

# ISA 2020/2021 APPLICATION FORM

Please read the relevant Key Investor Information Document (KIID), Supplementary Information Document (SID) and ISA Terms and Conditions Document before completing this application form.

This form can be used for regular investments and lump sum investments into an Individual Savings Account (ISA).

You can only apply for an Individual Savings Account (ISA) if you are aged 18 or over and you are a UK resident for tax purposes.

Please send your completed application form to:  
**Architas, PO Box 10939, Chelmsford, CM99 2XU, United Kingdom.**

To help us process your application accurately please complete this form clearly using **BLOCK CAPITALS** and in **BLACK INK**.

Please tick here to confirm you have read the **Key Investor Information Document\*** for the Fund in which you wish to invest.

Please tick if advice has not been received.  
We will assume advice has been given if left unticked.

## 1. About the investor(s) in whose name(s) the shares will be held

Title (Mr/Mrs/Miss/Ms/Other):	Male	Female
Surname:		
Forenames:		
Address: <sup>1</sup>		
Postcode: <sup>1</sup>		
Contact telephone number:		
Contact email address:		
Date of birth:	Nationality:	
Do you have a National Insurance Number?	Yes	No
If so, please quote it: <sup>2</sup>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Do you already have an OEIC or ISA with us?	Yes	No
If so please quote your customer number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

\* Available from **architas.com**, your Financial Adviser or directly from the contact details on the back page of this document.

**1** Please state your permanent residential address. You must also include your postcode.

**2** You should be able to find your NI number on a payslip, form P45 or P60, a letter from the HM Revenue & Customs, a letter from the DWP, or pension order book. Otherwise your employer or tax office may be able to help you. Failure to provide your National Insurance number within 30 days will result in your plan being made **VOID** with any tax benefits being returned to HM Revenue & Customs.

## 2. Type of ISA

I apply to subscribe for an Architas stocks and shares ISA for the tax year 2020/2021.  
The maximum investment for a stocks and shares ISA is £20,000 per tax year.

### 3. Your Investment

Before completing this section, please refer to the relevant KIID and Supplementary Information Document.

Fund(s)			Investment
(please state)	Share class	Inc/Acc	Value
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
Total			£

#### Payment details

##### For electronic settlement:

THE ROYAL BANK OF SCOTLAND PLC

Beneficiary Account Name: Architas Multi-Manager Ltd Dealing Account

Account number: 31318108

Sort Code: 16-04-00

IBAN: GB05RBOS16040031318108

SWIFT: RBOSGB2L

##### For payment by cheque:

If you are paying by cheque please make the cheque payable to Architas Multi-Manager Limited.

### 4. Payments to you<sup>4</sup>

Name of bank/building society:

Branch:

Address:

Postcode:

Building society ref:

Account holder's name:

Account number:

Sort code:    –    –

<sup>4</sup> These details are used for any payments to you, including withdrawals. In the event that you do not complete this section payments to you may be delayed

## 5. Declaration and Privacy Notice (you must sign and date at the end of this section)

I accept that this application is subject to the ISA Terms and Conditions set out in the ISA Terms and Conditions document, a copy of which I have been given.

Architas Multi-Manager Limited, trading as Architas, is the ISA Manager of your ISA.

### I declare that:

- I am aged 18 years or over.
- I confirm that I have read the KIID and ISA Terms and Conditions document, of which I have a durable medium version. Investors can obtain these from **architas.com**, your Financial Adviser or directly from the contact details on the back page of this document.
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Architas if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash ISA, a stocks and shares ISA, an innovative finance ISA and a Lifetime ISA in the same tax year.
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax years that I subscribe to this stocks and shares ISA.
- All subscriptions made, and to be made, to this ISA belong to me. I hereby authorise Architas:
  - to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
  - to make any claims to relief from tax in respect of ISA investments on my behalf; and
  - on my written request to transfer or pay to me, as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash.

