

# **Application Checklist**

## **1. Select Funds**

Select the fund(s) you wish to invest in. If you are unsure about which funds to select, or feel that you do not wish to invest into the markets immediately but still wish to utilise your ISA allowance, don't forget that you can use the Cash Reserve facility.

## **2. Read Key Features**

Please read the Key Features and Terms & Conditions which apply to all funds, before deciding to invest.

## **3. Fill in Application Form(s)**

ISA Application:

1. Leave section 1 blank
2. Fill in your personal details in section 2
3. In section 3 indicate how you wish to fund your investment
4. Complete section 4 if you wish to add a nominated bank account. A nominated bank account is where you wish income or proceed from a sale to be paid. For further information please refer to the Cofunds Key Features Document or the FAQ section of the website.
5. Section 5 refers to any income that may be generated from the fund. Please select from the options available.
6. Complete section 6 with the funds in which you wish to invest, indicating whether to purchase accumulation or income units, and the amount you wish to invest into each fund.
7. Please read and sign the declaration on page three.
8. If you wish to save on a monthly basis please complete the direct debit mandate at the bottom of page three.

Investment Funds Application:

1. Leave section 1 blank
2. Fill in your personal details in section 2
3. In section 3 please add any reference you wish to use to differentiate this investment from any others that you hold on the Cofunds Platform. For example this can be used when investing for a child's benefit at a later date by using their initials.
4. Complete section 4 if the account is to be held in joint names.
5. In section 5 indicate how you wish to fund your investment
6. Complete section 6 if you wish to add a nominated bank account. A nominated bank account is where you wish income or proceed from a sale to be paid. For further information please refer to the Cofunds Key Features Document or the FAQ section of the website.
7. Section 7 refers to any income that may be generated from the fund. Please select from the options available.
8. Complete section 8 with the funds in which you wish to invest, indicating whether to purchase accumulation or income units, and the amount you wish to invest into each fund.
9. If you wish to save on a monthly basis please complete the direct debit mandate at the bottom of page three
10. Please read and sign the declaration on page four.

## **4. Pay**

Make your cheque payable to "Cofunds Ltd". Please note that cheques are required to be drawn on an account held in the investing individual's name.

## 5. Money Laundering

In accordance with EU and UK legislation relating to the prevention of money laundering we are obliged to verify the identity and address of the policyholders. Could you therefore please provide us with one form of identification from each of the following lists:

### Photo Evidence:

Current Valid Passport  
Valid photocard driving licence (including counterfoil)  
Firearms certificate or shotgun licence

### Address Evidence:

Valid Full UK Driving Licence (old style)  
Recent Local Authority Benefit Statement  
Current Council tax demand letter or statement  
Current bank or credit card statement  
Current utility bill (not mobile phone bill)

Please be aware that if you provide a driving licence as confirmation of address then we would need a separate form of photo identification and vice versa.

## 6. Post

Return the Application Form(s) to us by post to:

Baker Gladstone & York Direct  
Rathbone House  
22 Tanfield Road  
Croydon  
Surrey  
CR0 1AL

## 7. Confirmation

We will send you an acknowledgement confirming that we have received the forms. Cofunds will also send you a confirmation once the investment has been made.

## Final checklist

Have you filled in:

- Your National Insurance number (if investing in an ISA)
- Your Date of Birth
- The Investment Selection section
- The Direct Debit mandate if saving monthly
- Your Bank/Building Society details if you wish to receive income payments

Then simply:

- Sign the declaration
- Enclose your personal cheque with the Application Form(s) made payable to 'Cofunds Limited'
- Include two appropriate forms of identification for money laundering purposes.
- Return the Application Form(s) to us by post to:

Baker Gladstone & York Direct  
Rathbone House  
22 Tanfield Road  
Croydon  
Surrey  
CR0 1AL