



# Retail Application Form

## Important Information

- Before investing, you should read the most recent version of the Prospectus and Key Investor Information Document (KIID) for the fund(s) you are considering.
  - These documents provide essential details about your investment, including information on the Fund's various share classes and fund charges, such as the ongoing charge deducted to cover the costs of investment management and administration.
- Ensure you select the appropriate share class for your needs.
- Additionally, please review the Terms and Conditions available on our website [www.waystone.com](http://www.waystone.com).
- If you have any questions or would like a free, up-to-date copy of the KIID, Prospectus, or the most recent Annual or Interim fund reports, please visit our website [www.waystone.com](http://www.waystone.com).
- For further information about how we process your personal data, please see our Privacy Notice at [www.waystone.com](http://www.waystone.com) or contact us at [dataprotection@waystone.com](mailto:dataprotection@waystone.com).

## Who Is This Form For?

To be used for individual or joint investment applications. The minimum age for a holder is 18.

## Summary

To avoid delays in processing your application, please ensure you have:

- Completed all relevant sections of this application form, and that you and your adviser (if appropriate) have signed all the relevant sections.
- For investors not using a financial adviser, please enclose original or certified copies of your proof of identity. For guidance, refer to our "[WMUK Guide to the Verification of Identity and Address](#)" document.

Please ensure you provide your email address and daytime telephone number, as this information is essential for us to share important updates regarding your investment and to maintain contact if needed.

Once completed, please send this form along with the completed dealing form relating to your investment to:



Waystone Management (UK) Limited  
PO Box 389  
Darlington DL1 9UF



Telephone: 0345 922 0044



Email: [wtas-investorservices@waystone.com](mailto:wtas-investorservices@waystone.com)  
Dealing: [ordergroup@waystone.com](mailto:ordergroup@waystone.com)

Our team is available to help should you have any queries regarding your application. Please contact our Customer Services Department on 0345 922 0044 between 8.30am and 5.30pm (Monday to Friday) or alternatively email [wtas-investorservices@waystone.com](mailto:wtas-investorservices@waystone.com).

## Application Form

Please note that, if you are resident outside the United Kingdom, additional eligibility checks may be required before an application can be accepted.

### FIRST HOLDER – DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS)

Please provide separate details for each joint or designated applicant. Joint applicants must each sign. In the case of joint holders, all payments and correspondence will be sent to the first named holder.

ISA accounts can only be set up as individual accounts.

Title (Mr/Mrs/Miss/other):  Surname:

Forename(s):

### PERMANENT ADDRESS

Address line 1:

Address line 2:

Town or city:

County:

Country:

Postcode:

### PERSONAL DETAILS

Nationality:  Gender:

Town & country of residence (if different from the above):

Date of birth:

Place of birth (town or city):

Country of birth:

**CONTACT DETAILS**

Email address:\*

Daytime telephone number:\*

Work telephone number:

To ensure we can communicate with you effectively, please provide your preferred contact method and the best time for us to reach you.

Preferred contact method:  Phone  EmailPreferred time for calls:  Morning (9am-12pm)  Afternoon (12pm-5pm)

\* Please ensure you provide your email address and daytime telephone number, as this information is essential for us to share important updates regarding your investment and to maintain contact if needed.

**SUPPORTING OUR INVESTORS**

We are committed to providing the best possible service to all our investors. If you have any additional support requirements, please contact us on the details below so we can assist you effectively.



Telephone: 0345 922 0044

Email: [wtas-investorservices@waystone.com](mailto:wtas-investorservices@waystone.com)**FURTHER INFORMATION**Existing account number  
(if applicable):

National Insurance number:\*

or Tax Identification Number:\*\*

If you are non-UK resident, please ensure you complete the Tax Residence Form on pages 6 and 7.

**ISA APPLICANTS ONLY:** Your application will not be accepted if you fail to provide either your National Insurance number\* or confirmation that you are not eligible to have one, as required under the ISA rules.

\* 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 Department for Work and Pensions (DWP), or pension order book.

\*\* Only available for non-UK tax residents.

**Please note** that if you are resident outside the United Kingdom additional eligibility checks may be required before an application can be accepted.

#### SECOND HOLDER – DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS)

Please provide separate details for each joint or designated applicant. Joint applicants must each sign. In the case of joint holders, all payments and correspondence will be sent to the first named holder.

