or in paper copy upon request as part of the application process.

**"Manager"** means Aberdeen Asset Managers Limited, and includes anybody appointed to manage a Plan on its behalf.

**"Nominee"** means Harewood Nominees Limited or such other eligible Nominee, as defined in the FCA Rules, as may be appointed by the Custodian from time to time to undertake the custody of the Plan Investments.

**"Plan"** means, as the case may be, the Aberdeen Standard Investment Trusts Share Plan, the Aberdeen Standard Investment Plan for Children or the Aberdeen Standard Investment Trusts Individual Savings Account (ISA), governed by these Terms and Conditions, to be invested in Shares selected by you.

**"Power of Attorney"** means a legal authority that lets one person select another person to act on their behalf.

**"Practical Information"** means the Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children Practical Information document that contains information such as how to invest, how to contact us, how to complain and any applicable cancellation rights.

**"Qualifying Individual"** means an Individual Savings Account applicant who:

- (i) is no less than eighteen years old;
- (ii) is either resident in the United Kingdom for tax purposes, or if not so resident, performs duties which by virtue of Section 28 Income Tax (earnings and pensions) Act 2003 are treated as being performed in the United Kingdom, or is married to, or in a civil partnership with, such a person.

**"Regulations"** means The Individual Savings Account Regulations 1998, as amended or re-enacted from time to time and any other applicable regulations or statutes.

**"Restricted Territory"** means a jurisdiction into which the transmission of documentation by Aberdeen Standard or an Investment Trust may be restricted, controlled or prohibited.

**"Rights Issue"** means an offer to an Investment Trust's existing shareholders either to buy additional shares in the Investment Trust or alternatively to sell the rights.

**"Scrip Issue"** means the process of creating new shares which are given free of charge to existing shareholders.

**"Share"** means any shares in an Investment Trust which from time to time we agree may be held in the Plan(s).

**"Tax Year"** means the year beginning on 6 April in each calendar year and ending on 5 April of the next calendar year.

**"Valuation Dates"** means four dates in each calendar year, being 5 January, 5 April, 5 July and 5 October or, if any such date is not a Business Day, either (at the Manager's option) the previous Business Day or following Business Day.

**"you" or "your"** means:

- (i) an investor who applies to open (or, as the case may be, who holds) a Plan on these terms and conditions; and/or
- (ii) where applicable, a third party that is authorised and approved to provide top-up payments into the Aberdeen Standard Investment Trusts Share Plan and/or Investment Plan for Children.

**"we", "us" and "our"** means Aberdeen Asset Managers Limited, which is authorised and regulated by the Financial Conduct Authority in the conduct of investment business and with its registered office at Bow Bells House, 1 Bread Street, London EC4M 9HH.

## 2 Opening a Plan and your right to cancel if you change your mind

### 2.1 Eligibility

- (a) To be eligible to open a Plan, you must be aged 18 or over. For ISA applications, there are additional conditions as explained in Part B (Additional Terms & Conditions for ISA Investors).
- (b) You can invest in the Plans by lump sum (with payment made by cheque) or you can invest monthly (with your first payment made by cheque and subsequent payments collected from your bank account by Direct Debit. For eligible online applications, you can invest by paying with your debit card).

- (c) In order to invest in a Plan, you must complete and return to us the relevant Application Form. We reserve the right, at our absolute discretion, not to accept any application to open a Plan.
- (d) We will only accept cheques drawn on an account of a UK bank or building society denominated in pounds sterling. Post-dated cheques will not be accepted.
- (e) All subsequent instructions in respect of your Plan must also be given in writing and signed by all registered Plan holders.
- (f) You may hold a Plan in your own name or, in the case of the Share Plan and Investment Plan for Children, jointly with up to three other persons. However, where a Plan is held in joint names we will send communications only to the first named holder.
- (g) Application Forms with a 'care of' address are not accepted, except in cases where the applicant's permanent residential address is a retirement home, nursing home, hospice or hospital. Application Forms with a 'PO Box' address are not accepted from ISA applicants.
- (h) You may open a Share Plan and/or Investment Plan for Children to be held in the name of another person aged 18 years or over, and continue to make subscriptions to the Plan, unless the holder instructs us to the contrary. Subscriptions may only be made to a Share Plan and/or Investment Plan for Children held by another person where these are made as a gift to that person. Further information can be found in section 4(a): 'Adding to your investment or making changes'.
- (i) If investing in a Plan other than an Aberdeen Standard Investment Trusts ISA, you must provide us with information about your tax residency in a self-certification section that is included on applicable Application Forms.
- (j) To open an ISA you must be a Qualifying Individual who has not, in the case of an application to open a Stocks and Shares ISA, subscribed to another Stocks and Shares ISA in the same tax year. Please refer to Part B, section 1, entitled 'Investing in Your ISA'.

## 2.2 Applications from non-UK resident investors

Applications from non-UK resident investors may be accepted, subject to the following restrictions:

- (a) All payments made by you must be made in pounds sterling.
- (b) Your participation must not require us to comply with non-UK regulatory or tax obligations. If you are a resident, national or citizen of the United States, we are unable to accept any application from you. If you open a Plan and subsequently become a resident, national or citizen of the United States, you will be unable to continue holding your Plan and we may restrict or close it.
- (c) It is your responsibility to satisfy yourself that your participation in the Plan is permitted under your local laws and satisfy yourself as to the taxation consequences of holding a Plan.

## 2.3 Ways to open your Plan

Applications to open a Plan must be either:

- (a) in writing using the appropriate Application Form; or
- (b) in the case of all ISA applications and Share Plan applications that are made by UK resident investors and in sole names only, via our secure online service at [invtrusts.co.uk](http://invtrusts.co.uk).

Telephone dealing is not available.

We may rely on any notice, permission, request or instruction which we believe, in our reasonable discretion, to be genuine. If we do not believe an instruction is genuine, we may decline to accept or act upon it, and in such case we will not be liable for any losses (including adverse market movements), damages or costs incurred by you or by any third party as a result. No notice, instruction or other communication will be deemed to have been given by you until it has actually been received.

We reserve the right not to accept any buying or selling instruction unless we are satisfied that all information which we require at the time of dealing has been accurately provided.

## 2.4 Cancellation rights (relevant only if you have received financial advice)

If you have received advice from a financial adviser, you will have the right to cancel within 14 days of receiving from us a notice of your right to cancel. If this applies to you, you will not be liable to pay the usual handling charge to sell Shares, as outlined in section 10.1(b). You may not receive full reimbursement if the purchase price of your Investment falls before we receive written confirmation that you wish to cancel. An amount equivalent to the fall in the price of the Shares, up to the date we receive such written confirmation from you, may be deducted.

## 3 General information about investing in your Plan

**3.1 Investment objectives:** the individual investment objectives of each Investment Trust are summarised in the relevant KID and detailed in full in the relevant Report & Accounts.

**3.2 Risks:** the value of investments and the income from them can go down as well as up and you may get back less than the amount invested. Please refer to the product brochure and the relevant KID(s) for general and specific risks attaching to the individual Investment Trusts.

**3.3** Please note that we are not permitted to give you investment or taxation advice. You are responsible for all investment decisions. We recommend that you seek financial advice prior to making an investment decision.

**3.4** The minimum and maximum investment levels are as set out in the product brochure, under 'Three ways to invest - choice and flexibility'. You may invest in shares of one or more Investment Trust provided you invest the minimum level per Investment Trust.

You can buy and sell shares on any Business Day, subject to the investment levels outlined in the product brochure. Instructions received by post or fax by 5.00pm (online instructions by 11.59pm) will normally be carried out on the following Business Day.

**3.5** There is a range of ways you can invest in your Plan:

**(a) Lump sum investment by cheque**

The minimum initial lump sum investment is stated in the table on page 2 of the Practical Information document, and also on the appropriate Application Form. We will aim to purchase Shares for you promptly following receipt of your instructions and investment. We normally purchase Shares on each Business Day, with time scales outlined in 3.4 above, but we cannot guarantee that your shares will be purchased at a specific time.

You should make cheques payable to 'Aberdeen Asset Managers Client Account'.