### I apply to subscribe to an Architas ISA for the tax year 2020/2021.

- I understand that when making monthly investments I am subscribing to an ISA for the tax year 2020/2021 and each subsequent tax year until further notice.
- I hereby declare that to the best of my knowledge and belief the information on this form is true and correct and I agree to the Terms and Conditions provided.
- I agree to inform Architas in writing of any change in my circumstances affecting any of the information on this Application Form.

### Architas Privacy Notice

We would like to start by stating that Architas is continually committed to protecting and respecting your privacy and we will never sell your personal data. The information contained in this

privacy notice describes how we will use the personal data that we collect from you.

Any personal data that you supply to Architas by any means will be treated in line with the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) and any other applicable legislation which is intended to protect your personal information and privacy.

It's important that the information in this notice is also passed on to any person who is included in your investment if they have given you permission to act on their behalf. By providing your personal information or the personal information of someone included in your investment, you are agreeing that we can use it but only in the ways set out in this privacy notice.

**From time to time we may need to make changes to our privacy policy, for example, as the result of government regulation, new technologies, or other developments in data protection laws or privacy generally. It's important to us that we keep you informed about any changes and you will always be able to view the most up to date policy by going to the [architas.com](https://architas.com) website.**

### What information does Architas collect, and how?

- Contact details such as name, address, email address, and telephone number.
- Identification information such as date of birth, gender, national insurance number, passport, tax identification number and driving licence.
- Financial information such as bank details.

This information is collected from application forms, telephone calls with you which may be recorded and through written correspondence from you. We may also collect data from credit reference agencies or from the electoral register, for the purpose of verifying your identity and preventing financial crime. These searches are not a credit check and your credit rating should not be affected.

### What is the information used for?

We will mainly use your personal information to provide you with services and information relating to your investments. In addition we do have some legal and regulatory obligations including confirming your identity.

The data may be used to assist in improving our company processes, products and services or to help with the analysis and preparation of management information or accounting records, internal audit requirements.

### What are the reasons for processing?

Architas will only process your personal data where it is either necessary for the performance of a contract to provide you with the investments products and services you have requested, or if we have a legitimate business requirement. This might include using your personal data to manage the running of your investments, to understand our business and monitor or improve performance and services and to keep suitable records.

## 5. Declaration and Privacy Notice (you must sign and date at the end of this section) (continued)

### Who do we share your data with?

Architas may use other AXA Group companies for our general business administration. These AXA Group companies will treat your data in accordance with the relevant regulations.

We may also disclose your information to the following third parties:

- our third party service suppliers which administers your investment on our behalf
- the financial adviser that is connected to you
- any relative, guardian, or lawyer that is acting on your behalf
- any Government department or law enforcement agency conducting enquiries

Any disclosure of your personal information to a third party will only be made where the third party has agreed to keep your information strictly confidential and will only be used for the specific purposes that we provide. In the case of our third party service suppliers, they will only have access to personal information if we have a contract with them and they agree to use it in the way we direct them to.

### Transfers to another country

Some of the recipients set out above may be in countries outside of the European economic area (EEA) notably in:

- i) Switzerland, where AXA has a European data centre
- ii) India, where our third party service supplier carries out certain administration activity
- iii) Thailand, where our third party service supplier has an IT support centre

Wherever we make a transfer of your personal information outside of the EEA we will take all necessary steps to ensure that your personal information is safeguarded. This will include having contracts in place covering the transfer of information.

### Data storage and deletion

We will only keep your personal data for as long as reasonably necessary. We will typically keep information for up to seven years after the end of our relationship with you. However, in some cases, if there is a dispute or a potential legal action it may be necessary for us to retain the data for longer.

### Your legal rights

Architas is committed to delivering the rights that the GDPR provide to individuals.

- **The right to access** – you are entitled to be provided with a copy of any of your personal data that we process and details of how we process it.

