



Employee ISA Application Form

This form is for investing in a Stocks and Shares ISA with abrdn Fund Managers Limited.

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

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 open a staff ISA, you must be a MyFunds client with an existing staff account open with abrdn Fund Managers Ltd. One of the eligibility requirements for this ISA 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 the eligibility requirements set out in section 2.1 of the Staff Terms and Conditions, which include the above.

The Staff Terms and Conditions (including the availability of the special unit class) are not part of your contract of employment and can be changed in accordance with the ISA Terms & Conditions.

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

Date of Birth (DD/MM/YYYY)

Permanent Residential Address:

Postcode:

Contact telephone:

Contact email:



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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.

Fund Code	Fund name	Lump sum investment	Regular monthly investment	Fund Code	Fund name	Lump sum investment	Regular monthly investment
AA8	abrdrn AAA Bond Fund	£	£	NM8	abrdrn MyFolio Managed III Fund	£	£
422	abrdrn American Equity Enhanced Index Fund	£	£	NA8	abrdrn MyFolio Market I Fund	£	£
AE8	abrdrn North American Small & Mid-Cap Equity Fund	£	£	NB8	abrdrn MyFolio Market II Fund	£	£
AI8	abrdrn American Income Equity Fund	£	£	NC8	abrdrn MyFolio Market III Fund	£	£
478	abrdrn Asia Pacific Equity Enhanced Index Fund	£	£	ND8	abrdrn MyFolio Market IV Fund	£	£
749	abrdrn Asia Pacific Equity Fund	£	£	NE8	abrdrn MyFolio Market V Fund	£	£
CD8	abrdrn Sterling Corporate Bond Fund	£	£	NF8	abrdrn MyFolio Multi-Manager I Fund	£	£
CB8	abrdrn Investment Grade Corporate Bond Fund	£	£	NG8	abrdrn MyFolio Multi-Manager II Fund	£	£
771	abrdrn Diversified Growth & Income Fund	£	£	NO8	abrdrn MyFolio Managed V Fund	£	£
DY8	abrdrn Dynamic Distribution Fund	£	£	NH8	abrdrn MyFolio Multi-Manager III Fund	£	£
NN8	abrdrn MyFolio Managed IV Fund	£	£	NI8	abrdrn MyFolio Multi-Manager IV Fund	£	£
EC8	abrdrn Ethical Corporate Bond Fund	£	£	NJ8	abrdrn MyFolio Multi-Manager V Fund	£	£
452	abrdrn Emerging Markets Equity Enhanced Index Fund	£	£	352	abrdrn Sterling Bond Fund	£	£
451	abrdrn European Equity Enhanced Index Fund	£	£	228	abrdrn Sterling Money Market Fund	£	£
735	abrdrn Europe ex UK Equity Fund	£	£	DC8	abrdrn Short Dated Corporate Bond Fund	£	£
EI8	abrdrn Europe ex UK Income Equity Fund	£	£	SG8	abrdrn Short Duration Global Inflation-Linked Bond Fund	£	£
UL8	abrdrn Europe ex UK Ethical Equity Fund	£	£	724	abrdrn Strategic Bond Fund	£	£
ES8	abrdrn Europe ex UK Smaller Companies Fund	£	£	454	abrdrn UK All Share Tracker Fund	£	£
GL8	abrdrn Global Balanced Growth Fund	£	£	479	abrdrn UK Equity Enhanced Index Fund	£	£
NL8	abrdrn MyFolio Managed II Fund	£	£				