In the case of cheque payments, you confirm that payment will be received in full on first presentation of your cheque. You are responsible for providing cleared funds to settle all purchase instructions for your Plan. In the event that the funds do not clear the investment will be cancelled in full and the subscription reversed. For ISA subscriptions, the amount of the failed subscription will not count to the ISA subscription limit. On submission of a replacement cheque the date of subscription will be the date on which the amended (or replacement) cheque is received and accepted by us.

**(b) Lump sum investment by debit card**

If you are investing via our secure online service, you can make payment by debit card. Please follow the instructions at [invtrusts.co.uk](http://invtrusts.co.uk).

**(c) Transfer in of Aberdeen Standard Investment Trust shares that you already hold in share certificate form**

If you already have investments in Aberdeen Standard Investment Trusts that are held in share certificate form, you can transfer these into your Share Plan or Investment Plan for Children at any time. To do this, you should complete a CREST form, available by contacting us, and return it to us with the relevant share certificates and your written instructions. The entire holding represented by a share certificate must be transferred into your Plan, as no balance certificates will be issued.

**(d) Regular investments by monthly Direct Debit**

If you wish to invest regularly you must invest the minimum monthly amount, as stated in the Practical Information document, in the table on page 2. You must complete and return the appropriate Application Form, together with a cheque for your first contribution, made payable to 'Aberdeen Asset Managers Client Account' and a completed Direct Debit mandate. The mandate is needed to enable us to collect regular payments from your bank or building society account.

In order to invest regularly we need to receive your completed Application Form by the 1st of the month in which you wish to start investing.

Your monthly contributions are collected from your bank or building society account on or around the 15th of each month. Shares will normally be purchased on the fifth Business Day following collection of your monthly investment.

To stop or amend your monthly contribution, you must inform us at least seven Business Days ahead of the next collection date. Instructions to cancel a Direct Debit can only be accepted in writing by post or fax. Where a Plan is held under more than one name, a written instruction to cancel a Direct Debit must be signed by all holders. Instructions to amend your monthly contribution and/or your investment instructions can only be made by completing and signing the Application Form contained in the Aberdeen Standard Investment Trusts Top Up/Regular Saver Amendment Pack.

You must notify changes to your nominated bank account by submitting the completed Direct Debit mandate by post or by amending your bank account details online if you have an online account. We need to have received this form by the 1st of the month in order to collect from the new bank account on the 15th (or first Business Day thereafter) of the same month.

We have the right to stop collections at any time on giving written notice to you.

Direct Debit details will be disclosed to the registered Shareholder of the Plan during the initial set-up and upon subsequent amendments. If the registered Shareholder and contributor are different people, please ensure that the contributor is aware that their details will be made available to the registered Shareholder in the future. All statements will be sent to the registered Shareholder only, unless otherwise instructed by the registered Shareholder.

**4 Adding to your investment or making changes**

- (a) **Top-ups:** You may make additional subscriptions to existing Plans, provided you invest the minimum top-up amount, as stated in the Practical Information document (under 'Your questions answered', 'Can I add new Investment Trusts to my Plan?'). To do this, you should complete the top-up form and send it back to us with a cheque.

If your Plan is a Share Plan or Investment Plan for Children, you may authorise us to accept payments from specified person(s) that are known to you. To do this, please attach to the top-up form a written instruction and provide full name, address and date of birth details for each person. We will be required to check the identity of each third party you authorise, in order to comply with UK anti-money laundering legislation, as explained in section 15.

- (b) **Switching:** you may switch between Investment Trusts in your Plan. When the proceeds from the sale of Shares within the Plan are to be invested in Shares of a different Investment Trust within the same Plan, the purchase will normally be carried out on the same day as the sale.

- (c) **Switching from an Aberdeen Standard Share Plan to an Aberdeen Standard ISA:** if you hold investments in a Share Plan, you may sell these and reinvest the proceeds in an Aberdeen Standard ISA, subject to the current maximum ISA allowance. The purchase within the ISA will normally be carried out on the Business Day after the Share Plan sale has taken place. Please contact us for further information. You should remember that the Investment Trusts have a bid-offer spread, being the difference between the buying and selling price at any one time. If you sell Shares and use the proceeds to buy back the same Shares in an ISA, you will sell at the bid price which will always be lower than the offer price that you will pay to buy back Shares in the same Investment Trust. You should also refer to section 10, 'Our charges and other taxes that may be payable' to understand the potential charges for a Share Plan to ISA Transfer.

Requests to top up/switch investments within existing Plans must be made on the appropriate Application Form which must be signed by all registered Plan holders.

**5 General information about our duties and responsibilities when buying and selling investments for you**

- 5.1 We are required to provide you with the following services:
- (a) To follow your instructions to buy and sell Shares, or make switches. Sales and purchases of investments will be made by us or with or through any person, firm or corporation that we are satisfied is competent to perform such functions. We are not permitted to give you investment advice.
  - (b) To complete transactions on a Best Execution basis. Prices cannot be guaranteed or determined in advance and trades made on your behalf may be combined with other orders of the Manager, its associates and of other investors. The combination of orders may result in you obtaining a more or less favourable price than if the order has been executed separately.
  - (c) If we are unable to buy or sell Investment Trusts on the relevant Business Day, we will make the transaction as soon as practicable thereafter.
- 5.2 We may from time to time set a limit on the aggregate value of any Share that may be purchased or sold through a Plan.
- 5.3 All cash received by us for investment in your Plan must be applied to purchase Shares. When adding subscriptions via our secure online service, please ensure that you select an Investment Trust for investment; otherwise we may have to return your subscription once identity checks have been completed.
- 5.4 We have a conflicts of interests policy in place in order to ensure fair treatment for customers when acting on your behalf. We shall be entitled, without prior reference to you, to make transactions in which we have, directly or indirectly, a material interest or a relationship with another party which may involve a conflict with our duty to you and we shall not be liable to account to you for any profit made or received.
- 5.5 We may delegate any of our functions or responsibilities delegated under a Plan provided we satisfy ourselves that the third party is competent to carry out such functions or responsibilities. Our liability to you for all matters so delegated shall not be affected by such delegation.
- 5.6 In the event that any subscription made by you is not honoured by your bank or building society we will be entitled without recourse to you to realise any assets acquired in respect of such subscription, and you will be liable to pay to us on demand a sum equivalent to any loss (including dealing costs) which we may incur in closing out the transaction(s).
- 5.7 In the process of buying and selling investments for you, we may allocate to you (i) Shares (in respect of Share purchases) and (ii) cash (in respect of Share sales) before settlement takes place. In the event of actual settlement failing to take place, we shall be entitled to reverse any entries or recover cash proceeds or investments from you.

## 6 Payment of income and interest and treatment of cash

### 6.1 Dividends

Where dividends are declared on Investment Trusts held in your Plan, the income received may be reinvested in additional Shares or paid out to your nominated bank or building society account, in each case after payment of any charges due under these Terms and Conditions.

Unless you instruct us that you wish to take regular income from your Plan (by completing the Income Facility section on the relevant Application Form) we will automatically reinvest any dividend income that is received from your investments into the same Shares of the Investment Trust that generated the income.

Both dividend reinvestments and payments to your nominated bank or building society account will normally be carried out on the next Business Day following receipt of the distribution. Cleared funds will be credited to your bank or building society account approximately three Business Days later. However, if you have less than £10 available for payment out, this will be held in a client account until supplemented with either: (1) additional income that is sufficient to bring the sum available for payment out to at least £10; or (2) a cash subscription of £250 or more. Dividend reinvestments do not have a minimum amount.

### 6.2 Interest on cash held in your Plan

- (a) Any uninvested cash held pending investment in Shares and any cash held in respect of unpresented cheques will be treated by us as client money under the FCA Rules. Any monies which are being treated by us as client money under the FCA Rules will be held in a pooled general client bank account. No interest is paid to you in respect of these monies. Interest earned is retained by us and offset against administration charges of the bank account.
- (b) If the bank operating a client money bank account were to become insolvent and your money was held in an account at that time, there could be a shortfall in the amount that we would be able to repay you. It may be possible to seek redress for any shortfall from the Financial Services Compensation Scheme (FSCS). Details are available from the FSCS helpline on 0800 678 1100 or 020 7741 4100 and on the FSCS website: [www.fscs.org](http://www.fscs.org).
- (c) Transfer of business: In the event that we transfer part of our business to another firm, we may also transfer all client money that we hold that relates to the business being transferred. If this is the case we will make sure that either the firm that the business is being transferred to will hold the client money in accordance with the client money rules, or make sure that the firm that we transfer the business to will apply adequate measures to protect these sums. If you wish any client money which belongs to you to be returned to you, it will be returned to you as soon as practicable, at your request.

