CASTLEFIELD FUNDS

Top-Up a Castlefield Fund

Application Form

CASTLEFIELD

THE THOUGHTFUL INVESTOR

This form is for existing clients who wish to top up their current holding in a Castlefield Fund/s either via a lump sum or by increasing their regular savings amount. To top up a Castlefield New ISA (NISA) or start a regular savings arrangement the relevant application form should be completed.

Please complete this form and return it to your financial adviser, or to:
Castlefield Fund Partners, Springfield Lodge, Colchester Road, Chelmsford, Essex, CM2 5PW.

Important:

Before completing this form, please read the **Key Investor Information Document** and the **Supplementary Information Document** for the relevant share class of the Fund(s) you wish to invest in or transfer into. Copies are available on our website www.castlefield.com, calling **0345 026 4284** or emailing **castlefield@phoenixfundservices.com**

Useful notes

- Minimum top-up amount is £500 or £50 per month for regular savings
- All cheques should be drawn on a bank account held in your own name and payable to: Castlefield Fund Partners Limited
- Please contact us if any other information contained in your original application has changed (eg address or bank details)
- This application will be processed at the next available opportunity after it has been accepted

SECTION 1

Your Details

Existing Plan Number: ☐☐☐☐☐☐☐☐

Title: ☐ Full name: ☐

Permanent residential address: ☐

Postcode: ☐

Telephone numbers (inc STD code): Home: ☐ Mobile: ☐

Email address: ☐

SECTION 2

Investment advice

Please indicate whether you have received advice from a financial adviser on this investment and provide their details.

Castlefield Fund Partners Limited will not pay commission to any financial adviser or facilitate adviser charging in respect of these investments.

I have received advice from the following financial adviser ☐

Company: ☐

Address: ☐

Postcode ☐

I have not received advice from a financial adviser ☐

To be completed by your financial adviser.

Financial adviser stamp

FCA number: ☐

SECTION 3

Top-Up Instructions

How to complete table 1:

- Column 1 – clearly write the full name and share class of the current Fund/s you wish to top-up
- Column 2 – insert the amount (£) you wish to add to your current holding

OR

- Column 3 – insert your new monthly savings amount (£)

Table 1

Column 1 Fund name and share class (Example: Castlefield ABC Fund - Income Shares)	**Column 2** Top-up amount (£) (Amount you wish to top-up)	**Column 3** New regular savings amount[1]
TOTAL	£	£

[1]This will replace your existing monthly regular savings amount.

SECTION 4

Declaration

This switch form along with the relevant Prospectus, Fund Key Investor Information Document (KIID) and Supplementary Information Document, each as amended from time to time form the agreement upon which Castlefield Fund Partners Limited intends to rely. The current version of each document will be available on our website, www.castlefield.com

In the section below, 'I' refers to each signatory.

I confirm that I have received and read the latest **Key Investor Information Document** and **Supplementary Information Document** for the relevant share class of the Fund/s that I wish to switch into.

(All registered shareholders must sign. If there are more than two signatories, please photocopy this section before completing.)

Print Name:		Print Name:	
Signature:		Signature:	
Date:		Date:	

ADMINISTRATION QUERIES

For any administration queries, you can contact us at:

Castlefield Fund Partners Limited, Springfield Lodge, Colchester Road, Chelmsford, CM2 5PW.

T: 0345 026 4284 E: castlefield@phoenixfundservices.com W: www.castlefield.com

For your protection, calls may be monitored and recorded for training and quality assurance purposes.

Castlefield is a trading name of Castlefield Fund Partners Limited (CFP) and the property of Castlefield Partners Limited. CFP is authorised and regulated by the Financial Conduct Authority. Number 229057. Registered in England No. 04605261. Registered Office: 111 Piccadilly, Manchester M1 2HY. Part of the Castlefield employee-owned group. Member of the Employee Ownership Association.

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