

# M&G Charity Funds Switching Instruction

## Request to switch between M&G's Charity Funds

### This form:

- can be used to switch between M&G's Charity Funds which are: M&G Equities Investment Fund for Charities (Charifund); M&G Charibond Charities Fixed Interest Fund (Charibond) and; M&G Charity Multi Asset Fund
- cannot be used to switch between other M&G funds

### Important Information:

- Before signing this form: the charity should read an up-to-date version of the Prospectus, Non-UCITS Retail Scheme Key Investor Information (NURS-KII) Documents and Costs and charges illustration for the fund(s) in which the charity wishes to invest. There the charity will find more about the investment, including details about the fund. It also explains fund charges, including the ongoing charge, a deduction from the fund which M&G makes to cover the costs of investment management and administration. The charity should also read the Important Information for Investors in M&G Charity Funds document, which includes M&G's Terms and Conditions

- If the charity has any questions or would like a free up-to-date copy of the NURS KII, Costs and charges illustration, Important Information for Investors in M&G Charity Funds document, Prospectus, most recent Annual or Interim Fund Reports or additional application forms, please visit [www.mandg.co.uk/charities](http://www.mandg.co.uk/charities) or call 0800 917 4472. All literature provided will be in English
- If a financial adviser has arranged this switch, depending upon the share class chosen, commission may be payable where advice has not been given

### Before investing:

- If the charity is unsure whether this investment is suitable for their needs, please consult a financial adviser

**Please complete this form in blue or black ink, using CAPITAL letters and ticking the appropriate boxes.**

### ! Adviser details (only to be completed by a financial adviser)

For FCA product sales data purposes: if the charity did not provide advice on this sale please tick this box

Company name	M&G Adviser reference number
Adviser name	FCA number

### 1 Charity details

M&G Charity Account Number	Designation (if applicable)
<input type="text"/>	<input type="text"/>
Name of charity	
<input type="text"/>	
Registered address of charity	
<input type="text"/>	
Postcode	
<input type="text"/>	

If the investment is registered in the names of individual trustees please complete the names of the Trustees below.

#### Investor 1

Mr  Mrs  Miss  Ms  Other

Forename(s)	Surname
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
Postcode	
<input type="text"/>	
Phone: Home	Work
<input type="text"/>	<input type="text"/>
Mobile	Email
<input type="text"/>	<input type="text"/>

## 1 Charity details (continued)

### Investor 2 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)	Surname
Address	
	Postcode
Phone: Home	Work
Mobile	Email

### Investor 3 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)	Surname
Address	
	Postcode
Phone: Home	Work
Mobile	Email

### Investor 4 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)	Surname
Address	
	Postcode
Phone: Home	Work
Mobile	Email

## 2 Switching details

Please specify below the fund(s) the charity wishes to sell and those the charity wishes to purchase with the sale proceeds. Please include the full fund name. The share type required also needs to be specified: Income or Accumulation. If no share type is selected, we will issue Accumulation shares where available. If the specified share type is not available, the available share type will be issued.

The charity's full holding can be sold, or only part of it as long as the charity keeps the minimum holding invested. If the requested switch reduces the value of the charity's investment below the minimum balance for each share class, which can be found in the Important Information for Investors document, we may switch the full value of the investment. Sale proceeds may be divided between a number of funds if required.

The charity must meet the minimum investment limit for any fund being purchased.

Full name(s) of fund(s) to be sold	Value to be switched, or write FULL if total holding to be switched	Unit type Circle as appropriate	Carry over Direct Debit Please tick	Cancel Direct Debit Please tick
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>

## 2 Switching details (continued)

Full name(s) of fund(s) to be purchased with the sale proceeds	If sale proceeds to be divided between funds, please indicate % split	Share type* Circle as appropriate	Income option Please tick and complete section 3a
	£	Income/Accumulation	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>
	£	Income/Accumulation	<input type="checkbox"/>

\* See the Important Information for Investors document and/or the NURS KIID(s) for the funds the charity is investing in for details, including overall subscription limits and share class availability.

### About Direct Debit Instructions:

- If the charity wish to transfer this instruction to its new fund(s), please tick the 'Carry over Direct Debit' column. If this is to more than one fund, please indicate on a separate sheet how the amount is to be split between the funds.
- If the charity wishes to cancel this instruction on the selling fund, please tick the 'Cancel Direct Debit' column. We recommend that the charity tell its bank or building society that the Direct Debit has been cancelled.
- If no box is ticked, the charity will keep this instruction on a fund it is selling.

**Please refer to the relevant Important Information for Investors document and/or the relevant KIID for further details, such as minimum investment limits.**

## 3 Income instructions

### a Receiving income by direct credit

Complete this section if the charity has chosen to invest in Income shares, so that income from any of the funds being purchased can be paid directly to the charity's bank or building society account.

*Please note that M&G does not accept any responsibility for the bank/building society account details the charity give here; these details are given entirely at the charity's own risk so please check that they are correct.*

I/We authorise M&G Securities Limited to make payments of income arising from the charity's holding by direct credit transfer to the bank or building society shown.

Name and full postal address of your bank or building society

Bank/building society
Address
Postcode

Bank/building society account number

Branch sort code

Building society reference/roll number (if applicable)

Name(s) of account holder(s)

## 4 Data Protection and Privacy

We collect personal data from the charity for the purposes of administering its investment.

We are committed to protecting the charity's privacy and to learn more about how we process the charity's personal data please refer to our Privacy Notice (supplied with the charity's application form). A copy can be requested by emailing [data.privacy@mandg.co.uk](mailto:data.privacy@mandg.co.uk).

## 5 Declaration and authorisation

**Important:** if there is more than one shareholder registered on any of the funds specified in Section 2 to be sold, please ensure they all sign this authorisation.

I/We have received an up-to-date version of the Non-UCITS Retail Scheme Key Investor Information (NURS-KII) Document and Important Information for Investors in M&G Charity Funds document.

I/We hereby authorise the switch between funds as instructed on this form, on behalf of the charity.

### Shareholder/Signatory

Signature

Capacity

Date

### Shareholder/Signatory 2 (if applicable)

Signature

Capacity

Date

### Shareholder/Signatory 3 (if applicable)

Signature

Capacity

Date

### Shareholder/Signatory 4 (if applicable)

Signature

Capacity

Date

## ! Returning your form

Please send the completed form to:

**M&G Charities, PO Box 9038, Chelmsford CM99 2XF.**

- Has the charity read, signed and dated the Declaration and authorisation?
- Has the charity checked that this instruction won't bring the value of the investment(s) below the minimum balance for each share class, for the fund(s) to be sold?
- Receiving income by direct credit: Has the charity completed Section 3a?
- Has the charity read the NURS-KII for the fund(s) that it wishes to invest in? This states the charges applied to each fund's different share classes: be sure to choose the appropriate one for the charity.

## How to contact us

Call us

 **0800 917 4472**

Lines are open Monday to Friday from 09:00 to 17:00.  
For your security and to improve the quality of our service, we may record and monitor telephone calls.

Visit our website


 **[www.mandg.co.uk/charities](http://www.mandg.co.uk/charities)**

Email us

 **[charities@mandg.co.uk](mailto:charities@mandg.co.uk)**

Please note that information in an email cannot be guaranteed as secure. Do not include sensitive information in emails to M&G.

Write to us

 **M&G Charity Department,  
PO Box 9038,  
Chelmsford  
CM99 2XF**

