

**Please note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

## How we will use your information

Before continuing with this application, please read the information which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our customers, please see our full Privacy Notice at [www.natwest.com/privacy](http://www.natwest.com/privacy).

## Who we are

The organisation responsible for processing your personal and financial information is RBS Collective Investment Funds Limited, a member of The Royal Bank of Scotland Group (“RBS”).

## Introduction

Where advice has not been given, we have not assessed the suitability or the appropriateness of this investment for your circumstances, therefore if you wish to proceed with this application you should ensure that you familiarise yourself with the fund(s) and fully consider the nature of the risks involved for the funds you are applying to subscribe to. You should consider carefully the fact that you may be exposing yourself to risks that you may not have the knowledge or experience to assess properly.

Before completing this form please read:

Expert Managed Solutions, Supplementary Information Document, specifically the disclosure of information on costs and charges and the appropriate Key Investor Information Document;

and Expert Managed Solutions, all of which can be found at [www.natwest.com/CIFLdocuments](http://www.natwest.com/CIFLdocuments).

Please read these documents carefully as they contain all the information you need to be aware of before topping up. If there is anything that you do not understand please ask.

## Topping-up your investment

You can top-up your investment in a number of ways:

- To pay by cheque, simply complete this form and send your cheque to us at **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**.
- You can top-up by using your debit card or by setting up or amending a Direct Debit. Please either complete this form or call us on 0345 300 2585.

## 1. Personal details

### Applicant 1

Your Expert Managed Solutions Account Number

Please note – We will be unable to process this application if you do not have an existing Account Number. You can find your account number within your latest Investment Statement.

Title  Mr  Mrs  Miss  Ms  Other    
(please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Telephone number (Daytime)

Telephone number (Evening)

Date of birth (DD/MM/YYYY)

**Individual Self-Certification**

Tax regulations<sup>1</sup> require us to collect information about each investor’s tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

**Tax residency**

Please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers in the table below. If you are a US citizen or resident, please include United States in this table along with your US Tax Identification Number.

Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box:

**Declaration**

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY)

<sup>1</sup> The term “tax regulations” refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

<sup>2</sup> The term “FATCA” refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

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## 2. Additional applicant details

### Applicant 2

Title      Mr       Mrs       Miss       Ms       Other         
(please specify)

First name(s)     

Surname     

Address line 1     

Address line 2     

Address line 3     

Address line 4 OR overseas country     

Postcode     

Date of birth (DD/MM/YYYY)

### Individual Self-Certification

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

#### Tax residency

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Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box:

#### Declaration

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY)

<sup>1</sup> The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

<sup>2</sup> The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

**Applicant 3**

Title

Mr  Mrs  Miss  Ms  Other

(please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR  
overseas country

Postcode

Date of birth (DD/MM/YYYY)

### Individual Self-Certification

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

#### Tax residency

Please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers in the table below. If you are a US citizen or resident, please include United States in this table along with your US Tax Identification Number.

Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box:

#### Declaration

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY)

<sup>1</sup> The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

<sup>2</sup> The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

**Applicant 4**

Title

Mr

Mrs

Miss

Ms

Other

(please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR  
overseas country

Postcode

Date of birth (DD/MM/YYYY)

### Individual Self-Certification

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with HMRC. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly.

#### Tax residency

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Country/Countries of Tax Residency	Tax Reference Number

If you are not resident in any country for tax purposes, please tick this box:

#### Declaration

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

Name:

Permanent Residence Address:

Signature:

Date (DD/MM/YYYY)

<sup>1</sup> The term "tax regulations" refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to Improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information.

<sup>2</sup> The term "FATCA" refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.



### 3. Payments

To make a single (one-off) payment

The minimum single payment you can make is £250 per fund.

I wish to make a single payment of £  .  p

Please select the fund/s you wish to make your single payment into.

I wish to make a payment of £  .  p to the **Adventurous Growth Fund**

I wish to make a payment of £  .  p to the **Cautious Growth Fund**

I wish to make a payment of £  .  p to the **Balanced Growth Fund**

I wish to make a payment of £  .  p to the **Income Fund**

OR to increase/decrease multiple monthly payments

You can increase/decrease your monthly payment by a minimum of £10 per Fund

Please increase/decrease my monthly **Adventurous Growth Fund** by £  .  p

Making a total monthly payment of £  .  p

Please increase/decrease my monthly **Cautious Growth Fund** by £  .  p

Making a total monthly payment of £  .  p

Please increase/decrease my monthly **Balanced Growth Fund** by £  .  p

Making a total monthly payment of £  .  p

Please increase/decrease my monthly **Income Fund** by £  .  p

Making a total monthly payment of £  .  p

If you want to start monthly payments to an existing single contribution plan please call us on 0835 300 2585.

**Note:** You will only need to submit one cheque. Your payment will be split according to your request noted above. Please make your cheque payable to: **RBS Collective Investment Funds Limited** writing your plan/account number on the back.

Please sign the form overleaf and return it to us. If you are making payment by cheque, please remember to include this document.

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## 4. How we will use and share your information

### (a) Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity to comply with laws that apply to us. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at [www.natwest.com/privacy](http://www.natwest.com/privacy) or contact us at 03457 888 444, +44 3457 888 444 (for overseas) or 0800 404 6161 (for minicom users).

In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies. If fraud is identified or suspected, details may be recorded with these agencies to prevent fraud and money laundering.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the services and financing to you.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering, to protect their business and to comply with laws that apply to them.

### (b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to 5 years, but we may keep it for longer if required by us or other RBS companies in order to comply with legal and regulatory requirements.

We and other RBS companies may use your information in order to improve the relevance of our products and marketing.

### (c) With other Third Parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers to HM Revenue and Customs ('HMRC'). HMRC may exchange this information with other countries' tax authorities.

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## 5. Confirming Your Agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed.

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## 6. Marketing Information

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. If you do not wish us to contact you for these purposes, please place a cross in the box.

RBS will not share your information with third parties for their own marketing purposes.

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## 7. Communications about your Account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

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## 8. Signatures

- I have read the Expert Managed Solutions – **Key Investor Information Document (KIID)** and **Supplementary Information Document (SID)**, specifically the disclosure of information on costs and charges and will retain these for my records. You can find this at [www.natwest.com/CIFLdocuments](http://www.natwest.com/CIFLdocuments).
- Please see your Supplementary Information Document for more information.

Signature 1

Name \_\_\_\_\_

Date of signing (DD/MM/YYYY) \_\_\_\_\_

Signature 2

Name \_\_\_\_\_

Date of signing (DD/MM/YYYY) \_\_\_\_\_

Signature 3

Name \_\_\_\_\_

Date of signing (DD/MM/YYYY) \_\_\_\_\_

Signature 4

Name \_\_\_\_\_

Date of signing (DD/MM/YYYY) \_\_\_\_\_

### IMPORTANT INFORMATION

Please return your completed form to: **RBS Collective Investment Funds Limited, PO Box 9908, Chelmsford CM99 2AF**.  
If you are making payment by cheque, **please remember to include this**.