# 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 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.

## 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	Investor 2 (if applicable)				
Mr     Mrs     Ms     Other	Mr Mrs Miss Ms Other				
Forename(s)	Forename(s)				
Surname	Surname				
Address	Address				
Postcode	Postcode				
Phone: Home	Phone: Home				
Mobile	Mobile				
Work	Work				
Email	Email				
Date of birth D D M M Y Y Y Y	Date of birth D D M M Y Y Y Y				
Investor 3 (if applicable)	Investor 4 (if applicable)				
Mr     Mrs     Miss     Ms     Other	Mr Mrs Miss Ms Other				
Forename(s)	Forename(s)				
Surname	Surname				
ldress Address					
Postcode	Postcode				
Phone: Home	Phone: Home				
Mobile	Mobile				
Work	Work				
Email	Email				
Date of birth	Date of birth				

Please convert the fund(s) 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	<b>Convert to</b> Delete as appropriate	over Direct Debit Please tick	Cancel Direct Debit Please tick
M&G			Income/Accumulation	Income/Accumulation		
M&G			Income/Accumulation	Income/Accumulation		
M&G			Income/Accumulation	Income/Accumulation		
M&G			Income/Accumulation	Income/Accumulation		

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

#### **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

Bank or building society	
Address	Branch sort code
	Building society reference/roll number (if applicable)
Postcode	
Name(s) of account holder(s)	

#### 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 struck through with the words VOID.
- An original bank or building society statement or printed PDF copy of an online bank statement detailing your address and full name as the account holder (no older than three months).
- 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**.

# 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	М	М	Y	Y	Y	Y
Date	D	D	М	М	Y	Y	Y	Y
Date	D	D	Μ	М	Y	Y	Y	Y
Date	D	D	М	М	Y	Y	Y	Y

## **!** 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 ⊕<sup>U</sup> www.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