We will write to you within seven days of any transfer of business which includes a transfer of your client money informing you: whether or not the sums will be held in accordance with the client money rules and if not how the sums being transferred will be held; the extent to which the sums transferred will be protected under any compensation scheme such as the FSCS (details above); and reminding you that you may opt to have the transferred sum returned to you as soon as practicable, at your request.

## 7 Ownership of Shares held within your Plan

- 7.1 Shares held in your Plan will be registered, along with those of other investors, in the name of the Custodian's Nominee and share certificates will not be issued.
- 7.2 We will not lend your Shares to anyone else or use them as security for a loan and you will not be committed to supplement funds in your Plan.

7.3 As Investments are registered collectively in the same nominee name on behalf of all Plan investors, your entitlements will not be identifiable by separate certificates or other physical documents of title. In the event of default by us or the Custodian, any shortfall in investments registered in the Nominee name may be shared pro-rata amongst all investors whose investments are so held.

7.4 Should you open an Investment Plan for Children, you may only designate one beneficiary in respect of each Plan.

## 8 Keeping you informed

- 8.1 Upon opening your Plan, you will receive a letter of confirmation which includes your personal account number. After your opening subscription we will send you a contract note that confirms the transaction date, the number of Shares purchased and the total cost.
- 8.2 On an ongoing basis we will send you contract notes in respect of additional investments, except for regular savings transactions and dividend reinvestment purchases.
- 8.3 You will also receive quarterly updates relating to your Plan, prepared in accordance with the FCA Rules, as at the Valuation Dates (5 January, 5 April, 5 July and 5 October) each year and issued as soon as practicable thereafter. These will confirm your investment(s) and provide a current valuation. In addition, the April and October updates will detail all transactions and costs for the previous six months. Investments are valued at mid market price.
- 8.4 In the case of a Plan which is not an ISA, a Consolidated Tax Certificate (CTC) covering the previous 12 months will be sent to you with your April statement.
- 8.5 For each Investment Trust held within your Plan (but not those which have ceased to be managed by Aberdeen Standard), you will receive copies of the annual and interim reports and accounts, as well as such other documentation as may normally be sent to registered UK shareholders. If an Investment Trust held within your Plan elects to, or has elected to, make electronic communications to shareholders and/or to publish documentation electronically, we will take reasonable steps to send you details of where such documents have been made available. You may, if you wish, sign up to Aberdeen Standard's email services and receive your choice of Investment Trust performance, latest economic outlooks, fund manager presentations and regional market reports by email as soon as they are available. For further information, visit [invtrusts.co.uk](http://invtrusts.co.uk). Once you are registered, you will be able to unsubscribe or change your subscription options.
- 8.6 You must promptly notify us in writing of any change in your address or other changes in your circumstances. We will not be responsible for correspondence not being received should you not inform us of any such changes.

## 9 Your rights and benefits

- 9.1 As a Plan investor, you are entitled to attend and vote at shareholder meetings of the Investment Trust(s) you hold. For each Aberdeen Standard managed Investment Trust within your Plan, you will be notified of, and invited to attend and vote at, all shareholder meetings.
  - (a) Should you wish to exercise your voting rights (by voting in favour or against any resolution, or an instruction to abstain from voting), you can provide us with written instructions to do this. Should you wish to attend a meeting in order to vote in person, you will be given an opportunity to do so.
  - (b) In the absence of specific instructions from you, we shall have absolute discretion to vote, abstain or not vote in respect of some or all of your Shares held in your Plan.
- 9.2 Your Investment Trust investments may be subject to Corporate Actions from time to time. Some actions will be mandatory while others are dependent on the wishes of shareholders, in which case you may be required to make a decision in respect of the Shares you hold.

- 9.3 If an Investment Trust makes a bonus issue or Scrip Issue of shares, we will credit your Plan with the shares allotted to you. Your allotment will be rounded down to the nearest whole number with any fractional entitlement held by the Nominee for our benefit.
- 9.4 If an Investment Trust in which you hold Shares offers a Rights Issue, we will contact you to notify you of our proposed course of action. We can choose to accept any offer made in relation to such Rights Issue but we are under no obligation to do so.
- 9.5 If an Investment Trust is subject to a Corporate Action, trading in those Shares may be suspended until the outcome of the proposal is determined. We will inform you of any such suspension and decisions made in connection with it.
- 9.6 Overseas investors: In respect of rights issues and other corporate actions, certain overseas countries may be categorised as 'Restricted Territories'. If the jurisdiction where you reside falls into this category, we may be prevented from sending documentation to you, effectively preventing you from participating in the corporate action and/or rights issue.

## 10 Our charges and other taxes that may be payable

- 10.1 The following Plan charges are payable:
- Government stamp duty of 0.5% is payable on all purchases of shares, except purchases of shares in Guernsey and Jersey registered Investment Trusts.
  - On whole or partial sale of Shares in any Investment Trust within each Plan or re-registration of Shares into your own name, a handling charge of £10 (plus VAT) per sale, payable to us except in the case of an ISA where a charge of £15 (plus VAT) per sale will be payable. Where the proceeds of such a sale are not withdrawn from a Plan, but used to acquire alternative Shares within your Plan (i.e. "a switch") the handling charge is £10 (plus VAT) per sale for all Plans.
  - On each Transfer of an ISA (or part thereof) to another manager: a pro-rata proportion of the annual ISA administration charge, as detailed in Part B, 3(a).
  - Where Shares are withdrawn from a Plan, and re-registered into a share certificate in your own or another name, a charge of £20 (plus VAT) in respect of each Share re-registration, together with a handling charge specified in 10.1 (b) above.
  - On any additional transaction or service, an additional charge may be made by us (at a level to be agreed between you and us).
  - Bid-offer spread: there is a difference between the buying and selling price of an investment trust at any one time. If you sell shares you will sell at the bid price which will always be lower than the prevailing offer price, the latter being the price you would pay if you were buying shares.
  - Additional charges apply to ISAs only. Please refer to Part B.
- 10.2 We will usually deduct any charges that are due from any cash balance that is available in your Plan. However, if there is insufficient cash available we reserve the right to sell Shares to pay for the outstanding charges.

## 11 Making withdrawals from your Plan

- 11.1 You can make withdrawals from your Plan at any time, subject to the minimum withdrawal limits listed below in 11.3 and provided that the instruction is given and signed by you (or all Plan investors, where there is more than one holder) as recorded on your Plan.
- 11.2 Sales of investments will be carried out on the next dealing point after original written instructions, specifying the shares to be sold and signed by all investors, are received. Online withdrawal instructions will only be accepted in respect of Plans opened in a single name.
- 11.3 Withdrawals are subject to a minimum withdrawal amount of £250 except where your entire holding of a Share is being sold or if it is an Investment Plan for Children where the minimum is £150. Your remaining holding in that Share must have a value in excess of £1,000 if it is an ISA, £250 if it is a Share Plan and £150 if it is an Investment Plan for Children following any withdrawal, otherwise we reserve the right to sell the entire holding in that Share for you.

Withdrawals will be met firstly from any cash and then by selling investments. The net proceeds due to you will be the proceeds of the sale of the relevant investments (plus any other uninvested cash), less any transaction charges as set out in 'our charges and other taxes that may be payable' above.