Title (Mr/Mrs/Miss/other):  Surname:

Forename(s):

#### PERMANENT ADDRESS

Address line 1:

Address line 2:

Town or city:

County:

Country:

Postcode:

#### PERSONAL DETAILS

Nationality:  Gender:

Town & country of residence (if different from the above):

Date of birth:

Place of birth (town or city):

Country of birth:

#### CONTACT DETAILS

Email address:

Please tick here if you do not have an email address:

Daytime telephone number:

Work telephone number:

To ensure we can communicate with you effectively, please provide your preferred contact method and the best time for us to reach you.

Preferred contact method:  Phone  Email

Preferred time for calls:  Morning (9am-12pm)  Afternoon (12pm-5pm)

## SUPPORTING OUR INVESTORS

We are committed to providing the best possible service to all our investors. If you have any additional support requirements, please contact us on the details below so we can assist you effectively.



Telephone: 0345 922 0044



Email: [wtas-investorservices@waystone.com](mailto:wtas-investorservices@waystone.com)

---

## FURTHER INFORMATION

Existing account number  
(if applicable):

National Insurance number:\*

or Tax Identification Number:\*\*

**ISA APPLICANTS ONLY:** Your application will not be accepted if you fail to provide either your National Insurance number\* or confirmation that you are not eligible to have one, as required under the ISA rules.

\* 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 Department for Work and Pensions (DWP), or pension order book.

\*\* Only available for **non-UK tax residents**.

For additional holders please complete on a separate page.

## Tax Residence Form

Only applicable for non-UK tax resident investors

Please read these instructions before completing this form.

UK tax regulations require us to collect information about each investor's tax residence status. If you have any questions about your tax residence, please contact your tax adviser.

If your tax residence (or that of the account holder, if you are completing the form on his or her behalf) is located outside the United Kingdom, we may be obliged to pass on the information in this form and other financial information with respect to your financial accounts to HM Revenue & Customs. We may also be required to do this if we do not receive a valid, completed Self Certification form from you.

We shall treat the information on this form as valid and correct unless we are informed of a change in circumstances relating to the account holder's tax status or other fields included on this form.

Please fill in this form if you are an individual account holder, sole trader or sole proprietor.

For joint or multiple account holders, please complete a separate form for each individual person.

If you are filling in this form on behalf of someone else then please tell us in what capacity you are signing on page 9.

Please complete all sections in BLOCK CAPITALS and as directed.

---

### PART 1 – IDENTIFICATION OF ACCOUNT HOLDER

Full name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**PART 2 – COUNTRY OF RESIDENCE FOR TAX PURPOSES AND RELATED TAXPAYER IDENTIFICATION NUMBER (“TIN”) OR EQUIVALENT NUMBER**

Please complete the following table indicating (i) where the account holder is tax resident and (ii) the account holder’s TIN for each country indicated.

If the account holder is a US person or resident, please include United States in this table along with his/her US Tax Identification Number. Please note this is mandatory or the form will be rejected.

If the account holder is tax resident in more countries than allowed for in the table below please use a separate sheet.

	Country of tax residence (and citizenship if US)	TIN	Reason	If no TIN available enter Reason A,B or C, plus explanation where B is chosen Explanation
1				
2				
3				
4				
5				

**Reason A** The country where the account holder is liable to pay tax does not issue TINs to its residents.

**Reason B** The account holder is otherwise unable to obtain a TIN or equivalent number.

**Reason C** No TIN is required. (Note: only select this reason if the authorities of the country of tax residence entered above do not require the TIN to be disclosed)

If the account holder is not resident in any country for tax purposes, please tick this box.

## Investor Declaration

Please ensure this declaration is signed by all investors.

**Please note:** Once your application is accepted by Waystone Management (UK) Limited, it becomes a binding contract. You'll receive a contract note or allocation letter as proof. We won't send any other acknowledgment at the time of application, but we'll get in touch if there's a query.

Please be aware that Waystone Management (UK) Limited may ask for the original documents at any time, and you must provide them promptly.

The terms and conditions are available on the Waystone Management (UK) Limited website: [www.waystone.com](http://www.waystone.com), and are also available on request from contacting Waystone Management (UK) Limited on the contact details below.

I confirm that I am the account holder (or I am authorised to sign for the account holder) of all the account(s) to which this form relates.

