

Request to convert share classes



This form:

- can be used to convert between share classes within the same fund (eg Sterling Class A Shares to Sterling Class I Shares)
- cannot be used to switch between funds. To do this, please complete the M&G Switching Instruction form
- cannot be used to convert between share types (ie Accumulation to Income or Income to Accumulation). To do this, please complete the Request to convert share type form.

Important Information

- **Before you sign this form:** you should read an up-to-date version of your chosen fund's 'Key Documents': Key Investor Information Document (KIID), Prospectus and, for funds with sustainability characteristics or with a sustainability label, the Consumer-Facing Disclosure (CFD). You should also read the Important Information for Investors document, which includes M&G's Terms and Conditions. These provide you with information about your investment, including details about the fund's different share classes: be sure to choose the appropriate one for you. They also explain fund charges, including the ongoing charge,

a deduction from your fund which M&G makes to cover the costs of investment management and administration. Additional fund information can be obtained from the Costs and charges illustration, and Annual or Interim Fund Reports.

- If you have any questions or would like a free up-to-date copy of the Key Documents, additional fund information or additional application forms, please visit mandg.co.uk/literature or call our Customer Relations team on 0800 390 390. All literature provided will be in English.

Before you convert:

- Please note for UK tax resident investors, a conversion between an unhedged share class and a hedged share class will be deemed a disposal and therefore subject to capital gains tax in the UK. Please seek professional advice on rates and reliefs that may be available to you.
- If you are unsure about the suitability of your investment, speak to your 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 commission eligibility and FCA product sales data purposes: if you did not provide advice on this sale please tick this box ☐

Company name

M&G adviser reference number

Adviser name

FCA number

If a financial adviser has arranged this investment, depending on the share class chosen, commission may be payable.

1 Personal details

Please complete the personal details below. Please note, if you do not provide this information, your application may be rejected.

Your M&G client reference

Designation (if applicable)

Investor 1

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Date of birth

Forename(s)

Surname

Phone: Home

Mobile

Address

Work

Email

Postcode

1 Personal details (continued)

Investor 2 (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)

Surname

Address

Postcode

Date of birth

D D M M Y Y Y Y

Phone: Home

Mobile

Work

Email

Investor 3 (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)

Surname

Address

Postcode

Date of birth

D D M M Y Y Y Y

Phone: Home

Mobile

Work

Email

Investor 4 (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)

Surname

Address

Postcode

Date of birth

D D M M Y Y Y Y

Phone: Home

Mobile

Work

Email

2 Conversion details

Please specify below the share classes that you wish to convert from and to. You can only convert to share classes that you are eligible to hold within the same fund subject to the minimum investment requirements.

Important: conversion transactions will be processed within three business days of receipt of a valid instruction.

Please note, following a conversion, any income arising from the current share class will be paid out to you.

See the Important Information for Investors document and/or the KIID(s) for the funds you are investing in for details, including minimum investment limits and share class availability.

Full name of fund(s)	Current share class (eg A, R*)	Current share type (Income or Accumulation)	Product**	Value to be converted, or write 'FULL' if total holding to be converted	Converting to share class (eg A, R*)	Carry over Direct Debit Please tick	Cancel Direct Debit Please tick
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>
M&G				£		<input type="checkbox"/>	<input type="checkbox"/>

*The R share class is only available to advised clients.

**Insert one of the following: OEIC, ISA, Junior ISA, Ex Mini ISA, Ex PEP ISA or APS ISA.

About Direct Debit Instructions:

- If you wish to transfer this instruction to your new share class, please tick the 'Carry over Direct Debit' column.
- If you wish to cancel this instruction on the share class you're converting from, please tick the 'Cancel Direct Debit' column. We recommend that you tell your bank or building society that the Direct Debit has been cancelled.
- If no box is ticked, you will keep this instruction on the fund(s) you are converting from.

3 Data protection and privacy

We collect personal data from you for the purposes of administering your investment.

At M&G we are committed to protecting your privacy. To learn more about how we process your personal data please refer to our Privacy Notice available at mandg.co.uk/privacynotice.

4 Declaration and authorisation

Important: If there is more than one shareholder registered on any of the funds specified, please ensure they all sign this authorisation.

I have received an up-to-date version of the Key Investor Information Document and Important Information for Investors document.

I/We hereby authorise the conversion between share classes as instructed on this form.

I am/We are not resident in the USA and agree to notify M&G immediately in the event that I/we become resident in the USA.

Investor 1 Signature	Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
Investor 2 Signature (if applicable)	Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
Investor 3 Signature (if applicable)	Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
Investor 4 Signature (if applicable)	Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>

! Returning your form

Please send your completed application form to: **M&G Group, PO Box 9039, Chelmsford CM99 2XG.**

Checklist

- ☐ Have you read, signed and dated the Declaration and authorisation?
- ☐ Have you read the KIID(s) for the fund(s) that you wish to invest in? This states the charges applied to each fund's different share classes: be sure to choose the appropriate one for you.

How to contact us

Call us

 **0800 390 390**

We are open Monday to Friday from 08:00 to 18:00 and on Saturday from 09:00 to 13:00. For your security and to improve the quality of our service, we may record and monitor telephone calls.

+44 1268 448 031

If you are calling from outside of the UK.

Visit our website


 **mandg.co.uk**

Email us

 **info@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 Customer Relations
PO Box 9039
Chelmsford
CM99 2XG**