- 11.4 Any withdrawal from the Investment Plan for Children will be made by us by cheque made payable to the account holder not the beneficiary named at the time the Investment Plan for Children was opened, or in the case of the withdrawal of income, paid by direct credit to a UK bank account held in the name of the account holder.
- 11.5 For all withdrawals, net sale proceeds will be sent to you at your registered address (or, if you so request in writing, directly to your UK bank or building society account in the form of a cheque) usually within six Business Days of the dealing date. Where we hold verified UK bank details for you, we can, if you wish, credit proceeds directly to your bank account via BACS, within 3 days of the settlement date. This payment can take a further 3 days to reach your bank account.
- 11.6 In the event that we are unable to sell investments on the relevant Business Day, the sale will be made as soon as practicable thereafter.
- 11.7 If your Plan is terminated we will register your investments in your name, issue applicable share certificates to you, and return uninvested cash balances. We reserve the right to impose the charge specified in Condition 10.1(b) in respect of each investment so registered.

## 12 Death

Shares in the Investment Trusts form part of your estate and, on production of the death certificate and grant of probate or letters of administration, Shares can be sold or re-registered in the name of the executors, administrators of the estate, beneficiary or in the name of the surviving Shareholder. If your Plan is an ISA it will continue to attract tax benefits until the earlier of the administration of your estate being finalised, the closure of the ISA or three years after your death. For all Plans, the assets will be held by us awaiting instructions from your personal representatives, who may direct that the Shares be sold or that they be registered in the names of the appropriate beneficiaries, subject to any restrictions relating to minimum holdings.

## 13 Complaints and Compensation

- 13.1 If you have any complaint in respect of the operation of these Terms and Conditions or your investment in general, this should be made in writing to the Complaints Team, Aberdeen Standard Investments, 10 Queen's Terrace, Aberdeen, AB10 1XL. If you prefer, you may call the Complaints Team on 01224 404490 or email [complaints@aberdeenstandard.com](mailto:complaints@aberdeenstandard.com) in the first instance. A leaflet detailing our complaints procedures is available on request. If the complaint is not resolved by us to your satisfaction then you may take your complaint to the Financial Ombudsman Service. In order to contact the Financial Ombudsman Service you should write to The Financial Ombudsman Service, Exchange Tower, London, E14 9SR. Alternatively, email [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk) or call **0800 023 4567** (free for landlines and mobiles) or **0300 123 9123** (calls cost no more than calls to 01 and 02 numbers) or **+44 20 7964 0500** (available from outside the UK - calls will be charged).
- 13.2 If you make a valid claim against us in respect of the Investments we buy or sell on your behalf, and we are unable to meet our liabilities in full, for example if we become insolvent, you may be entitled to redress from the Financial Services Compensation Scheme (FSCS). Details are available from the FSCS Helpline on **0800 678 1100** or **020 7741 4100** and on the FSCS website: [www.fscs.org.uk](http://www.fscs.org.uk)

## 14 Data protection notice

We will collect and use personal information about you (and other named individuals on this application where applicable) such as name, date of birth and bank account details in order to provide this product or service and manage our relationship with you. It may be necessary as part of this product or service to collect and use personal information which is defined as 'sensitive' by data protection law. Any sensitive personal information



will only be collected and used where it's needed to provide the product or service you have requested or to comply with our legal and regulatory obligations and where we have obtained your explicit consent to process such information.

To provide this product or service and meet our legal and regulatory obligations, we will keep your personal information and copies of records we create (e.g. calls with us) while you are a customer of ours. Even when you no longer have a relationship with us, we are required to keep information for different legal and regulatory reasons. The length of time will vary and we regularly review our retention periods to make sure they comply with all laws and regulations.

The information collected may be shared with other parts of Aberdeen Standard Investments group and Standard Life Aberdeen plc, 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.

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, including countries such as the United States, Hong Kong, Singapore, and India. 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.

You have a number of rights under data protection laws (e.g. the right of access to personal information relating to you) which may be exercised in certain circumstances. Please contact us, or consult our privacy policy online, if you would like more information about exercising these rights.

If you wish to contact us about any aspect of data protection law and how it affects your relationship with us, please write to Aberdeen Standard Investments Data Protection Office, Bow Bells House, 1 Bread Street, London EC4M 9HH. Alternatively, you may email: [dataprotectionofficer@aberdeenstandard.com](mailto:dataprotectionofficer@aberdeenstandard.com).

## 15 Anti Money Laundering and Countering the Financing of Terrorism

**15.1** We are required to verify the identity of investors in order to comply with UK anti-money laundering legislation. This involves obtaining independent documentary evidence confirming identity and permanent residential address. This may involve an electronic check of information. Any 'Beneficial Owners' must be identified on the Application Form or on a declaration form issued after the original investment.

**15.2** A Beneficial Owner is an individual who ultimately owns or controls an investor or on whose behalf an Investment is being made. For the purposes of these Terms and Conditions a 'Beneficial Owner' can be summarised as follows:

- (i) the registered investor - this must be confirmed.
- (ii) another person or persons not listed as an investor but on whose behalf an Investment is being made - the full names must be provided.
- (iii) a body corporate - the full names of any persons that ultimately own or control (whether through direct or indirect ownership or control, including bearer share holdings) 25% or more of the shares or the voting rights in the body, or exercises control over the management of the body.
- (iv) a partnership - the full names of any persons that are ultimately entitled to or control (whether the entitlement or control is direct or indirect) a 25% share or more of the capital or profits of the partnership or 25% or more of the voting rights in the partnership, or exercises control over the management of the partnership.
- (v) a trust or charity - the full names of those individuals who are entitled to 25% or more of the trust's assets or the class or person must be detailed, or any individual who has control over the trust.

We reserve the right to request further information to identify other beneficial owners if required. You agree to inform us of any changes to the identity and details of Beneficial Owners as soon as possible. We reserve the right to refuse any application to invest if, in our reasonable opinion, we do not obtain sufficient evidence to confirm the identity of investors, including Beneficial Owners. Failure to provide any documentation requested in respect of any instruction to sell (in accordance with clause 11) may result in a delay in the realisation proceeds being released.

## 16 Liability and Indemnity

**16.1** We and our directors, officers, employees or agents do not accept any liability for loss, including loss of profit, costs, taxes or expenses suffered or incurred by you as a result of or in connection with the provision of services under these Terms and Conditions by us, unless, and then only to the extent that, such loss, costs, taxes or expenses are caused by negligence, fraud, breach of contract or wilful default on our part or on the part of any of our associates in the provision of services. In addition, we do not seek to exclude or restrict any duty or liability which we may have to you under the FCA Rules.

**16.2** We do not guarantee any particular investment performance and will not be responsible for any loss of opportunity whereby the value of your Investments could have been increased or for any decline in the value of your Investments unless such decline or loss is the direct result of our negligence, fraud, breach of contract, wilful default or a failure by us to comply with your instructions properly given to us or our agents. You will be responsible for any loss arising as a result of our acting upon your instructions. We may rely upon any notice, permission, request or instruction we reasonably believe to be genuine or to be signed by properly authorised individuals. We may decline to accept or act upon any instruction or other communication which we reasonably believe not to have been validly provided and, where practicable, we will provide you with written notification of this. In such cases, we will not be liable for any losses (including adverse market movements), damages or costs incurred by you or by any third party as a result.

**16.3** We do not accept any responsibility for any loss suffered by you as a result of any failure by your bank or building society to make payments in accordance with the Direct Debit instruction. Neither the issuers of Shares nor their directors will be liable for any loss that may be suffered by you or for any misconduct or irregularity on our part in carrying out our responsibilities under a Plan.

**16.4** We will not be in breach of these Terms and Conditions, and will not be liable for any loss or damage incurred by you as a result of any total or partial failure, interruption or delay in performance of our duties and obligations occasioned by any reason beyond our control, including but not limited to an act of God, fire, act of government, state, governmental or supranational body or authority, war, civil commotion, terrorism, failure of any computer system, interruptions of power supply, or labour disputes of whatever nature.

## 17 Assignment

This Agreement and your participation in a Plan is personal to you and you will not be able to assign or transfer it. We may appoint an appropriate associate to act as manager in our place.

## 18 Closure of your Plan

**18.1** This Agreement may be terminated by you at any time by giving written notice to us and by us at any time by giving one month's written notice to you, but any termination will not prevent the completion of any transactions already initiated and will be subject to any such transactions being completed. Any notice will be deemed to have been given by us three days after it is sent.

