

# APPLICATION TO SWITCH

Valid from 22 December 2020

You should use this form if you wish to switch between funds in the Henderson Investment Funds Limited range, including switches within your Janus Henderson ISA. You should read an up to date version of the Key Investor Information Document "KIID" for each share/unit class before signing this form. You should also read the Prospectus, Additional Investor Information Document ("AIID") which includes important information and Janus Henderson's ISA Terms and Conditions if investing in an ISA. Please complete this form in **BLOCK CAPITALS** and return it to **Janus Henderson Investors, PO Box 9023, Chelmsford CM99 2WB**.

## SECTION 1 – About yourself

EXTERNAL CODE: KIID

First holder	
Title	Daytime tel no.
Surname	Email
First name(s)	Account designation (if applicable)
Permanent residential address	
	Registered name (if not an individual, e.g. company name/trust)
Postcode	Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Second holder (if applicable)	
Title	First name(s)
Surname	

Third holder (if applicable)	
Title	First name(s)
Surname	

Fourth holder (if applicable)	
Title	First name(s)
Surname	

**Agents stamp**  
To be completed by the agent if appropriate. By placing your details here and/or by placing business with us, you confirm that you have received, read and are bound by our Intermediary Terms of Business, available at [www.janushenderson.com/advisers](http://www.janushenderson.com/advisers).

Agency ref: \_\_\_\_\_

Advice not given by the agent to the customer.

Discount %: \_\_\_\_\_ Commission payable %: \_\_\_\_\_

Advice given by the agent to the customer.

(where **neither** box has been ticked, we will apply your default status ("advised" or "execution only") to this transaction)

Media code: \_\_\_\_\_

## SECTION 2 – Switching details

Please refer to the **investment options form** for the share/unit classes between which you may switch.

Please include the full fund name and share/unit class in the tables below. You can sell your full holding, or only part of it as long as you keep the minimum holding invested. Sale proceeds may be divided between a number of funds if you wish. You must however meet the minimum investment limit for any fund you are purchasing.

Details of the minimum holding amounts and investment limits can be found within each fund's Prospectus which are available on the website and upon request.

If you wish to switch from both your ISA and Non-ISA investments, please detail individually on the table below.

**Switch from:**

Full name of the fund(s) to be sold	Share/Unit class	Product (please delete as appropriate)	Monetary amount	Share/Unit amount	% of total investment	Cancel Direct Debit Please tick
		ISA/Non-ISA	£		%	<input type="checkbox"/>
		ISA/Non-ISA	£		%	<input type="checkbox"/>
		ISA/Non-ISA	£		%	<input type="checkbox"/>
		ISA/Non-ISA	£		%	<input type="checkbox"/>

**Switch to:**

Full name of the fund(s) to be purchased with the proceeds	Share/Unit class	Product (please delete as appropriate)	If dividing between funds, please specify %	Monthly withdrawal facility*	
				Per month	Per annum (% of total investment)
		ISA/Non-ISA	%	£	%
		ISA/Non-ISA	%	£	%
		ISA/Non-ISA	%	£	%
		ISA/Non-ISA	%	£	%

### \*Monthly withdrawal facility

If you wish to use the monthly withdrawal facility, you should indicate from which fund(s) the withdrawals should be taken and the amount per month or percentage per annum. You should also complete the income and redemption payment section below. The withdrawal amount will be paid monthly into your bank/building society account on the 15th of each month (minimum £25 per month and maximum of 7.5% p.a. of total investment). Please see **investment options form** to identify the funds that provide this facility.

We will not usually charge you for switching between funds but we reserve the right to do so. For single priced funds the price for switching will be based on the underlying net asset value of the funds. For dual priced funds, we will sell the shares or units for you at the bid price and buy at the offer price.

A switch of assets from one fund to another will be regarded as a chargeable disposal by HM Revenue & Customs, and could give rise to a Capital Gains Tax (CGT) liability if your annual exempt amount has already been used. **CGT does not apply to investments held within an ISA.**

## SECTION 3 – Income and redemption payments

### Income

Should you wish income to be paid to you, please choose one of the following options:

Paid directly to your bank or building society account

Posted to you by cheque

Alternatively, where applicable, income will be automatically reinvested for you.

