



# THE RATHBONE MULTI ASSET PORTFOLIOS (RMAPS)

A NON-UCITS RETAIL SCHEME

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SUPPLEMENTARY INFORMATION DOCUMENT

FOR INVESTMENTS IN THE FOLLOWING FUNDS:

RATHBONE TOTAL RETURN PORTFOLIO

RATHBONE STRATEGIC GROWTH PORTFOLIO

RATHBONE ENHANCED GROWTH PORTFOLIO

## CONTENTS

What you need to know when investing with RUTM:

- 01 **Section 1:** About Key Investor Information Documents (KIIDs), the Supplementary Information Document (SID), Rathbones and its partners
  - 02 **Section 2:** Investing in the Rathbone Multi Asset Portfolios (RMAPs)
    - 02 Part 1: Making your investments
    - 04 Part 2: How do we treat income from your investments?
    - 05 Part 3: What information is available to you and what documents will you receive?
    - 06 Part 4: What can we tell you about the taxation of the funds?
    - 07 Part 5: What are your rights and our obligations?
    - 08 Glossary of terms
  - 11 **Section 3:** Additional information for the RUTM ISA
    - 14 Supporting notes
    - 15 Direct Debit Instructions
-

# ABOUT KEY INVESTOR INFORMATION DOCUMENTS (KIIDs), THE SUPPLEMENTARY INFORMATION DOCUMENT (SID), RATHBONES AND ITS PARTNERS

## The Key Investor Information and Supplementary Information Documents and Rathbones

### What is the Key Investor Information Document (KIID) and Supplementary Information Document (SID)?

The KIID and SID (*see glossary of terms*) are documents offered to all investors in European Union-marketed funds before the point of purchasing our products. The information included is vital to your understanding of the commitment that you will be undertaking. These documents formally set out details of the funds including investment policy, charges and distribution dates. To help you understand the technical terms, there is a glossary in Section 2 of this document.

### How should I use the KIID and SID?

We recommend that you consult an investment adviser. These documents should be used to help you to decide on which of our funds are the most appropriate investment for your needs. These documents aim to give you a full picture of the charges and risks associated with the products and to guide you through the application process and the options available to you. They will also give you points of contact should you require more information or to check if information you have is the most up-to-date.

To invest in our products, you should use the application form(s) in conjunction with this booklet (Section 2, for reference) and the relevant KIID. You should read the documents carefully so that you understand what you are buying and then keep them safe for future reference.

Additional supplementary material is included for those wishing to invest in an ISA product.

### How is the KIID a benefit to me as an investor or potential investor?

The benefit of using the KIID is that it is designed to give you an unbiased and industry-standardised overview of our products, exploring product risk and charges as well as the application procedure that is quite separate from the allure of a sales brochure. This will enable you to make direct comparisons between our products and help you to decide the product most appropriate to your needs.

### How can I check if there is more up-to-date information available than that in my edition of the KIID?

Please go to [www.rutm.com](http://www.rutm.com), email [rutm@rathbones.com](mailto:rutm@rathbones.com) or call our team on 020 7399 0399.

### Where do I go if further advice is required?

Whilst Rathbone Unit Trust Management personnel can give information on its products, they are not authorised to give financial advice. If you have any questions or doubts about the appropriateness of these products for you, please contact an investment adviser. If you do not have an investment adviser, a good place to search for one is at [www.searchIFA.co.uk](http://www.searchIFA.co.uk)

### Which companies are involved?

The Manager or the Authorised Corporate Director (ACD) is a corporate body and an authorised person given powers and duties under FSA regulations to operate an Open Ended Investment Company (OEIC). The ACD of the company is Rathbone Unit Trust Management Limited which is a private company limited by shares incorporated in England and Wales under the Companies Act 1985. The ACD was incorporated on 26 April 1989. The ultimate holding company of the ACD is Rathbone Brothers Plc which is incorporated in England.

### Who is the Manager/ACD?

#### Rathbone Unit Trust Management Limited (RUTM)

Rathbone Unit Trust Management Limited, which is authorised and regulated by the Financial Services Authority<sup>1</sup> (FSA) and a member of the Investment Management Association (IMA) (*see glossary of terms*), is the unit trust management arm of Rathbone Brothers Plc, the listed investment management and private banking group. RUTM (*see glossary of terms*) is entered on the FSA Register under registration number 144266.