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the account holder's relationship with Waystone Management (UK) Limited, including those setting out how it may use and share the information supplied by me.

I acknowledge that if my tax residence (or that of the account holder, if I am completing the form on their behalf) is located outside the United Kingdom, the information in this form and other financial information related to my financial accounts may be shared with HM Revenue & Customs.

I acknowledge that the information contained in this form and information regarding the account holder and any Reportable Account(s) may be provided to the tax authorities of the country in which this account(s) is maintained and exchanged with tax authorities of another country or countries in which the account holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I confirm that the information provided on this form is valid and correct. I understand that it will be treated as such unless I inform you of any changes in circumstances relating to the account holder's tax status or other fields included on this form.

I agree to notify Waystone Management (UK) Limited as soon as practicable and in any event within 30 days if the information provided in this form changes.

**Data Protection Regulations:** For information about how we process the personal data on this form, including collection, use, retention and disclosure, please refer to our Privacy Notice available at [www.waystone.com](http://www.waystone.com). If you have any questions, queries or comments please contact the Data Protection Officer by email at [dataprotection@waystone.com](mailto:dataprotection@waystone.com) or by post to Waystone Management (UK) Limited, PO Box 389, Darlington DL1 9UF.

---

**Permission to deal with your professional adviser:** Please tick the box to indicate that you wish for us to send information about your investment to your professional adviser.

(Please note – if you do not tick the box above your application will be processed on the basis that you do not wish to have information about your investment sent to your professional adviser.)

---

If you have any queries please phone 0345 922 0044 (lines are open 8.30am to 5.30pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Waystone Management (UK) Limited' if appropriate, to: Waystone Management (UK) Limited, PO Box 389, Darlington DL1 9UF

**Declaration:** To be completed by all applicants. **Please note that ISA accounts can only be set up as individual accounts.** I confirm that I have received, read and understood or had satisfactorily explained the Key Investor Information Document that has been provided to me. Applicants may also wish to read the Common Terms available on the Waystone Management (UK) Limited website. I am aware that the Prospectus and the latest Annual and, if more recent, Interim fund reports are available free of charge and I confirm that I have accessed them to the extent I believe necessary. I request and authorise Waystone Management (UK) Limited to act in accordance with my instructions.

Full name:

Signature:  Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name:

Signature:  Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Full name:

Signature:  Date: 

--	--	--	--	--	--	--	--

Full name:

Signature:  Date: 

--	--	--	--	--	--	--	--

Note: If you are not the account holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity:

---

If you have any queries please phone 0345 922 0044 (lines are open 8.30am to 5.30pm Monday to Friday). For your protection telephone calls are recorded. Please send the completed form, together with a cheque made payable to 'Waystone Management (UK) Limited' if appropriate, to: Waystone Management (UK) Limited, PO Box 389, Darlington DL1 9UF

## Adviser’s Declaration

To be completed by professional advisers only, if you have not used a professional adviser this form is not applicable.

I accept that this application is governed by Waystone Management (UK) Limited Terms of Business, a copy of which has been or will be supplied to me.

I hereby indemnify Waystone Management (UK) Limited for any loss suffered should it subsequently be discovered that the applicant(s) was/were entitled to cancellation rights and no cancellation notice was sent as a result of the undernoted.

I confirm that the applicant(s) named in this application is/are entitled to cancellation rights under the Conduct of Business (Cancellation) Rules (tick only if cancellation rights apply).

OR

I confirm that the applicant(s) named in this application is/are not entitled to cancellation rights under the Conduct of Business (Cancellation) Rules because:

The applicant(s) is/are subject to a customer agreement waiving such rights.

The applicant(s) responded to a direct offer financial promotion advertisement as defined by the Financial Conduct Authority (Conduct of Business) Rules.

The application form was completed outside the United Kingdom as the result of either advice given by me or an advertisement issued outside the United Kingdom.

The applicant is an execution only customer and has not received advice.

**Note: if the execution only customer box above is not checked, Waystone Management (UK) Limited will process the application on the basis that advice has been given to the customer.**

I confirm we have undertaken anti-money laundering checks in line with the current regulations and confirm that on reasonable request we will provide Waystone Management (UK) Limited copies of all evidence gathered to meet such requirements.

Adviser’s name:

Telephone number:

Mobile number:

Fax number:

### Adviser/Agent Stamp and Authorisation