**18.2** In the event of your fraud, we may terminate this Agreement immediately.

- 18.3** Termination will not affect the completion of transactions already initiated which will be completed in accordance with these Terms and Conditions, or any of your rights.
- 18.4** On termination, you will not be charged other than the following:
- (i) any outstanding fees and charges due; and
  - (ii) any losses necessarily realised in settling or concluding outstanding obligations.
- 18.5** If you close your Plan, any income on your Plan will be paid as soon as practicable after receipt by us.
- 18.6** We may give written notice to inform you where any Share is no longer capable of being held within a Plan. We will contact you in writing regarding your options and reserve the right to re-register the relevant Shares in your name outside the Plan if it has not been possible to make contact within two months.
- 18.7** Fees and charges are as set out in these Terms and Conditions under section 10 and, additionally for ISA investors, under Part B (Additional Terms and Conditions for ISA investors), section 3. We reserve the right to discount or waive any charge in whole or in part.

## 19 Participation of Investment Trusts in Your Plan

If an Investment Trust decides to end its participation in the Plans, or we decide to end an Investment Trust's participation in the Plans, we will notify you in writing and will give you the opportunity to change your affected investments. We will explain what happens in these circumstances and reserve the right to re-register the relevant shares in your name outside of the Plan if we have not received instructions from you within 90 calendar days of having notified you in writing.

## 20 Amendment

We may from time to time change these Terms and Conditions by giving one month's prior written notice of any change to you, except as otherwise stated below. We may make changes without giving notice to you providing we have satisfied ourselves that the effects of the amendments mean that you receive no less favourable terms for your Plan under the revised Terms and Conditions. Any changes to the Terms and Conditions will bind you unless notice is received in writing by us of your intention to withdraw from your Plan(s).

## 21 Governing Law

These Terms and Conditions, together with any Application Form pre-printed by us and which you have completed to open a Plan, represent the entire terms on which a Plan is managed for you.

These Terms and Conditions are governed by English law. Contractual obligations are provided in English, and all communications will be in English.

## 22 How To Contact Us

If you need to get in touch, including to give us instructions in relation to a Plan, our address is as follows:

**Aberdeen Standard Investment Trusts**  
**PO Box 11020, Chelmsford, CM99 2DB**

Alternatively, please contact us by the below ways:

Investor Helpline: 0808 500 0040.

E-mail: [inv.trusts@aberdeenstandard.com](mailto:inv.trusts@aberdeenstandard.com)

For more information regarding the Investment Trusts, please visit [invtrusts.co.uk](http://invtrusts.co.uk).

## PART B - ADDITIONAL TERMS AND CONDITIONS FOR ISA INVESTORS ('ISA TERMS AND CONDITIONS')

These ISA Terms and Conditions apply to you if you are invested in the Aberdeen Standard Investment Trusts ISA ('ISA'). They are in addition to Part A (General Terms and Conditions) which also apply to you.

We are an ISA manager approved by HMRC. We will manage your ISA in accordance with the Regulations. If there is any conflict between the Regulations and these ISA Terms and Conditions, the Regulations will prevail.

We offer a Stocks and Shares ISA. We do not offer a Cash ISA nor do we offer a Junior ISA.

The tax regime applicable to ISAs may change.

### 1 Investing in your ISA

#### 1.1 You may apply to:

- (a) Open an ISA provided you are a Qualifying Individual who has not, in the case of an application to open a Stocks and Shares ISA, subscribed to another Stocks and Shares ISA in the same Tax Year; or
- (b) Transfer a Stocks and Shares ISA to be held as an Aberdeen Standard Investment Trusts ISA.
- (c) Transfer a Cash ISA, to be held as an Aberdeen Standard Investment Trusts ISA.

#### 1.2 You must invest in an ISA using your own cash.

#### 1.3 You must complete a new ISA Application Form if you want to invest in your ISA but have not done so in the previous Tax Year.

#### 1.4 It is your responsibility to ensure that you do not exceed the annual maximum you can invest in an ISA in each Tax Year. The current annual maximum is stated in the Practical Information document, in the table on page 2 and on the ISA Application Form.

### 2 Additional Permitted Subscriptions

2.1 You can make an APS into the Aberdeen Standard ISA, provided you are eligible to do so, over and above your annual personal ISA allowance. The APS allowance is set at the higher of the value of the deceased's ISA: (i) as at the date of death; or (ii) until the earlier of the administration of the deceased's estate being finalised, the closure of the ISA or three years after the deceased's death. If you already have an Aberdeen Standard ISA, any APS allowance will be added to this existing ISA.

2.2 If your spouse or civil partner held an ISA with Aberdeen Standard, you must complete the APS Internal Transfer Authority Form to request the APS allowance be transferred to you. Once we notify you that the APS allowance has been transferred to you, you will be able to invest cash lump sums to the Aberdeen Standard ISA up to the APS allowance by using the separate APS ISA Lump Sum Application Form.

2.3 If your spouse or civil partner held an ISA with another ISA manager, you must complete the APS External Transfer Authority Form to request the APS allowance be transferred to you, provided you have not already subscribed to an APS with the other ISA manager. Once we notify you that the APS allowance has been transferred to Aberdeen Standard, you will be able to invest cash lump sums to the Aberdeen Standard ISA up to the APS allowance by using the separate APS ISA Lump Sum Application Form.

2.4 You must complete the APS ISA Lump Sum Application Form each time that you wish to make an APS lump sum investment.

2.5 You cannot make APS investments on a regular savings basis.

2.6 Once you have made an APS investment, that becomes part of your ISA so would form part of any ISA transfer should you decide to transfer your ISA to another provider. If you decide to transfer out your ISA before you have utilised your APS allowance in full, please note that you will only be able to make further APS investments with Aberdeen Standard rather than with the new ISA manager.

### 3 Charges

The following ISA-specific charges are in addition to those outlined in 'Our charges and other taxes that may be payable' (see Part A, section 10):

- (a) An annual ISA administration charge of £24 (plus VAT), applied once a year, on the last Business Day of March. This charge will accrue on your Plan and will be collected by Direct Debit or, if there is no valid Direct Debit mandate in place, paid out of the available cash in the Plan and deducted prior to the distribution or reinvestment of any income. Where there is insufficient cash in your ISA to pay the administration charge, we reserve the right to sell investments to pay this charge.
- (b) If we are required to void your ISA, in whole or in part, an administration charge of £100 (plus VAT) will be deducted in each case. If there is insufficient cash in your ISA, we shall have the right to sell investments to pay this charge.

### 4 Transfers and Withdrawals

4.1 You may transfer to us an ISA held with another ISA manager. If you are transferring a Stocks and Shares ISA to us, please be aware that we only accept cash from other managers, so your current holdings will need to be sold by your current ISA manager before the cash proceeds are transferred to us. Where you transfer an ISA to us, we reserve the right to reject income distributions paid by your former ISA Manager after the date of transfer where these are less than £50. In these circumstances the dividend cheque will be returned to your former ISA Manager for reissue directly to you.

4.2 You may instruct us to transfer your ISA in whole, or in part in the cases of ISA subscriptions relating to previous Tax Years, to another ISA manager. The application to transfer an ISA from Aberdeen Standard must be made by Application Form to your new ISA manager who will contact us to arrange the transfer. A pro-rata proportion of the annual ISA administration charge, as detailed in Part B, 3(a) will be payable by you. We will aim to complete the transfer within a reasonable period of time but you should be aware that it could take up to 30 days from the date we receive your instructions.

4.3 You have the right to withdraw from the Plan any investment, interest dividends, rights or other proceeds in respect of investments or cash held within your Plan, and to have these either transferred or paid to you. Investments withdrawn from an ISA lose the associated ISA tax-free status but will still count towards your relevant annual ISA allowance.

### 5 HMRC

5.1 We will notify you if by reason of any failure to satisfy the provisions of the Regulations your ISA has or will become void.

5.2 You authorise us to disclose any information relating to your ISA to HMRC and to make all appropriate claims, conduct appeals and to agree on your behalf liabilities and relief from tax in respect of the relevant Plan.