#### The history and tradition behind Rathbone Brothers Plc

Established in Liverpool in 1742 by William Rathbone II, the original Rathbones business was in timber and shipbuilding. This evolved into shipowning and general merchanting and importing, principally trading with North and South America. In the nineteenth century, the business further developed into finance and banking. The present business was formed in 1988 by an amalgamation of the investment management and banking business carried on in Liverpool with a tax and investment business in London. Further expansion came with the acquisition in 1995 of Laurence Keen, the well known city based investment managers; and in 1996 with the acquisition of Neilson Cobbold, the Liverpool based firm with offices in the South of England, the North West and Scotland.

Today Rathbone Brothers Plc, through its subsidiaries, is an independent provider of investment and wealth management services for private investors, charities and trustees, including discretionary asset management, tax planning, trust and company management, pensions advisory and banking services. It is a FTSE 250 listed company.

The group has over £15.8 billion<sup>2</sup> assets under discretionary management.

Registered Office:

1 Curzon Street

London W1J 5FB

Information line: 020 7399 0399

Telephone: 020 7399 0000 Facsimile: 020 7399 0057

Website: [www.rutm.com](http://www.rutm.com)

1 The FSA is a competent authority which has authorised and registered the RUTM funds. Contact: 25 The North Colonnade, Canary Wharf, London, E14 5HS. Consumer Helpline 0300 500 5000. Main Switchboard 020 7066 1000.

2 The latest published figure as at 31 December 2011. The figure published on our website ([www.rutm.com](http://www.rutm.com)) may be more up-to-date.

# INVESTING IN THE RATHBONE MULTI ASSET PORTFOLIOS (RMAPS)

PLEASE SEE 'ADDITIONAL INFORMATION FOR THE RUTM ISA' IN SECTION 3 OF THIS DOCUMENT

## What is the product?

The Rathbone Multi Asset Portfolio ("portfolio") is an authorised UK open-ended investment company (OEIC) regulated by the Financial Services Authority (FSA).

## PART 1: MAKING YOUR INVESTMENTS

### What is the minimum investment?

|                | Minimum initial lump sum investment | Minimum additional lump sum investment | Minimum Savings Plan investment | Minimum additional Savings Plan investment |
|----------------|-------------------------------------|--|---------------------------------|--|
| R-Class Shares | £1,000                              | £500 <sup>1</sup>                      | £100                            | £100                                       |
| I-Class Shares | £1,000,000                          | £500 <sup>1</sup>                      | n/a                             | n/a  |

<sup>1</sup> The minimum additional investment does not apply to monthly savers.

The ACD may at its discretion accept subscriptions lower than the minimum amount.

### What is the share class availability?

There are two share classes available, 'R-Class' and 'I-Class', each with different minimum investment limits, initial charges and Annual Management Charges.

Details of the charges for each specific fund can be found in the appropriate Key Investor Information Document. Please note that you must have seen the latest Key Investor Information Document before the transaction can take place.

### Are our charges taken from capital or income?

#### The Rathbone Total Return Portfolio

The investment objective of this sub-fund is to treat the generation of income as a higher priority than capital growth. At present, therefore, the ACD's Annual Management Charge, and all other charges, are taken from capital, unless otherwise indicated in relation to a particular sub-fund. This will enhance income but will restrict capital growth.

#### The Rathbone Strategic Growth Portfolio

At present, the ACD's Annual Management Charge is taken from capital. This will enhance income but will restrict capital growth. All other charges are taken from income. This will enhance capital growth but will restrict income.

#### The Rathbone Enhanced Growth Portfolio

The investment objective of this sub-fund is to treat the generation of capital as a higher priority than income. At present, therefore, the ACD's Annual Management Charge, and all other income charges, are taken from income, unless otherwise indicated in relation to a particular sub-fund. This will enhance capital growth but will restrict income.