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

Fund Code	Fund name	Lump sum investment	Regular monthly investment	Fund Code	Fund name	Lump sum investment	Regular monthly investment
751	abrtn Emerging Markets Equity Fund	£	£	733	abrtn UK Sustainable and Responsible Investment Equity Fund	£	£
EN8	abrtn Emerging Markets Income Equity Fund	£	£	UQ8	abrtn UK Income Unconstrained Equity Fund	£	£
MM8	abrtn Global Infrastructure Equity Fund	£	£	767	abrtn UK Income Equity Fund	£	£
IE8	abrtn Global Focused Equity Fund	£	£	UU8	abrtn UK Value Equity Fund	£	£
IL8	abrtn Global Inflation-Linked Bond Fund	£	£	ET8	abrtn UK Ethical Equity Fund	£	£
SP8	abrtn Global Real Estate Fund	£	£	GF8	abrtn UK Government Bond Fund	£	£
RE8	abrtn Global Real Estate Share Fund	£	£	725	abrtn UK Mid-Cap Equity Fund	£	£
GS8	abrtn Global Smaller Companies Fund	£	£	PR8	abrtn UK Real Estate Fund	£	£
HI8	abrtn High Yield Bond Fund	£	£	PF8	abrtn UK Real Estate Feeder Fund	£	£
453	abrtn Japan Equity Enhanced Index Fund	£	£	US8	abrtn UK Smaller Companies Fund	£	£
NK8	abrtn MyFolio Managed I Fund	£	£	480	abrtn World Equity Enhanced Index Fund	£	£

Investment details (income shares)

Please see Part 3 overleaf for more information on taking or reinvesting income from your investment.

Important

Please complete the boxes below to confirm the tax year you are applying in. For example, if you applied for your ISA on or after 6 April 2016 this would be the 2016/17 tax year. On or after 6 April 2017 would be 2017/18 tax year, and so on.

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

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

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

Stocks and Shares ISA.

I apply to subscribe to a Stocks and Shares ISA in the tax year / and each subsequent tax year until further notice.

For lump sum investment:

I enclose a cheque* for †

ISA Investor Bank Details

Investment details (income shares) (continued)

For regular monthly investment:

I would like to subscribe £ **

Monthly investments must be paid by Direct Debit. Please complete part B on page 5.

I would like the regular monthly investment to start from 0 1 - M M - 2 0 Y Y

Part 3 – Regular withdrawal facility (accumulation shares only)

Please note: The minimum regular withdrawal for all funds is either £25 or 0.5% of the value of your ISA (provided that this % equates to a minimum of £25). The value of your ISA must be at least £500 at all times to allow regular withdrawals to be made. Please contact the Customer Services team for further details.

* Fund codes can be found on page 1 and 2 of this form.

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

Fund name:	Fund code*:
Fund name:	Fund code*:
Fund name:	Fund code*:
Fund name:	Fund code*:
Fund name:	Fund code*:
Fund name:	Fund code*:

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.

Part A – Bank Details*

PLEASE NOTE: Part A and Part B must be the same bank account

* Please complete if taking income from your investment.

I hereby instruct abrdn Fund Managers Limited to arrange for payments (income and/or 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:

ISA Investor Bank Details

Part A – Bank Details* (continued)

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 above.

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:

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.

Part C – 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 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.

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

It is important that you keep this safe.

Investor's Declaration

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.

Contact details can be found in the Supplementary Information Document ('SID'), under 'How to contact us'.

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

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over;
- I understand that I can access the Key Investor Information Documents (KIIDs) for my chosen funds (where available) by calling abrdn, and have read them prior to finalising my investment decision;
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year;
- I have not subscribed and will not subscribe to another Stocks and Shares ISA in the same tax year that I subscribe to this Stocks and Shares ISA;
- I am resident and ordinarily 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 abrdn Fund Managers Limited if I cease to be so resident and ordinarily resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties;
- I understand that abrdn Fund Managers Limited can accept no responsibility for any losses incurred as a result of a delay in the submission of this application.

Investor's Declaration

Part 7 – Important Information and Declaration

I have read the Data Protection Notice in Part 5 and I agree that my personal data may be used for the purposes described (subject to me exercising my right not to be contacted with details of other products and services).

I authorise abrdn Fund Managers Limited:

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

Before signing this Application Form you should read the Staff Terms & Conditions carefully, as this is the document on which we rely. You should also read the Key Investment Information Document(s) for your chosen fund or funds. If you have any questions, you should ask us before signing.

I agree to the Staff Terms and Conditions.

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

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

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

Part 8 – Client Signature

Read the Important Information and Declaration above.

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

Sign that you agree to the Declaration and Important Information.

Signature:

Date:



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.

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