## 6 If you move abroad

- 6.1 If you move abroad you will not be able to make any additional investments into your ISA.
- 6.2 You must inform us immediately if you cease to be UK resident for tax purposes, or if being non-resident you cease to qualify as a Crown employee, or the spouse/civil partner of a Crown employee.
- 6.3 If you are unsure of your residence status you should contact your own tax office. If you do not have a tax office, you should phone the residency helpline - 0300 200 3300 if calling from inside the UK, or +44 135 535 9022 if calling from outside the UK. The Helpline is open from 8.00am to 8.00pm Monday to Friday; 8.00am to 4.00pm on Saturdays; and 9.00am to 5.00pm on Sundays. It is closed on Bank Holidays. Alternatively, you can contact HMRC from their website at <http://www.hmrc.gov.uk/cnr/email.htm>

## 7 Closure of your ISA

- 7.1 This Agreement may be terminated by you at any time by giving written notice and by us at any time by giving you one month's written notice, but any termination will not prevent the completion of any transactions already initiated and will be subject to any such transactions being completed. We will make such payments to you or otherwise as agreed. At your request and within such time as should be stipulated by you, you may instruct us to transfer the holdings in your ISA to you at any time.
- 7.2 In the event of your fraud, we may terminate this Agreement immediately.
- 7.3 Except in the case of an ISA where you are continuing to save monthly, we reserve the right to terminate your ISA should the value of your holdings fall below £1,000. Your holding in each Investment Trust must have a value in excess of £1,000.
- 7.4 On termination, all Investments held in the ISA and proceeds arising from those Investments will be paid to you within the normal settlement period, as set out in Part A, under 'Making withdrawals from Your Plan'.
- 7.5 Should we cease to act as an ISA Manager we shall be entitled to terminate this Agreement in respect of your ISA by giving you one month's written notice. You shall be entitled to transfer your Plan to another ISA Manager or ISA Managers.
- 7.6 Termination will not affect the completion of transactions already initiated which will be completed in accordance with these Terms and Conditions, or any of your rights.
- 7.7 On termination, you will not be charged other than the following:
  - (i) any outstanding fees and charges due; and
  - (ii) any losses necessarily realised in settling or concluding outstanding obligations.
- 7.8 Fees and charges are as set out in section 3 and additionally in Part A, (General Terms and Conditions) under section 10. We reserve the right to discount or waive any charge in whole or in part.

# Notes



## Top Up / Regular Saver Amendment Form Application Form

To: Aberdeen Standard Investment Trusts, PO Box 11020, Chelmsford, Essex CM99 2DB.

Account number	These instructions relate to the following type of account:		
	Share Plan <input type="checkbox"/>	ISA <sup>1</sup> <input type="checkbox"/>	Investment Plan for Children <input type="checkbox"/>

<sup>1</sup> You may use this form to switch within one product only - either the Share Plan, the ISA or the Investment Plan for Children.

### Lump sum top up details

Please indicate below the amount you wish to invest

Investment trust name	SEDOL Code (for office use)	Amount (£)
Aberdeen Asian Income Fund	B0P6J83	
Aberdeen Diversified Income and Growth Trust	0129756	
Aberdeen Emerging Markets Investment Company	B45L2K9	
Aberdeen Frontier Markets Investment Company	B1W59J1	
Aberdeen Japan Investment Trust	0392075	
Aberdeen Latin American Income Fund	B44ZTP6	
Aberdeen New Dawn Investment Trust	BBM56V2	
Aberdeen New India Investment Trust	0604877	
Aberdeen New Thai Investment Trust	0005997	
Aberdeen Smaller Companies Income Trust	0806372	
Aberdeen Standard Asia Focus	0010076	
Aberdeen Standard Equity Income Trust	0603959	
Aberdeen Standard European Logistics Income	BD9PXH4	
Dunedin Income Growth Investment Trust	0340609	
Edinburgh Dragon Trust	0294502	
Murray Income Trust	0611112	
Murray International Trust	0611190	
The North American Income Trust	0029362	
Shires Income	0805250	
Standard Life Investments Property Income Trust	3387528	
Standard Life Private Equity Trust	3047468	
Standard Life UK Smaller Companies Trust	0295958	
UK Commercial Property REIT	B19Z2J5	
<b>TOTAL</b>		<b>£</b>

All payments made by cheque should be made payable to **Aberdeen Asset Managers Client Account**. Building Society cheques must clearly identify the investor as the account holder, e.g. **Aberdeen Asset Managers Client Account A/C Mr A Smith**. \*Minimum top up is £250 per trust for ISA and Share Plan. For the Investment Plan for Children the minimum top up is £150 per trust.

<sup>1</sup> Note for ISA investors: please remember that you can only invest in an ISA using your own cash. Also, if you have not taken out an Aberdeen Standard Investment Trusts ISA in the current tax year you will need to complete a new ISA application form.

### Regular Savings: amending existing contributions or setting up new instructions for an existing Plan

If you wish to **change** your existing monthly contributions please complete the table adjacent. This will **replace all contributions** which you currently have in place. You do not have to complete a new Direct Debit Form.

If you do not currently contribute by Direct Debit but now wish to do so, please complete the table adjacent **and** the Direct Debit Form at the end of this pack. You must also enclose a cheque for your first contribution payable to **Aberdeen Asset Managers Client Account**.

**Example:** If you currently pay a monthly direct debit to Dunedin Income Growth Investment Trust of £100 and would like to increase this to £150 per month, in addition to making a new monthly contribution of £100 into Aberdeen New Dawn Investment Trust the table would be completed as follows:

Trust name	Monthly contribution
Dunedin Income Growth Investment Trust	£150
Aberdeen New Dawn Investment Trust	£100
<b>New monthly direct debit total</b>	<b>£250</b>

EXAMPLE ONLY

Please list all Trusts into which you wish to invest monthly. Any Trust not listed will have any existing monthly contributions cancelled.

Trust name	Monthly contribution
<b>New monthly direct debit total</b>	<b>£</b>

Please remember that the monthly savings minimum is £100 per trust for the ISA and Share Plan and £30 per trust for the Investment Plan for Children

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

# Application Form

## Authorisation

I/we agree to the Terms and Conditions within the Aberdeen Investment Trusts Practical Information document. I/we have seen an up-to-date version of the relevant Key Information Document(s).

**IMPORTANT:** By submitting this application form, you are confirming that you have seen the up-to-date KID(s) and brochure pack applicable to your investment, or if investing on behalf of a third party/parties the up-to-date KID(s) and brochure pack applicable to that investment, which can be found at [invtrusts.co.uk](http://invtrusts.co.uk) and that you are able to continue to obtain updated copies of these documents online or in paper copy upon request.

Signature: **\*\*SIGN HERE\*\***

Date (DD/MM/YYYY):            /            /

Email:

Title:

Surname:

Forename(s):

Date of birth (DD/MM/YYYY):

Permanent residential address:

Post Code:

Aberdeen Asset Managers Limited (Authorised and regulated by the Financial Conduct Authority). Registered Office: 10 Queen's Terrace, Aberdeen AB10 1XL. Registered number SC10419.

## Authorisation of joint holders (does not apply to the Aberdeen Standard Investment Trusts ISA)

If your plan is a Share Plan or Investment Plan for Children and you hold it jointly with one or more other persons, all other accountholders must sign below to provide their authorisation:

### First joint holder

Signature: **\*\*SIGN HERE\*\***

Name in full (BLOCK CAPITALS):

Date (DD/MM/YYYY):            /            /

### Second joint holder

Signature: **\*\*SIGN HERE\*\***

Name in full (BLOCK CAPITALS):

Date (DD/MM/YYYY):            /            /

### Third joint holder

Signature: **\*\*SIGN HERE\*\***

Name in full (BLOCK CAPITALS):

Date (DD/MM/YYYY):            /            /



## Direct Debit Form



Please fill in the whole form including official use box using a ball point pen and send to:

Aberdeen Standard Investment Trusts, PO Box 11020,  
Chelmsford, Essex CM99 2DB.

### Name and full postal address of your bank or building society branch

To: The Manager

Name of account holder:

Account number:

Sort code

 -  - 

Name of bank or building society

Address


 Postcode 

Reference:

### Instructions to your Bank or Building Society to pay Direct Debit

Service User Number:

 2  7  3  3  5  7

**FOR ABERDEEN ASSET MANAGERS LIMITED USE ONLY**  
(This is not part of the instruction to your bank or building society)

### Instruction to your bank or building society

Please pay Aberdeen Asset Managers Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Aberdeen Asset Managers Limited and, if so, details will be passed electronically to my bank/building Society.

