

Employee (Non ISA) Application Form

abrdn UK OEICS & Unit Trusts

If you wish to make an ISA investment please use the ISA employee Application Form

Before you sign this form you must read an up-to-date version of the Key Investor Information Document(s), the Supplementary Information Document and the Staff Terms & Conditions for each fund in which you want to invest.

Part 1 – Name and address

Please use block capitals

Full Name:

National Insurance number:

Existing Investor Reference:

Agency Code: **2STAF**

Nominated Person:

(If you wish to nominate a person to have access to obtain information on your account on your behalf, please fill the details below – please note this person will **not** have authority to place a dealing instruction on your account or make any other changes to your account)

Nominated person's name:

Address:

Contact number:

Investor eligibility

In order to invest in a General Investment Account (Non-ISA), you must be a MyFunds client with an existing staff account open with abrdn Fund Managers Ltd. The eligibility requirement is for you to be an employee or pensioner. Employee means a current permanent employee (which includes fixed term employees but excludes temporary workers and contractors) of abrdn plc or each of its wholly-owned subsidiaries who has a current valid abrdn staff ID number. It also includes a person listed as a director of a company within the abrdn group on The Registrar of Companies for England and Wales, Scotland or Northern Ireland. A pensioner means an individual who was an employee immediately before his or her retirement, who is a current member of the abrdn group pension plan and who has a current valid abrdn group pension plan number. By making this application you are confirming that you meet this eligibility requirement.

The availability of the special unit class is not part of your contract of employment and can be changed at any time by the company.

Date of Birth (DD/MM/YYYY)

Permanent Residential Address:

Postcode:

Contact telephone:

Contact email:

PLEASE NOTE: Family members, spouses and/or partners are not eligible.

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Tax Residency

Tax regulations¹ require us to collect information about each investor's tax residency². In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your account(s) with Her Majesty's Revenue and Customs (HMRC) who may in turn share this information with any or all participating tax jurisdictions³.

Please indicate all countries in which you are resident for tax purposes and your associated Tax Identification Number(s) in the table below. If you are also a US citizen you must include United States in this table along with your US Tax Identification Number. If you have any questions about your tax residency², please contact your tax adviser. This form is intended to request information only where such request is not prohibited by U.K. Law.

Country/Countries of Residence	Tax Reference Number

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

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

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

Part 2 – Investment details (accumulation shares)

Please select the investment fund(s) and units/shares (shares) you wish to invest in and state the amount you wish to invest.

Please note, for each fund there is a minimum lump sum and minimum regular monthly amount.

The minimum amounts are provided in the latest Fund Prospectus of the company.

ISIN	Fund name	Lump sum investment	Regular monthly investment	ISIN	Fund name	Lump sum investment	Regular monthly investment
GB00B89Y2F78	abrdn AAA Bond Fund	£	£	GB00B98ZB171	abrdn MyFolio Market I Fund	£	£
GB00BRJL8200	abrdn American Equity Enhanced Index Fund	£	£	GB00B8DBXT51	abrdn MyFolio Market II Fund	£	£
GB00B7JJXV88	abrdn North American Small & Mid-Cap Equity Fund	£	£	GB00B8CR0L51	abrdn MyFolio Market III Fund	£	£
GB00BRJL7W38	abrdn Asia Pacific Equity Enhanced Index Fund	£	£	GB00B8DCVN82	abrdn MyFolio Market IV Fund	£	£
GB00BPQFN606	abrdn Asia Pacific Equity Fund	£	£	GB00B98WMJ38	abrdn MyFolio Market V Fund	£	£
GB00BYMMKL21	abrdn Sterling Corporate Bond Fund	£	£	GB00B994BC43	abrdn MyFolio Multi-Manager I Fund	£	£
GB00BRK0JW36	abrdn Diversified Growth & Income Fund	£	£	GB00B7WH3M09	abrdn MyFolio Multi-Manager II Fund	£	£
GB00B99K9849	abrdn Dynamic Distribution Fund	£	£	GB00B9912668	abrdn MyFolio Multi-Manager III Fund	£	£
GB00B24FRC55	abrdn Emerging Markets Equity Enhanced Index Fund	£	£	GB00B990GN80	abrdn MyFolio Multi-Manager IV Fund	£	£
GB00B99HMR51	abrdn Ethical Corporate Bond Fund	£	£	GB00B8KH1D62	abrdn MyFolio Multi-Manager V Fund	£	£
GB00B8MZTL23	abrdn MyFolio Managed II Fund	£	£	GB00BRJL7Y51	abrdn European Equity Enhanced Index Fund	£	£
GB00B994DF14	abrdn MyFolio Managed III Fund	£	£	GB00BPBR9V84	abrdn Europe ex UK Equity Fund	£	£
GB00B84H4K00	abrdn MyFolio Managed IV Fund	£	£	GB00B87XTB15	abrdn Europe ex UK Income Equity Fund	£	£
GB00B8H5RP73	abrdn MyFolio Managed V Fund	£	£	GB00B840FG25	abrdn Europe ex UK Ethical Equity Fund	£	£