### Could there be any penalties for selling shares other than the prescribed charges?

The actual cost of purchasing or selling a sub-fund's investments may be higher or lower than the mid market value used in calculating the share price – for example, due to dealing charges, or through dealing at prices other than the mid-market price. Under certain circumstances (for example, large volumes of deals) this may have an adverse effect on the investors' interest in a sub-fund. In order to prevent this effect, called "dilution", the ACD has the power to charge a "dilution levy" on the sale and/or redemption of shares. A dilution levy is not currently charged but could be charged:

1. where over a dealing period a sub-fund has experienced a large level of net sales or redemptions relative to its size;
2. on large deals;
3. where a sub-fund is in continual decline or increase; or
4. in any other case where the ACD is of the opinion that the interests of investors require the imposition of a dilution levy.

It is therefore not possible to predict accurately whether dilution would occur at any point in time. If a dilution levy is required then, based on future projections the estimated rate or amount of such levy will be 0.5%.

## PART 1: MAKING YOUR INVESTMENTS (CONTINUED)

### How can shares be bought?

Shares can be bought either by sending a completed application form to the ACD, by telephoning the ACD's order desk on 0845 300 2101 between 9.00am and 5.00pm on any business day. Application forms may be obtained from the ACD.

The ACD has the right to reject, on reasonable grounds relating to the circumstances of the applicant, any application for shares in whole or part, and in this event the ACD will return any money sent, or the balance of such monies, at the risk of the applicant.

The ACD has the right, in relation to large deals, to defer issuing shares until all subscription monies in relation to such deals are received.

Any subscription monies remaining after a whole number of shares has been issued will not be returned to the applicant. Instead, smaller denomination shares will be issued in such circumstances.

The ACD has the right, at its sole discretion and with the consent of the depository, to accept in-specie payment by applicants for shares.

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place. Key Investor Information Documents and application forms are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

### How can shares be sold?

Every investor has the right to require that the company redeem shares on any dealing day unless the value of shares which an investor wishes to redeem will mean that the investor will hold shares with a value less than the required minimum holding for the sub-fund concerned, in which case the investor may be required to redeem his entire holding.

Requests to redeem shares may be made by telephoning the ACD's order desk on 0845 300 2101 between 9.00am and 5.00pm on any business day, or in writing to the ACD at PO Box 9948 Chelmsford CM99 2AG.

Telephone or fax instructions must be subsequently confirmed in writing. Written instructions including your name, address and account number, must be given for shares held within the savings plan. Sale proceeds will be sent no later than four business days after receipt of the correctly renounced documentation or the sale date, whichever is the later.

### When are portfolios valued, what prices are available and when can buying/selling take place?

The dealing office of the ACD is open from 9.00am until 5.00pm on each business day to receive requests for the issue, redemption and switching of shares, which will be effected at prices determined at the next valuation point on the dealing day following receipt of such request. There is no initial charge for I-Class shares.

The company deals on normal business days at 12 midday on a forward pricing basis. A forward price is the price calculated at the next valuation point (noon) after the sale or redemption is agreed.

### How can shares be switched?

A holder of shares in a fund may at any time switch all or some of the shares of one share class or sub-fund (old shares) for shares of another share class or sub-fund (new shares). The number of new shares issued will be determined by reference to the respective prices of new shares and old shares at the valuation point applicable at the time the old shares are repurchased and the new shares are issued.

Switching may be effected either by telephone on 0845 300 2101 or in writing to the ACD and the investor may be required to complete a switching form (which, in the case of joint investors must be signed by all the joint holders). Forms may be obtained from the ACD.

The switching fee will not exceed an amount equal to the then prevailing initial charge for the class into which shares are being switched.

You can switch between share types (income and accumulation) and between classes (R-Class and I-Class, subject to the minimum investment), between the same unit types of the same fund at no cost. The quoted bid price will be used.

We will make the switches between the funds at discounted terms, details of which are available from us or your authorised intermediary. You should be aware that a switch is treated as a disposal and may give rise to a Capital Gains Tax liability.

Switching is allowed between RUTM funds and involves selling your holding(s) at the current selling price and using the proceeds to buy new shares in your chosen RUTM fund(s) at what is known as 'creation' price (i.e. the current buying price with no initial charge).

If the switch takes a holding value, old or new below the current minimum holding, the ACD may convert the whole of the applicant's holding of old shares to new shares or refuse to affect any switch of the old shares. A duly completed application form must be received by the ACD before the valuation point on the dealing day. Switching requests received after a valuation point will be held over until the next dealing day.

