

# Request to convert investment share type

## This form can be used to change:

- Accumulation shares to Income shares
- Income shares to Accumulation shares.

## Important Information:

- If you have any questions or would like a free up-to-date copy of the KIID, Costs and charges illustration, Important Information for Investors document, Prospectus, most recent Annual or Interim

Fund Reports or additional application forms, please visit [www.mandg.co.uk](http://www.mandg.co.uk) or call our Customer Relations team on 0800 390 390. All literature provided will be in English.

## Before you convert:

- If you are unsure whether this investment is suitable for your needs, please consult your financial adviser.

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

## 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

Forename(s)
Surname

Address
Postcode

Phone: Home
Mobile
Work
Email

Date of birth

### Investor 3 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)
Surname

Address
Postcode

Phone: Home
Mobile
Work
Email

Date of birth

### Investor 2 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)
Surname

Address
Postcode

Phone: Home
Mobile
Work
Email

Date of birth

### Investor 4 (if applicable)

Mr  Mrs  Miss  Ms  Other

Forename(s)
Surname

Address
Postcode

Phone: Home
Mobile
Work
Email

Date of birth

## 2 Your investment details

Please convert the following holdings, as instructed below:

Full name(s) of fund(s) chosen	Product*	Number of shares to be converted or write ALL if total holding to be converted	Convert from Delete as appropriate	Convert to Delete as appropriate	Carry over	Cancel
					Direct Debit Please tick	Direct Debit Please tick
M&G			Income/Accumulation	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
M&G			Income/Accumulation	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
M&G			Income/Accumulation	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>
M&G			Income/Accumulation	Income/Accumulation	<input type="checkbox"/>	<input type="checkbox"/>

\*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 type, please tick the 'Carry over Direct Debit' column.
- If you wish to cancel this instruction on the share type 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 Receiving income by direct credit (ISA/OEIC only)

**Only complete this section if you are converting Accumulation shares to Income shares.** Completing this section will allow your income to be paid direct to your bank or building society account.

If you don't specify your bank/building society details below, your application will be rejected.

Please note that M&G does not accept any responsibility for the bank/building society account numbers you give here; you give these numbers entirely at your own risk so please check that they are correct.

I/We authorise M&G Securities Limited to make payments of income arising from my/our holding in the fund(s) specified above in section 2 by direct credit transfer to the bank or building society shown.

Name and full postal address of your bank or building society

Bank or building society account number

Branch sort code

Building society reference/roll number (if applicable)

Postcode

Name(s) of account holder(s)

## ! Information verification required when providing bank or building society details

Before we can use this information to set up any payments, we need to perform a couple of additional checks in order to verify the bank or building society details you have provided.

If these are unsuccessful we will contact you to request one of the following documents, however you may prefer to return the documentation with your completed application form:

- A voided cheque. This is simply a blank cheque that you have striked through with the words VOID.
- An original bank or building society statement detailing your address (no older than three months). If you bank online we can accept a bank or building society statement printed at your local branch with their stamp and certification that it is a certified copy. The certification should include the certifier's signature, name, address and or telephone number.
- A giro or paying in slip for your bank or building society account.
- Letter from your bank or building society, original or certified copy on headed paper, and dated in the last three months. The letter should include your sort code, account number, name and address.

## 4 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 [www.mandg.co.uk/privacynotice](http://www.mandg.co.uk/privacynotice).

## 5 Authorisation

I/We hereby authorise the conversion of share type as instructed on this form.

Investor 1 Signature

Investor 2 Signature (if applicable)

Investor 3 Signature (if applicable)

Investor 4 Signature (if applicable)

Date

D	D	M	M	Y	Y	Y	Y
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Date

D	D	M	M	Y	Y	Y	Y
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Date

D	D	M	M	Y	Y	Y	Y
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Date

D	D	M	M	Y	Y	Y	Y
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## ! Returning your form

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

Receiving income by direct credit: If you have chosen to do so, have you included the document to verify your bank or building society details?



## 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.

Visit our website

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

Email us

 **[info@mandg.co.uk](mailto: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**