



M&G Switching Instruction

Request to switch between funds

This form:

- can be used to switch between M&G funds within the same product type*
- cannot be used to switch between M&G funds in different product types*
- cannot be used for The M&G Junior ISA. To do this please complete the M&G Junior ISA Switching Instruction.

*The different product types are M&G OEIC, The M&G Savings Plan, The M&G ISA, Ex Mini ISA, Ex PEP ISA and APS ISA.

Important Information

- **Before you sign this form:** you should read an up-to-date version of the Prospectus, Key Investor Information Documents (KIIDs) and Costs and charges illustration for the fund(s) in which you wish to invest. There you will find more about the investment, including details about the fund's different share classes: be sure to choose the appropriate one for you. It also explains fund charges, including the ongoing charge, a deduction from your fund which M&G makes to cover the costs of investment management and administration. You should also read the Important Information for Investors document, which includes M&G's Terms and Conditions.

- 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 0800 390 390. All literature provided will be in English.
- If a financial adviser has arranged this deal, depending upon the share class chosen, commission may be payable where advice has not been given.

Before you invest:

- If you are unsure whether this investment is suitable for your needs, please consult your financial adviser.
- If you are resident in the USA, in order to comply with US law, we are unable to switch your investment. If you submit an application to us it will be rejected and returned to you.

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 advice has been provided on the investment(s) detailed in Section 2, please ensure you select a non-commissionable share class otherwise the application may be rejected.

1 Personal details

Your M&G client reference

Designation (if applicable)

Investor 1

Mr Mrs Miss Ms Other

Date of birth

Forename(s)
Surname
Address
Postcode

Phone: Home
Mobile
Work
Email

1 Personal details (continued)

Investor 2 (if applicable)

Mr Mrs Miss Ms Other

Forename(s)
 Surname
 Address
 Postcode

Date of birth

Phone: Home
 Mobile
 Work
 Email

Investor 3 (if applicable)

Mr Mrs Miss Ms Other

Forename(s)
 Surname
 Address
 Postcode

Date of birth

Phone: Home
 Mobile
 Work
 Email

Investor 4 (if applicable)

Mr Mrs Miss Ms Other

Forename(s)
 Surname
 Address
 Postcode

Date of birth

Phone: Home
 Mobile
 Work
 Email

2 Switching details

Please specify below the fund(s) you wish to sell and those you wish to purchase with the sale proceeds. Please include the full fund name, product and share class. You also need to specify which share type you require: Income or Accumulation. If you do not specify this information your application may be rejected. If the specified share type is not available, the available share type will be issued.

You can sell your full holding, or only part of it as long as you keep the minimum holding invested. If the requested switch reduces the value of your 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 your investment. Sale proceeds may be divided between a number of funds if you wish.

You must meet the minimum investment limit for any fund you are purchasing.

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

*Insert one of the following: OEIC, Savings Plan, ISA, Ex Mini ISA, Ex PEP ISA and APS ISA.

**The R Share Class is only available to advised clients.

2 Switching details (continued)

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

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

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

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

†Certain funds only have Income shares available. However, we offer a growth option for these three funds by reinvesting your income: see Section 3b. Please refer to the Important Information for Investors document and/or the KIID(s) for share type availability.

About share classes:

- If you hold more than one share class in the fund you are selling and do not specify which share class you want to sell, we will withdraw the same share class as the one you are switching into.
- Please specify your choice of fund(s), the share class and the amount(s) you wish to invest. If you do not specify this information your application may be rejected.

About The M&G ISA income option:

- If you wish to receive income payments from The M&G ISA by direct credit, please tick the 'Income option' column and complete Section 3a.

About Direct Debit Instructions:

- If you wish to transfer this instruction to your 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 you wish the amount to be split between the funds.
- If you wish to cancel this instruction on the selling fund, 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 a fund you are selling.

Verification required when providing bank or building society details

Before we can set up any new payments or collections, 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 send one of the following documents when returning this completed 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 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.

If you already receive income to your bank account, or have an existing Direct Debit we may not need documentation. We will contact you if further evidence is needed, alternatively you can call to discuss.

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 (ISA/OEIC only)

3 a Receiving income by direct credit

Complete this section if you have chosen to invest in Income shares, so that income from any of the funds you are purchasing can be paid directly to your bank or building society account. Any distributions of income and tax repayments will be automatically reinvested, unless you complete this section.

Please note that M&G does not accept any responsibility for the bank/building society account details you give here; you give these details 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 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
Address
Postcode

Name(s) of account holder(s)

Bank or building society account number

Branch sort code

Building society reference/roll number (if applicable)

3 b Reinvesting income

Tick the box below to reinvest income for any fund that doesn't offer Accumulation shares (see the KIID(s) for share type availability).

If you choose to reinvest income from any of these funds, the acquisition of further shares in the applicable fund(s) will be made at the first regular valuation point 14 days prior to the applicable payment date.

I/We would like income to be reinvested in further shares.

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

I/We hereby authorise the switch between funds 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

Date

D	D	M	M	Y	Y	Y	Y
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Investor 2 (if applicable)

Date

D	D	M	M	Y	Y	Y	Y
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Investor 3 (if applicable)

Date

D	D	M	M	Y	Y	Y	Y
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Investor 4 (if applicable)

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.**

Checklist

- Have you read, signed and dated the Declaration and authorisation?
- Have you 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?
- If you have chosen to do so have you included the information to verify your bank or building society details?
- Receiving income by direct credit: Have you completed Section 3a?
- 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.

Visit our website



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
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Chelmsford
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