A switch application form is available (see part 3 of the Rathbone Multi Asset application form). Please note that you must have seen the latest Key Investor Information Document before the transaction can take place. Key Investor Information Documents and application forms are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

## PART 1: MAKING YOUR INVESTMENTS (CONTINUED)

### Can I make regular contributions to my holdings?

A savings plan is available (R-Class shares only), allowing you to make monthly payments and accumulate your share holding over a period of time. By making regular contributions you will benefit from 'pound cost averaging'; buying more shares when prices are low and fewer shares when prices are high. Over time the average cost of your shares may be lower than the actual average of dealing prices, which helps you build a substantial investment. On opening a savings plan, the Manager/ACD requires your first contribution to be made by cheque. Subsequent savings plan contributions will be collected by direct debit on the first business day of each month. Each monthly contribution buys shares for you in your fund at the offer price ruling on the first business day of each month. There is no extra charge for the monthly savings plan.

*Also see note 2 (Regular contributions).*

For ISA investment limits (R-Class shares only), please see our additional information in Section 3 for the RUTM ISA.

### How do I start a RUTM savings plan (R-Class shares only)?

Simply complete an application form and Direct Debit Instructions and send it, together with your first contribution by cheque, to our administration address (see the Rathbone Multi Asset application form). Please note that you must have seen the latest Key Investor Information Document before the transaction can take place.

### Can I start an investment for a child?

You can open an account for the benefit of a child. Please tick the 'benefit of a child' box and insert the child's initial(s) within the 'Applicant Details' of the application form. Not applicable for ISA investments or for I-Class shares.

### Who should receive completed application forms?

IFDS (UK) Limited

See Registrar and Dealing Office for details.

### Who is the Registrar and where is the dealing office (for applications)?

*(see glossary of terms)*

Registrar: International Financial Data Services Ltd

Dealing: International Financial Data Services (UK) Ltd

Administrator: HSBC Securities Services (UK) Limited

Rathbone Unit Trust Management Limited  
PO Box 9948, Chelmsford CM99 2AG

Dealing and Valuation Line: 0845 300 2101  
Dealing facsimile: 0870 887 0180

Authorised and Regulated by the Financial Services Authority (FSA). The FSA Register number is 161227.

## PART 2: HOW DO WE TREAT INCOME FROM YOUR INVESTMENTS?

Allocations of income are made by cheque or direct to your bank account in respect of the income available for allocation in each accounting period.

Distributions of income in respect of income shares for each sub-fund are paid on or before the annual income allocation date of 30 November and on or before the interim allocation date of 31 May and 28 February; and 31 August (the Rathbone Total Return Portfolio and the Rathbone Strategic Growth Portfolio only). Accumulation shares are also available.

For the Rathbone Enhanced Growth portfolio, income shares are not available. The annual income allocation date is 30 November: the interim allocation date is 31 May.

## PART 3: WHAT INFORMATION IS AVAILABLE TO YOU AND WHAT DOCUMENTS WILL YOU RECEIVE?

### Where can I get the latest Key Investor Information Documents (KIIDs)?

The specific KIIDs for each share class and for each fund outline key information on objectives, charges, risks and past performance.

You need to read the latest KIID before buying, switching or topping-up an investment in each fund. Key Investor Information Documents are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

### What information will I receive on buying?

A contract note giving details of the shares purchased and the price used will be issued by the end of the business day following the valuation point by reference to which the purchase price is determined, together with, where appropriate, a notice of the applicant's right to cancel.

Settlement is due on receipt by the investor of the contract note.

Share certificates will not be issued in respect of shares. Ownership of shares will be evidenced by an entry on the company's register of investors. Statements in respect of periodic distributions of income in each sub-fund will show the number of shares held by the recipient in the sub-fund in respect of which the distribution is made. Individual statements of an investor's (or, when shares are jointly held, the first named holder's) shares will also be issued at any time on request by the registered holder.

