CASTLEFIELD FUNDS

Switch Funds

Application Form

CASTLEFIELD

THE THOUGHTFUL INVESTOR

This switch form is for existing clients who wish to switch part, or all, of their current holding in a Castlefield Fund/s into another Castlefield Fund/s.

Please complete this form and return it to your financial adviser, or to:
Castlefield Fund Partners Limited, Hamilton Centre, Rodney Way, Chelmsford, CM1 3BY.

Important:
Before completing this form, please read the **Key Investor Information Document** and the **Supplementary Information Document** for the relevant share class of the Fund(s) you wish to invest in or transfer into. Copies are available on our website www.castlefield.com, calling **0345 026 4284** or emailing **castlefield@maitlandgroup.co.uk**

Useful notes

- You can make a partial or full switch from your existing Fund/s into other Fund/s offered by Castlefield Fund Partners Limited
- If you choose a partial switch, a minimum of £500 must remain in your existing Fund otherwise this instruction may be rejected
- There is a minimum switch amount of £500
- Please contact us if any other information contained in your original application has changed

SECTION 1

Your Details

Existing Plan Number:

Title: Full name:

Permanent residential address:

Postcode:

Telephone numbers (inc STD code): Daytime: Evening:

SECTION 2

Investment advice

Please indicate whether you have received advice from a financial adviser on this investment and provide their details.

Castlefield Fund Partners Limited will not pay commission to any financial adviser or facilitate adviser charging in respect of these investments.

I have received advice from the following financial adviser ☐

Company:

Address:

Postcode:

I have not received advice from a financial adviser ☐

To be completed by your financial adviser.

Financial adviser stamp FCA number:

SECTION 3

Switch Instructions

Some useful notes

- If the Fund that you are switching from is held within a NISA, the Fund/s that you switch into will also be placed in a Castlefield NISA
- If the Fund that you are switching from is NOT held within a NISA, but you wish your new fund holding to be held in a NISA, you will need to complete a 'NISA Application Form' and send this to us with a covering letter with clear instructions of the Fund you wish to sell

How to complete table 1:

- Column 1 - clearly write the full name of the Fund/s you want to sell
- Column 2 - insert either the monetary amount or percentage that you wish to sell from the Fund/s listed in column 1
- Column 3 – clearly write the full name of the Fund/s you wish to buy and insert the share type of the Fund/s
- Column 4 – insert either the monetary amount or percentage that you wish to be invested into the Fund/s listed in column 3

An example of how to complete the table is provided below

Column 1 Fund/s share class that you are switching from (selling)	**Column 2** Amount (£)/ (%)	**Column 3** Fund/s share class that you are switching to (buying)	**Column 4** Amount (£)/ (%)
CASTLEFIELD ABC FUND	100%	CASTLEFIELD XYZ FUND - INCOME	100%

Please complete the table below with your transfer instructions:

Table 1

Column 1 Fund/s share class that you are switching from (selling)	**Column 2** Amount (£)/ (%)	**Column 3** Fund/s share class that you are switching to (buying)	**Column 4** Amount (£)/ (%)

SECTION 4

Declaration

This top-up form along with the relevant Prospectus, Fund Key Investor Information Document (KIID) and Supplementary Information Document, each as amended from time to time form the agreement upon which Castlefield Fund Partners Limited intends to rely. The current version of each document will be available on our website, www.castlefield.com

In the section below, 'I' refers to each signatory.

I confirm that I have received and read the latest **Key Investor Information Document** and **Supplementary Information Document** for the relevant share class of the Fund/s that I wish to top-up.

(All registered shareholders must sign. If there are more than two signatories, please photocopy this section before completing.)

Print Name:		Print Name:	
Signature:		Signature:	
Date:		Date:	

ADMINISTRATION QUERIES

For any administration queries, you can contact us at:

Castlefield Fund Partners Limited, Hamilton Centre, Rodney Way, Chelmsford, CMI 3BY.
T: 0345 026 4284 E: castlefield@maitlandgroup.co.uk W: www.castlefield.com

For your protection, calls may be monitored and recorded for training and quality assurance purposes.

Castlefield is a trading name of Castlefield Fund Partners Limited (CFP) and the property of Castlefield Partners Limited. CFP is authorised and regulated by the Financial Conduct Authority. Number 229057. Registered in England No. 04605261. Registered Office: 111 Piccadilly, Manchester M1 2HY. Part of the Castlefield employee-owned group. Member of the Employee Ownership Association.

THE THOUGHTFUL INVESTOR

8th floor,
111 Piccadilly
Manchester M1 2HY
0161 233 4890
castlefield.com

RGSWITCH/260219

EMPLOYEE OWNERSHIP