- **The right to rectification** – we take steps to ensure that the data we hold on you is accurate. However, if you do not believe this is the case, please contact us using the details shown in your documentation and request that we amend it.
- **The right to erasure** – in certain circumstances you have the right to ask us to delete personal data of yours that we hold, this is also known as the ‘right to be forgotten’. There may be certain legal or regulatory obligations which mean we cannot comply with your request.
- **The right to restrict processing** – you can request that we stop processing while any inaccurate data is corrected or if you feel we no longer need to process your data.
- **The right to data portability** – in certain circumstances this gives you the right to receive your personal data which you provided to us in a machine-readable format and where possible for us to transmit the personal data to another data controller.
- **The right to object** – you can object to the processing of your personal data at any time. This includes the right to object to your personal data being used for direct marketing purposes.
- **The right to withdraw consent** – for certain uses of your personal data we may ask for your consent. If we do this, you have the right to withdraw your consent to further use of your personal data.

### Complaints

Architas is part of the AXA Group and is registered in the UK as a Controller in accordance with Data Protection legislation under registration no. Z1373583. The Data Protection Officer for Architas is Jason Wyatt, our address is Architas Multi Manager Limited, 5 Old Broad Street, London, EC2N 1AD.

If you have a complaint relating to the processing of your personal data, please write to the Data Protection Officer at the address above.

You are also entitled to lodge a complaint with a supervisory authority at any time. In the UK this would be the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

### Information about our products and services

We’d like to send you information from time to time about other products we offer. To receive this information please tick the box below.

You can unsubscribe at any time by calling **0800 953 0197**, or writing to us at: **Architas, PO Box 10939, Chelmsford, CM99 2XU.**

**X** Signature:

Date:

A copy of this application form and the Supplementary Information Document, the most up to date copies of the KIID, report and accounts and the current Prospectus of all the funds offered in the Architas Multi-Manager range of funds are available free of charge from the address below.

**Please send your completed application form to: Architas, PO Box 10939, Chelmsford, CM99 2XU, United Kingdom.**

## 6. Adviser details

Agency number:

Adviser name:

Company name:

Company address/network name and address:

Postcode:

FCA regulatory number:\*

\* delete as applicable.

Other UK/EU regulatory number:\*

**X** Signature:

Name:

Date:

## 7. Checklist

### Tick the box to indicate you have:

☐ Ticked the box on the first page to indicate you have reviewed the Key Investor Information Document (KIID).

☐ Quoted your National Insurance number.

☐ Completed Section "4. Payments to you" if you are applying for Income Shares.

☐ Signed the Application form.

☐ Enclosed a cheque made payable to "Architas Multi-Manager Limited" for a lump sum investment or completed the Direct Debit instruction for Regular Investments.

Office use only

## Instruction to your Bank or Building Society to pay by Direct Debit



**Architas Multi-Manager Limited**  
**PO Box 10939**  
**Chelmsford**  
**CM99 2XU**

Please fill in the form using a ball point pen and return it with your completed application form.  
 Please note that Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

To the Manager (name of Bank/Building Society):

Address:

Postcode:

Name(s) of Account Holder(s):

Bank/Building Society account number:

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Branch sort code:

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Service user number:

2	9	0	4	0	1
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Reference:

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### Instruction to your Bank or Building Society

Please pay Architas Multi-Manager 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 Architas Multi-Manager Limited and, if so, details will be passed electronically to my Bank/Building Society.

**X** Signature:

Date:



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, Architas Multi-Manager Limited will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Architas Multi-Manager 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, by Architas Multi-Manager 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 Architas Multi-Manager 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.

# NEED HELP?

If you have any queries or would like further information, please contact your Financial Adviser. Alternatively, you may like to contact us directly.

**Customer Services**  
**0800 953 0197\***

**Address**  
Architas  
PO Box 10939  
Chelmsford  
CM99 2XU

**Website**  
**[architas.com](https://www.architas.com)**

\* Monday to Friday 9.00am–5.30pm; calls may be recorded.  
Calls are free from landlines and mobiles within the UK.