### What information will I receive on selling?

A contract note giving details of the number and price of shares sold will be sent to the selling investor (the first named, in the case of joint investors) together (if sufficient written instructions have not already been given) with a form of renunciation for completion and execution by the investor (and, in the case of a joint holding, by all the joint holders) not later than the end of the business day following the valuation point by reference to which the redemption price is determined. Cheques in satisfaction of the redemption monies will be issued within four business days of the later of:

1. receipt by the ACD of the form of renunciation (or other sufficient written instructions) duly signed by all the relevant investors and completed as to the appropriate number of shares, together with any other appropriate evidence of title; and
2. the valuation point following receipt by the ACD of the request to redeem.

### What are the accounting periods and when are annual reports available?

The annual accounting period of the company ends each year on 30 September. Interim accounting periods end each year on 31 March, 30 June and 31 December for the Rathbone Total Return Portfolio and the Rathbone Strategic Growth Portfolio; and 31 March for the Rathbone Enhanced Growth Portfolio.

Annual reports of the company will be published within four months of the end of each annual accounting period and half-yearly reports will be published within two months of the end of the interim accounting period ending on 31 March.

The most recent annual and half-yearly reports of the company may be inspected free of charge between 9.00am and 5.00pm every business day at the offices of the ACD at 1 Curzon Street, London W1J 5FB. Alternatively they can be sent on request, free of charge.

### Where are prices published?

You can find prices at the Investment Management Association website [www.investmentuk.org](http://www.investmentuk.org) under 'Rathbone Unit Trust Management', in The Financial Times, in The Telegraph, or at [www.rutm.com](http://www.rutm.com). I-Class share prices are not published, please contact the Manager/ACD.



## PART 4: WHAT CAN WE TELL YOU ABOUT THE TAXATION OF THE FUNDS?

The following summary is only intended as a general summary of United Kingdom tax law and HM Revenue & Customs (HMRC) practice, as at the date of this Key Features. The applicability of the summary will depend upon the particular circumstances of each investor. It should not be treated as legal or tax advice. Accordingly, if investors are in any doubt as to their taxation position, they should consult their investment adviser. Levels and bases of, and reliefs from, taxation are subject to change in the future.

### What are the taxation implications on income distributions for an investor in an equity product?

Distributions comprise income for UK tax purposes. Except for investors within the charge to corporation tax, dividend distributions to UK resident investors carry a tax credit equivalent to 10% of the aggregate of the distribution and the tax credit (i.e. one-ninth of the amount distributed).

UK resident individuals and (the trustees of) certain trusts liable to UK income tax will be taxable on the sum of their distributions and associated tax credits but will be entitled to set the tax credits against their UK income tax liability. Associated tax credits will satisfy the liability to income tax of basic rate taxpayers. Higher rate taxpayers who are individuals will have additional tax to pay, the distributions and associated tax credits being taxed at the higher rate of 32.5% but will still benefit from a 10% tax credit (leaving 22.5% of the aggregate amount of the distribution and the tax credit to pay). If the total income of an investor who is an individual is less than his/her personal allowances, the associated tax credits applicable to dividend distributions cannot be repaid.

Distributions to investors within the charge to corporation tax are deemed to comprise two elements; these are set out in the Prospectus, which is available, free of charge from the Manager/ACD.

### What are the taxation implications on income distributions for an investor in a bond product?

Distributions by a bond fund comprise income for UK tax purposes. Investors will be taxable on the gross amount distributed. The amount actually received will be net of tax at the basic rate, currently 20%, and so the amount subject to tax is, at present, equal to the amount received plus the tax element already withheld. The exception to this is in the case of an exemption from the obligation to deduct income tax (for instance, where a valid non resident investors' declaration has been made or the distribution is paid to certain categories of qualifying intermediary).

Investors will be treated as already having paid 20% income tax on the gross amount of the distribution. Individuals liable to basic rate tax will have no further tax to pay. Higher rate taxpayers will have an additional liability (equal to a further 20% of the gross income distribution), but those with no liability at all may be able to claim a refund for the amount of the tax withheld. Corporate investors will be able to set the income tax deducted against tax payments due to HMRC or claim repayment where there are none. Non UK resident investors, who have successfully completed the appropriate declarations, may be entitled to receive distributions gross (that is, without any withholding of tax at source).

Exempt investors, which include UK charities, UK approved pension funds ISAs, should be able to recover the tax deducted from the Inland Revenue.