Signature(s)

**\*\*SIGN HERE\*\***

Date

 /  / 

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Aberdeen Asset Managers Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Aberdeen Asset Managers Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, Aberdeen Asset Managers Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Aberdeen Asset Managers Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Aberdeen Asset Managers Limited (authorised and regulated by the Financial Conduct Authority in the United Kingdom).  
Registered office: 10 Queen's Terrace, Aberdeen AB10 1XL. Registered number SC108419.



# Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children Practical Information supplement:

**Pre-sale Costs and Charges  
.... and how they may affect your investment**  
January 2019

# Charges and expenses

## - and how they may affect your investment when buying through The Plans

The Markets in Financial Instruments Directive II (MiFID II) took effect on 3 January 2018 and regulates firms providing investment services to clients. The Aberdeen Standard Investment Trusts ISA, Share Plan and Investment Plan for Children ('the Plans') are products that fall under the scope of MiFID II.

One of the requirements of MiFID II is that, before you invest, we provide you with detailed information on the likely overall costs of buying Aberdeen Standard Investment Trusts through the Plans.

Each of our Investment Trusts issues a Key Information Document (KID) and this is where you will find detailed information on the characteristics, charges and risk profiles of the Trusts themselves. However, the KID does not incorporate the service charges you can expect to pay for buying and holding Aberdeen Standard Investment Trusts in the Plans.

There is no charge to buy our Investment Trusts through the Plans<sup>1</sup> and no annual product charge for the Share Plan and Investment Plan for Children. For the ISA, a fixed annual charge of £24 plus VAT applies, regardless of how many Investment Trusts you hold. Plan charges are listed in full in the main brochure, but their likely impact is summarised on the MiFID II Cost and Charges tables that appear in this supplement.

We have provided you with Cost and Charges information for all of our Investment Trusts. There are two separate tables: the first provides an illustration of costs and charges for Trusts held in the Aberdeen Standard Investment Trusts Share Plan and/or Investment Plan for Children, whilst the second table provides the same information for Trusts held via the Aberdeen Standard Investment Trusts ISA.

## Itemisation of Charges

Please note that the 'Itemisation of Charges' tables split costs into Product Costs (i.e. relating to the Investment Trust itself) and Service Costs (relating to the type of Plan in which you hold your chosen investments).

For each Trust, we have provided you with indicative percentage costs, based on a lump sum investment amount of £10,000 over one year, as well as an indication of the financial impact the total costs could have on your investment return ('What you might get back').

Percentage costs are provided for the following categories:

### **Product costs (these are specific to each Investment Trust)**

**One-off costs:** any entry and exit costs

**Ongoing costs:** (such as annual management charges and other fund expenses)

**Transaction costs:** (costs incurred by us when buying and selling underlying investments)

**Incidental costs:** the impact of any performance fee

### **Service costs (relating to the Plan in which you hold your chosen Investment Trust(s))**

**One-off costs:** any entry and exit costs, such as Government Stamp Duty

**Ongoing costs:** any annual plan charge (ISA only - £24 plus VAT each year)

**Transaction costs:** there are no dealing fees to purchase shares in the Plans, but to sell shares costs £10 plus VAT per Trust (Share Plan/Investment Plan for Children) and £15 plus VAT per Trust (ISA)

**Ancillary costs:** other costs related to any ancillary services not included above

**Incidental costs:** the impact of any performance fee

**Total costs (i.e. Product and Service costs combined)**

<sup>1</sup> You must, however, pay 0.5% Government Stamp Duty on all purchases, except for purchases in Guernsey and Jersey registered Investment Trusts.

### What you might get back

On the right-hand side of each table you will see two columns headed 'What you might get back over 1 year'. The total charges deducted for your chosen investment(s) will have an impact on the investment return you might get. Whilst performance can't be guaranteed, we can give you examples of how the charges will affect what you might get back. These columns illustrate the potential impact of Product and Service costs by comparing the investment return for each Trust (based on a £10,000 lump sum investment with an annual growth rate of 5%) before and after fees.

Remember that investments held within an ISA may achieve a higher growth rate than those held outside such products because of their tax benefits.

### Contact us

If you have any questions, please contact us. You will find full contact details in the Practical Information document or at [invtrusts.co.uk](http://invtrusts.co.uk)

### About this document

This document has been issued by Aberdeen Asset Managers Limited (AAML), a wholly owned subsidiary of Standard Life Aberdeen plc. AAML is the manager of the Aberdeen Standard Investment Trusts ISA, the Aberdeen Standard Investment Trusts Share Plan and the Aberdeen Standard Investment Plan for Children. Aberdeen Standard Investments is a brand of the investment businesses of Aberdeen Asset Management and Standard Life Investments. Authorised and regulated by the Financial Conduct Authority in the United Kingdom.

Registered Office: 10 Queen's Terrace, Aberdeen AB10 1XL.  
Registered number SC108419.

# Pre-sale Costs & Charges Information for the Aberdeen Standard Investment Trusts Share Plan and Investment Plan for Children

## Purpose

This document provides you with costs and charges information about the Aberdeen Standard Investment Trusts, for investments made through the Aberdeen Standard Share Plan or the Aberdeen Standard Investment Plan for Children. It is not marketing material. The information is required by law and you are advised to read it so you can make an informed decision about whether to invest.

This Costs & Charges information is accurate as at 17/12/2018.

The total costs deducted will have an impact on your investment return.

Whilst past performance is not a guide to future results, the table below includes total costs (in percentage terms) for each of the Aberdeen Standard Investment Trusts. The table also compares the potential investment returns in £ Sterling over one year, before and after these costs (assuming a £10,000 lump sum investment and an annual growth rate of 5%).

The value of investments and the income from them can go down as well as up and you may get back less than the amount invested.

## Itemisation of Charges<sup>2</sup> and What you might get back

	Product costs			
	One-off costs (%)	Ongoing costs (%)	Transaction costs (%)	Incidental costs (%)
Aberdeen Asian Income Fund	0.00	1.48	0.12	0.00
Aberdeen Diversified Income and Growth Trust	0.00	2.35	0.39	0.00
Aberdeen Emerging Markets Investment Company	0.00	2.31	0.24	0.00
Aberdeen Frontier Markets Investment Company	0.00	2.03	0.61	0.00
Aberdeen Japan Investment Trust	0.00	1.18	0.10	0.00
Aberdeen Latin American Income Fund	0.00	2.27	0.13	0.00
Aberdeen New Dawn Investment Trust	0.00	1.43	0.19	0.00
Aberdeen New India Investment Trust	0.00	1.24	0.19	0.00
Aberdeen New Thai Investment Trust	0.00	1.42	0.07	0.00
Aberdeen Smaller Companies Income Trust	0.00	1.67	0.18	0.00
Aberdeen Standard Asia Focus	0.00	1.64	0.09	0.00
Aberdeen Standard Equity Income Trust	0.00	1.04	0.33	0.00
Aberdeen Standard European Logistics Income	0.00	3.49	0.56	0.00
Dunedin Income Growth Investment Trust	0.00	1.53	0.14	0.00
Edinburgh Dragon Trust	0.00	0.86	0.13	0.00
Murray Income Trust	0.00	0.96	0.15	0.00
Murray International Trust	0.00	0.99	0.09	0.00
The North American Income Trust	0.00	1.28	0.06	0.00
Shires Income	0.00	1.59	0.09	0.00
Standard Life Investments Property Income Trust	0.00	2.75	0.78	0.00
Standard Life Private Equity Trust	0.00	5.95	0.03	0.00
Standard Life UK Smaller Companies Trust	0.00	1.26	0.11	0.00
UK Commercial Property REIT	0.00	2.17	0.33	0.00

<sup>2</sup> The person selling you or advising you about this product may charge you other costs in addition to those indicated above. If so, this person will provide you with information about these costs and show you the impact that all costs will have on your investment over time.

### Aberdeen Standard Share Plan and Investment Plan for Children Charges

**Share purchases** - NIL plus 0.5% government stamp duty (except for purchases of shares in Guernsey and Jersey registered Investment Trusts).