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Part 2 – Investment details (accumulation shares) (continued)

ISIN	Fund name	Lump sum investment	Regular monthly investment	ISIN	Fund name	Lump sum investment	Regular monthly investment
GB00BYMMJJ36	abrdn Europe ex UK Smaller Companies Fund	£	£	GB00B3L0Q908	abrdn Sterling Money Market Fund	£	£
GB00B9BQ4L83	abrdn Global Balanced Growth Fund	£	£	GB00BPBR9H41	abrdn Strategic Bond Fund	£	£
GB00BPQFQ500	abrdn Emerging Markets Equity Fund	£	£	GB00BZB1N416	abrdn UK All Share Tracker Fund	£	£
GB00B8TRWT07	abrdn Emerging Markets Income Equity Fund	£	£	GB00BRJL8648	abrdn UK Equity Enhanced Index Fund	£	£
GB00B8PR0L20	abrdn Global Infrastructure Equity Fund	£	£	GB00BPBR9S55	abrdn UK Sustainable and Responsible Investment Equity Fund	£	£
GB00B00ZJZ29	abrdn Global Inflation-Linked Bond Fund	£	£	GB00BR1YML43	abrdn UK Income Equity Fund	£	£
GB00B86QF572	abrdn Global Real Estate Fund	£	£	GB00B99MHN14	abrdn UK Value Equity Fund	£	£
GB00B8DT4R48	abrdn Global Real Estate Share Fund	£	£	GB00B99NJG10	abrdn UK Ethical Equity Fund	£	£
GB00B777Y552	abrdn Global Smaller Companies Fund	£	£	GB00B83BLW42	abrdn UK Government Bond Fund	£	£
GB00B99G2832	abrdn High Yield Bond Fund	£	£	GB00BPBR9J64	abrdn UK Mid-Cap Equity Fund	£	£
GB00BRJL8424	abrdn Japan Equity Enhanced Index Fund	£	£	GB00BYPHP759	abrdn Real Estate Fund	£	£
GB00B7VR8602	abrdn MyFolio Managed I Fund	£	£	GB00BYPHPF36	abrdn Real Estate Feeder Fund	£	£
GB00BD38GT22	abrdn Short Dated Corporate Bond Fund	£	£	GB00B99H3M72	abrdn UK Smaller Companies Fund	£	£
GB00BP25RD93	abrdn Short Duration Global Inflation-Linked Bond Fund	£	£	GB00BRJL8085	abrdn World Equity Enhanced Index Fund	£	£

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Investment details

For lump sum investment:

I enclose a cheque for* †

For regular monthly investment:

I would like to subscribe £ †† per month

NOTE: For regular monthly investments, please complete the Direct Debit Instruction in Part B.

* Cheques must be made payable to "abrdn Fund Managers Limited" and attached to this form, and must be drawn on your bank account.

† This amount must be the total of the lump sum(s) from the table above.

†† This amount must be the total of the regular monthly investment(s) from the table above.

Part 3 – Regular withdrawal facility

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

Fund name:	ISIN*:
Fund name:	ISIN*:
Fund name:	ISIN*:
Fund name:	ISIN*:
Fund name:	ISIN*:
Fund name:	ISIN*:

* ISIN can be found on page 2 and 3 of this form.

How often do you want the withdrawal paid?

Monthly ☐ Quarterly ☐ Half yearly ☐ Yearly ☐

If you wish to withdraw a fixed amount for each payment, please indicate how much you want each payment to be. For example, if you want to withdraw £100 each month (£1200 per year) tick the monthly box and write £100 in the payment box.