### What about capital gains and inheritance taxes?

#### Capital gains tax

Investors who are resident or ordinarily resident in the UK may be liable to UK taxation on capital gains arising from the sale or other disposal, including redemption, of shares. Individuals and certain trusts generally compute their gains by deducting from the net sale proceeds the capital gains base cost in respect of shares. Exempt investors, which include UK charities, UK approved pension funds ISAs (and their individual investors), would not normally be expected to be liable to capital gains tax on their disposal of shares.

#### Inheritance tax

A gift by an investor of his shareholding in an equity fund or the death of an investor may give rise to a liability to inheritance tax, except where the investor is neither domiciled in the UK, nor deemed to be domiciled there under special rules relating to long residence or previous domicile in the UK. For these purposes, a transfer of a shareholding at less than the full market value may be treated as a gift.

### What are the implications for switching between share types?

Please note that, under current tax law, a switch of shares in one sub-fund for shares in any other sub-fund is treated as a redemption and sale and will, for persons subject to United Kingdom taxation, be a realisation for the purposes of capital gains taxation although a switch of shares between different share-classes in the same sub-fund will not be deemed to be a realisation for the purposes of capital gains taxation.

You can switch between share types (income and accumulation), where available, of the same portfolio at no cost.

### How does RUTM treat Stamp Duty Reserve Tax (SDRT)?

The Trustee of an authorised fund is liable to pay Stamp Duty Reserve Tax (SDRT) (*see glossary of terms*) at the rate of 0.5% of the value of shares which are either purchased from or surrendered to the Manager/ACD or to the Depositary, and on certain other transfers of shares of a fund.

The amount of SDRT for which the Depositary is liable may be reduced depending on the number of shares issued and shares surrendered in the week the surrender occurs and in the following week. It can also be reduced as the fund holds exempt assets such as foreign securities, UK gilts or UK bonds.



## PART 5: WHAT ARE YOUR RIGHTS AND OUR OBLIGATIONS?

### What information is there about investor meetings and voting rights?

The ACD may requisition a general meeting at any time. Investors may also requisition a general meeting of the company. A requisition by investors must state the objects of the meeting, be dated, be signed by investors who, at the date of the requisition, are registered as holding not less than one-tenth in value of all shares then in issue and the requisition must be deposited at the head office of the company.

Investors will receive at least 14 days' notice of an investors' meeting and are entitled to be counted in the quorum and vote at such meeting either in person or by proxy. Notices of meetings and adjourned meetings will be sent to investors at their registered addresses.

Except where the FSA regulations or the Instrument of Incorporation of the company require an extraordinary resolution (which requires 75% of the votes cast at the meeting to be in favour if the resolution is to be passed) any resolution required by the FSA regulations will be passed by a simple majority of the votes validly cast for and against the resolution.

### What is the governing law?

All deals in shares are governed by English law.

### What are my cancellation rights?

Cancellation rights may be available to investors who purchase shares as a result of specific advice or recommendation received from an authorised intermediary. You may cancel such a contract by returning the cancellation notice within 14 days of receipt. You would receive back money subscribed, less a deduction of the amount (if any) by which the buying price of your investment has fallen at the relevant valuation point. No more than the money subscribed will be returned on cancellation.

### What is required to comply with money laundering rules?

As a result of legislation in force in the United Kingdom to prevent money laundering, persons conducting investment business are responsible for compliance with money laundering regulations. In order to implement these procedures, in certain circumstances investors may be asked to provide proof of identity when buying shares. The ACD reserves the right to reverse the transaction or to refuse to sell shares if it is not satisfied as to the identity of the applicant.

### What are the rules on data protection?

Any personal information obtained by us will be processed in accordance with the Data Protection Act 1998. If you do not wish to receive information on other products and services offered by Rathbone Brothers Plc (including Rathbone Unit Trust Management Limited), please write to the Data Protection Officer, Rathbone Unit Trust Management Limited, 1 Curzon Street, London W1J 5FB.

In order to administer your investments we may share your information with our agents and service providers, including those having access to your personal data from countries outside the UK which do not provide the same level of data protection as in the UK. We will take appropriate steps to protect your data.

### What can I do if I have a complaint?

Complaints concerning the operation or marketing of the company may be referred to the compliance officer of the ACD at 1 Curzon Street, London W1J 5FB or, if preferred, direct to the Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR.