**Share sales** - £10 (plus VAT) per holding.

**Annual charge** - only your chosen Trust's fund management and operating expenses.

	Service costs					Total costs		What you might get back over 1 year (£10,000 initial investment)	
	One-off costs (%)	Ongoing costs (%)	Transaction costs (%)	Ancillary costs (%)	Incidental costs (%)	%	£	Before costs (£)	After costs (£)
	0.00	0.00	0.00	0.00	0.00	1.60	160	10,500	10,340
	0.50	0.00	0.00	0.00	0.00	3.24	324	10,500	10,176
	0.00	0.00	0.00	0.00	0.00	2.55	255	10,500	10,245
	0.50	0.00	0.00	0.00	0.00	3.14	314	10,500	10,186
	0.50	0.00	0.00	0.00	0.00	1.78	178	10,500	10,322
	0.00	0.00	0.00	0.00	0.00	2.40	240	10,500	10,260
	0.50	0.00	0.00	0.00	0.00	2.12	212	10,500	10,288
	0.50	0.00	0.00	0.00	0.00	1.93	193	10,500	10,307
	0.50	0.00	0.00	0.00	0.00	1.99	199	10,500	10,301
	0.50	0.00	0.00	0.00	0.00	2.35	235	10,500	10,265
	0.50	0.00	0.00	0.00	0.00	2.23	223	10,500	10,277
	0.50	0.00	0.00	0.00	0.00	1.87	187	10,500	10,313
	0.50	0.00	0.00	0.00	0.00	4.55	455	10,500	10,045
	0.50	0.00	0.00	0.00	0.00	2.17	217	10,500	10,283
	0.50	0.00	0.00	0.00	0.00	1.49	149	10,500	10,351
	0.50	0.00	0.00	0.00	0.00	1.61	161	10,500	10,339
	0.50	0.00	0.00	0.00	0.00	1.58	158	10,500	10,342
	0.50	0.00	0.00	0.00	0.00	1.84	184	10,500	10,316
	0.50	0.00	0.00	0.00	0.00	2.18	218	10,500	10,282
	0.00	0.00	0.00	0.00	0.00	3.53	353	10,500	10,147
	0.50	0.00	0.00	0.00	0.00	6.48	648	10,500	9,852
	0.50	0.00	0.00	0.00	0.00	1.87	187	10,500	10,313
	0.00	0.00	0.00	0.00	0.00	2.50	250	10,500	10,250

# Pre-sale Costs & Charges Information for the Aberdeen Standard Investment Trusts ISA

## Purpose

This document provides you with costs and charges information about the Aberdeen Standard Investment Trusts, for investments made through the Aberdeen Standard ISA. It is not marketing material. The information is required by law and you are advised to read it so you can make an informed decision about whether to invest.

This Costs & Charges information is accurate as at 17/12/2018.

The total costs deducted will have an impact on your investment return.

Whilst past performance is not a guide to future results, the table below includes total costs (in percentage terms) for each of the Aberdeen Standard Investment Trusts. The table also compares the potential investment returns in £ Sterling over one year, before and after these costs (assuming a £10,000 lump sum investment and an annual growth rate of 5%).

The value of investments and the income from them can go down as well as up and you may get back less than the amount invested.

## Itemisation of Charges<sup>3</sup> and What you might get back

	Product costs			
	One-off costs (%)	Ongoing costs (%)	Transaction costs (%)	Incidental costs (%)
Aberdeen Asian Income Fund	0.00	1.48	0.12	0.00
Aberdeen Diversified Income and Growth Trust	0.00	2.35	0.39	0.00
Aberdeen Emerging Markets Investment Company	0.00	2.31	0.24	0.00
Aberdeen Frontier Markets Investment Company	0.00	2.03	0.61	0.00
Aberdeen Japan Investment Trust	0.00	1.18	0.10	0.00
Aberdeen Latin American Income Fund	0.00	2.27	0.13	0.00
Aberdeen New Dawn Investment Trust	0.00	1.43	0.19	0.00
Aberdeen New India Investment Trust	0.00	1.24	0.19	0.00
Aberdeen New Thai Investment Trust	0.00	1.42	0.07	0.00
Aberdeen Smaller Companies Income Trust	0.00	1.67	0.18	0.00
Aberdeen Standard Asia Focus	0.00	1.64	0.09	0.00
Aberdeen Standard Equity Income Trust	0.00	1.04	0.33	0.00
Aberdeen Standard European Logistics Income	0.00	3.49	0.56	0.00
Dunedin Income Growth Investment Trust	0.00	1.53	0.14	0.00
Edinburgh Dragon Trust	0.00	0.86	0.13	0.00
Murray Income Trust	0.00	0.96	0.15	0.00
Murray International Trust	0.00	0.99	0.09	0.00
The North American Income Trust	0.00	1.28	0.06	0.00
Shires Income	0.00	1.59	0.09	0.00
Standard Life Investments Property Income Trust	0.00	2.75	0.78	0.00
Standard Life Private Equity Trust	0.00	5.95	0.03	0.00
Standard Life UK Smaller Companies Trust	0.00	1.26	0.11	0.00
UK Commercial Property REIT	0.00	2.17	0.33	0.00

<sup>3</sup> The person selling you or advising you about this product may charge you other costs in addition to those indicated above. If so, this person will provide you with information about these costs and show you the impact that all costs will have on your investment over time.



### Aberdeen Standard ISA Charges

**Share purchases** - NIL plus 0.5% government stamp duty (except for purchases of shares in Guernsey and Jersey registered Investment Trusts).

**Share sales** - £15 (plus VAT) per holding.

**Annual charge** - £24 (plus VAT) per annum plus your chosen Trust's fund management and operating expenses. The annual charge is a flat fee, regardless of how many Investment Trusts you hold.

If we are required to void your ISA, in whole or in part, an administration charge of £100 (plus VAT) will be deducted.

	Service costs					Total costs		What you might get back over 1 year (£10,000 initial investment)	
	One-off costs (%)	Ongoing costs (%)	Transaction costs (%)	Ancillary costs (%)	Incidental costs (%)	%	£	Before costs (£)	After costs (£)
	0.00	0.28	0.00	0.00	0.00	1.88	188	10,500	10,312
	0.50	0.28	0.00	0.00	0.00	3.52	352	10,500	10,148
	0.00	0.28	0.00	0.00	0.00	2.83	283	10,500	10,217
	0.50	0.28	0.00	0.00	0.00	3.42	342	10,500	10,158
	0.50	0.28	0.00	0.00	0.00	2.06	206	10,500	10,294
	0.00	0.28	0.00	0.00	0.00	2.68	268	10,500	10,232
	0.50	0.28	0.00	0.00	0.00	2.40	240	10,500	10,260
	0.50	0.28	0.00	0.00	0.00	2.21	221	10,500	10,279
	0.50	0.28	0.00	0.00	0.00	2.27	227	10,500	10,273
	0.50	0.28	0.00	0.00	0.00	2.63	263	10,500	10,237
	0.50	0.28	0.00	0.00	0.00	2.51	251	10,500	10,249
	0.50	0.28	0.00	0.00	0.00	2.15	215	10,500	10,285
	0.50	0.28	0.00	0.00	0.00	4.83	483	10,500	10,017
	0.50	0.28	0.00	0.00	0.00	2.45	245	10,500	10,255
	0.50	0.28	0.00	0.00	0.00	1.77	177	10,500	10,323
	0.50	0.28	0.00	0.00	0.00	1.89	189	10,500	10,311
	0.50	0.28	0.00	0.00	0.00	1.86	186	10,500	10,314
	0.50	0.28	0.00	0.00	0.00	2.12	212	10,500	10,288
	0.50	0.28	0.00	0.00	0.00	2.46	246	10,500	10,254
	0.00	0.28	0.00	0.00	0.00	3.81	381	10,500	10,119
	0.50	0.28	0.00	0.00	0.00	6.76	676	10,500	9,824
	0.50	0.28	0.00	0.00	0.00	2.15	215	10,500	10,285
	0.00	0.28	0.00	0.00	0.00	2.78	278	10,500	10,222