£

If you wish to withdraw a percentage of your holding, indicate the annual percentage amount. For example, if you want to withdraw 6% per year but paid at quarterly intervals, tick the quarterly box and write 6% in the percentage box.

%

I would like the payments to start from 06/ /20

Please note: payments will be made into your nominated bank account, the details of which are completed overleaf in Part A.

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Part A – Bank Details

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

Account holder(s):

Bank/Building society address (in full):

Postcode:

If you are completing Part B, these bank account details must match

Bank or building society account number:

Branch sort code:

Roll number:

Part B – Direct Debit Details[†]

[†] Please complete if you are making regular investments.

1. Complete the direct debit to instruct your bank/building society to make payments from your account.
2. If the payment date falls on a weekend or bank holiday, your account will be debited within two working days of the payment date.
3. Please ensure that the instruction is signed and dated and the Direct Debit Guarantee is detached before the form is returned to us.

All monthly investments must be paid by Direct Debit.

If you are making investments by Direct Debit, complete the Direct Debit Instruction below after reading the instructions.

Instruction to your bank or building society to pay by Direct Debit

Issued by: abrdn Fund Managers Limited, 280 Bishopsgate, London, EC2M 4AG

Service user number: **178018**

Reference no. (for official use only):

Name and full postal address of your bank or building society:

Postcode:

Account Name:

If you have completed Part A, these bank account details must match

Bank or building society account number:

Branch sort code:

Reference number:

Instructions to your bank/building society:

Please pay abrdn Fund 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 abrdn Fund Managers Limited and, if so, details will be passed electronically to my bank/ building society.

Signature:

Date (DD/MM/YY):

For abrdn Fund Managers Limited official use only

This is not part of your instruction to your bank or building society

Banks and building societies may not accept Direct Debit Instructions for some types of account.

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Part C – Direct Debit Guarantee

- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change abrdn Fund Managers Limited will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by abrdn Fund Managers Limited or your bank/building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time, by writing to your bank or building society. Please also send a copy of your letter to us.

Your Direct Debit Guarantee to tear on and retain is on page 7 of this form.

It is important that you keep this safe.

Part 4 – Data Protection Notice

We will collect and use personal information about you (and other named individuals, where applicable) as provided on this application in order to provide this product or service and manage our relationship with you.

The information collected may be shared with other parts of abrdn plc, and other companies we work with to support us in the provision of this product or service. 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 securely and only where necessary to provide the agreed service.

The majority of your information is processed in the UK or European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with in countries outside of the UK or the EEA. Where your information is being processed outside of the UK or 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 or EEA Data Protection Laws e.g. we will put in place legal agreements with third parties and abrdn affiliates with ongoing oversight to ensure they meet these obligations.

For more information on how abrdn processes personal information and what your rights are, please see our Privacy Notice online at www.abrdn.com/en-gb/privacy-notice.

Part 5 – Money Laundering Regulations

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

Acceptance of this application is subject to satisfactory completion of identity verification checks within 30 days of the application date.

Part 6 – Declaration

I declare that:

- I am 18 years of age or over;
- I have read, understood and agree to the use of my personal data for the purposes described in the Data Protection Notice subject to me exercising my right not to be sent details of abrdn group products or services.

I authorise you to carry out electronic identification checks if required.

I agree and understand that abrdn Fund Managers Limited may use the Delivery versus Payment exemption as detailed in the Fund Prospectus.

I confirm:

- I have read an up-to-date version of the Key Investor Information Document(s) for each And in which I want to invest.
- I have regular access to the internet and can access <https://www.abrdn.com/en-gb/myfunds> to obtain the documents mentioned above and agree to the provision of this information via this medium or have otherwise had sight of paper versions of these documents.

I declare that the information given is correct to the best of my knowledge and belief and that I will inform abrdn Fund Managers Limited of any change in the information given.

Signature:

Date (DD/MM/YY):

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Direct Debit Guarantee - Please tear off and keep safely

- 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 abrdn will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request abrdn 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 abrdn 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 abrdn 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.

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Useful information

Customer information 0345 113 6966 (Call charges may vary)

<https://www.abrdn.com/en-gb/myfunds>

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