

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 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.
- 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 about the suitability of your investment, speak to your financial adviser.
- If you are a 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

Forename(s)

Surname

Address

Postcode

Date of birth

D	D	M	M	Y	Y	Y	Y
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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

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 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 (where distributions (also called dividends) are paid out as cash on the payment date) or Accumulation (where distributions are automatically reinvested within the fund rather than being paid out). 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	Share class (eg A, R**)	Share type Circle as appropriate	Product*	Value to be switched, or write 'FULL' if total holding to be switched	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"/>

*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.

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.

2 Switching details (continued)

Full name(s) of fund(s) to be purchased with the sale proceeds	Share class*** (eg A, R**)	Share type* Circle as appropriate	Product*	If sale proceeds to be divided between funds, please indicate % split
M&G		Income/Accumulation		%
M&G		Income/Accumulation		%
M&G		Income/Accumulation		%
M&G		Income/Accumulation		%

*Insert one of the following: OEIC, Savings Plan, 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. 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.

About the income option:

- If you wish to receive income payments, please complete section 3.

3 Your bank or building society details

If you do not provide us with your bank/building society details, your application may be rejected. We will pay future withdrawals to the account below. 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.

If you have chosen to invest in income shares, we will also pay income payments to this account until you instruct us otherwise.

If the bank details supplied here are different to the current bank details we hold for you, then only the distributions paid from the funds you are switching into within this transaction will be paid to these bank details.

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

Bank or building society account number

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Branch sort code

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Building society reference/roll number (if applicable)

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Name(s) of account holder(s)*

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*payments can only be made to an M&G account holder.

Prior to making any payments to the bank/building society details provided above, we will need to verify your details. Further information on verification required can be found below.

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 word 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.
- A 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, have an existing Direct Debit, or have previously provided us with these bank details, which we have successfully verified, we may not need documentation. We will contact you if further evidence is needed, alternatively you can call to discuss.

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

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 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

Signature

Date

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

Signature

Date

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

Signature

Date

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

Signature

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 3?

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