### What compensation schemes are available?

We are a participant in the UK Financial Services Compensation Scheme which provides a measure of protection when an investment firm is unable to meet its obligations to its clients. Further information on the scheme and your eligibility is available on request from the ACD or from the UK Financial Services Compensation Scheme (details can be found at [www.fscs.org.uk](http://www.fscs.org.uk)).

# GLOSSARY OF TERMS

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## Alternative Investment Market (AIM)

The AIM (Alternative Investment Market) is the London Stock Exchange's international market for smaller sized companies. Businesses range from venture capital-backed start-ups to mature organisations looking to expand. The objective of this FTSE sector is to offer smaller companies, from any country and any sector, the chance to raise capital on a public market. The nature of these companies means that their shares are likely to be more volatile.

## Annual Management Charge (AMC)

The AMC is a fee paid to the Manager/ACD once a year which includes service and administration fees. It is calculated daily at the point of valuation. The AMC forms part of the total expense ratio (TER) and ongoing charges of a fund.

## Auditor

Auditors are required to certify that the fund accounts produced by their client companies have been prepared in accordance with normal accounting standards and represent a true and fair view of the fund.

## Beneficial owner

The beneficial owner of an asset is the person for whose benefit it is being held.

## Bonds

Securities that represent an obligation to repay a debt along with interest.

## Collective Investment Schemes

Funds which pool investors' money and invest on their behalf. This term refers to unit trusts and OEICs.

## Commission (initial and renewal)

Commission is a percentage of the investment paid to an investment adviser on completion of the investment (initial) for advice given and for ongoing (renewal) service. This is paid to advisers giving advice on R-Class only.

## Contract notes

On completion of the investment in the fund, our dealing office despatches a contract note which contains the details of the transaction.

## Custody/Custodian

Usually a major banking group, the custodian is appointed by the fund's depositary to safeguard the fund's assets on behalf of the investors.

## Dealing

Dealing is the process of buying and selling investments – shares, units in a unit trust, bonds etc.

## Depositary

(See Trustee).

## Derivatives

Financial instruments whose value is linked to one or more rates, indices, share prices or other values.

## Distributions

Distributions are paid out (if the shares in your chosen funds are income-paying) quarterly or half-yearly depending on the fund and represent a dividend based on the amount of income that has been accumulated from the fund's underlying investments.

## Diversification

Diversification means owning a variety of investments that typically perform differently from one another. This helps to reduce the risk, or volatility, of the overall collection of investments.

## Financial Services Authority (FSA)

The FSA is the Government body that regulates all aspects of the financial services industry in the UK.

## Form of Renunciation

In order to sell fund holdings, the investor must 'renounce' the funds held by completing and signing a form of renunciation. Where part of a holding is being sold, the number or the value of the shares to be sold must be entered on the form of renunciation.

## Hedging

Using techniques to fully or partially cancel out risks.

## Initial Charge (sometimes called the Entry Charge)

The Initial Charge on a fund is made when the shares are sold to the investor. The charge is a percentage of the selling (bid) price, and covers the Manager's/ACD's start up costs including commission. This charge is made on R-Class shares only.

## Investment Management Association (IMA)

The IMA is a trade body for the UK investment management industry. Its members provide UK investment management services to institutions (e.g. life insurers, pension funds, etc.) and to private investors through individual fund management and pooled products such as authorised investment funds. Website address [www.investmentuk.org](http://www.investmentuk.org)

## Key Investor Information Document (KIID)

The Key Investor Information Document (KIID) is a two-page pre-sales document which replaces the Simplified Prospectus. The KIID contains concise descriptions of key fund information, including a short description of its investment objectives and policy; presentation of past performance or performance scenarios; costs and associated charges; the risk/reward profile of the investment, including guidance and warnings. *(It should always be used in conjunction with this Supplementary Information Document (SID)).*

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# GLOSSARY OF TERMS (CONTINUED)

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## Long-dated securities

Long-dated securities are a class of income-generating assets where the revenue stream is generated over a long period of time.

## Money Laundering

Money laundering is the process of passing money gained illegally through the financial system to convert into legitimate funds. Since 1994, when the government introduced the Money Laundering Regulations, financial services firms have been required to have procedures in place to prevent money laundering.