### Redemptions

Please tick here if you would like future redemption proceeds paid to your bank account

**Please provide verification of the bank or building society account in the form of a spoilt cheque, bank statement (no older than 3 months) or a blank paying in slip and complete the details below:**

Bank/Building society name	Account name*
Bank/Building society address	Bank/Building society account number
	Branch sort code
	Building society roll number
Postcode	(if applicable)

\*Please note we do not make payments to third parties only to the named account holder.

## SECTION 4 – Declaration and authority

I/We wish to purchase shares/units in accordance with my/our instructions on this application form. I am/We are over 18 years of age.

I/We accept that under United Kingdom legislation and regulations concerning the prevention of money laundering and terrorist financing, all investors must be identified and I/we may be required to provide additional information to verify my/our identity.

I/We confirm that I/we cannot be classified as a US person(s) (as defined in the Prospectus). I/We acknowledge that US persons cannot hold shares in any of the funds listed.

### ISA's

I have read and agree to be bound by the Prospectus, including those parts that explain the basis on which Henderson Investment Funds Limited will provide certain services to me. I have received and read an up-to-date version of the KIID. The Prospectus, Key Investor Information Document ("KIID"), and Additional Investor Information Document ("AIID"), as well as the ISA Terms and Conditions and Individual Savings Account Regulations 1998, will constitute a written agreement between me and Henderson Investment Funds Limited, may be updated and/or amended from time to time in accordance with their terms, and can be found at the literature library, which can be found at [www.janushenderson.com](http://www.janushenderson.com). I consent to being provided with the KIIDs in this form via the website and not addressed to me/us personally.

### Non ISA

I/We have read and agree to be bound by the Prospectus, including those parts that explain the basis on which Henderson Investment Funds Limited will provide certain services to me/us. I have received and read an up-to-date version of the KIID. The Prospectus, Key Investor Information Document ("KIID"), and Additional Investor Information Document ("AIID") will constitute a written agreement between me/us and Henderson Investment Funds Limited, may be updated and/or amended from time to time in accordance with their terms, and can be found at the literature library, which can be found at [www.janushenderson.com](http://www.janushenderson.com). I/we consent to being provided with the KIIDs in this form via the website and not addressed to me/us personally.

I/We have read the Prospectus which explains that Henderson Investment Funds Limited may use the Delivery versus Payment exemption during a one day window and may not therefore treat money received from me/us on subscriptions and payables to me/us on redemptions as client money for that period; and that money in those circumstances will not be protected from the insolvency of Henderson Investment Funds Limited. I/We consent to Henderson Investment Funds Limited using this Delivery versus Payment exemption.

I further confirm that the medium of a website is appropriate in the context of the business between me and Janus Henderson Investors.

If there are joint applicants all must sign and date.

**Corporate application** - If you are completing this form on behalf of a company, please be aware that we will require two authorised signatures and a company stamp in order to proceed with this application.

Signature	Date
Signature	Date
Signature	Date
Signature	Date

### Data Protection and Consent to Marketing

The use of the personal data you provide to us in this Application Form is governed by the General Data Protection Regulation (EU) 2016/679 (GDPR) and Janus Henderson's Privacy Policy. The Privacy Policy details our collection, use and processing of your personal data (including the data you provide in this form) and sets out your rights. A copy of the document is available under the Privacy Policy section of our website at [www.janushenderson.com](http://www.janushenderson.com) and in hard copy by sending a request to [privacy@janushenderson.com](mailto:privacy@janushenderson.com).

We would like to send you updates about our expert insights, events and webcasts and information about our products and services. For these purposes, your details may be shared with companies within the Janus Henderson Group. We will always treat your details in accordance with our Privacy Policy and you will be able to unsubscribe at any time. **If you consent to receive such updates and information, please tick this box.**

We may record telephone calls for our mutual protection, to improve customer service and for regulatory record keeping purposes.

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