## Money market instruments

High-quality investments that pay interest and are designed to maintain a stable value.

## OEIC (Open Ended Investment Company)

These are funds very similar to unit trusts, but are constituted as companies rather than trusts.

## Ongoing charges

This is based on the TER but also includes the transaction charges for the buying and selling of investments. Details of the charges included can be found in the Investment Management Association's guidelines, available at [www.investmentuk.org](http://www.investmentuk.org)

## Prospectus (the)

The Prospectus contains all material information which investors and their investment advisers might reasonably require and reasonably expect to find for the purpose of making an informed judgement about the merits of participating in a scheme and the extent of the risks accepted by so participating.

## Registrar

The registrar is responsible for maintaining the register of shareholders in the fund. Registration fees cover staff costs and overheads for the maintenance of the register and payment of income distributions.

## RUTM

RUTM is an acronym that stands for Rathbone Unit Trust Management Limited, the name of the Manager/ACD of the funds.

## Settlement

Share purchases have to be paid for. Once shares have been bought on your behalf, you have an obligation to pay for the investment prior to the settlement date (a number, usually 4, working days after the transaction has taken place). Most companies will accept cheques, direct bank transfers, and debit cards.

## Shares

For the purposes of the investment policy, securities that represent fractional ownership in a company (as distinct from portions of a RUTM Fund).

## Stamp Duty Reserve Tax (SDRT)

Stamp Duty Reserve Tax (a charge to the fund, not directly to you), is levied on stock purchases and sales made in the course of managing the fund. It is becoming more frequently levied as a result of the increasing proportion of trading which takes place through online brokerages. Currently, SDRT is set at a flat rate of 0.5%. However, the amount that is paid is not relative to the value of the shares but rather is calculated as a proportion of what was paid for them. For example, if £100 was paid for some shares then the SDRT required would be 50p, even if the shares were actually worth £500.

## Supplementary Information Document (SID)

The SID is a document that supports the Key Investor Information Documents (KIID), providing in-depth information on how to make investments in a fund. (See *Key Investor Information Document (KIID)*).

## Total Expense Ratio (TER)

The TER is a calculation of costs and charges expressed as a percentage of the fund value. TERs provide investors with a clearer picture of the total annual costs for running a fund. It consists principally of the Manager's/ACD's annual charge, but also includes the costs for other services paid for by the fund, such as the fees paid to the depositary, custodian, auditors and registrar. See 'ongoing charges'.

## Transferable securities

Transferable securities are those classes of investments which are negotiable on the capital market such as shares in companies and other investments equivalent to shares in companies, partnerships or other entities or capital return and interest investments known as bonds.

## Trustee or Depositary

The Trustee/Depositary is responsible for overseeing the fund manager's activities in relation to a fund. Usually a large bank, the trustee must be independent of the Manager/ACD where the fund is authorised by the Financial Services Authority. It acts in the interests of the investors, owning the investments in the fund on their behalf. It also ensures the fund is invested according to its investment objectives and that the manager complies with the regulations.

## Turnover rate (or PTR)

The PTR equals the value of purchases or sales of a portfolio's stocks, which ever is less, divided by the average value of the portfolio's stocks. A 100% portfolio turnover rate occurs if all stocks, on average, are replaced once during the period.

Annual turnover figures are available on our factsheets which are available by calling our Information Line or by visiting our website, [www.rutm.com](http://www.rutm.com)

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## GLOSSARY OF TERMS (CONTINUED)

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### **UCITS**

UCITS stands for ‘Undertakings for Collective Investments in Transferable Securities’ and is a European Directive which has been adopted in the UK which prescribes rules allowing funds or unit trusts to be marketed in all countries in the European Union.

### **Volatility**

Volatility is a measure of risk. It is the extent and rapidity of up-and-down movements of an investment. The higher the volatility, the more uncertainty there is in the returns and the greater the risk implicit in the portfolio.

### **Yield**

The yield is the amount of income generated (as defined by the most recent annual record) by a fund’s investments in relation to the quoted price.

#### **Different quoted bond fund yields**

A redemption yield applies to a fund holding fixed interest securities. The running yield on a fund gives an indication of the current level of income. The redemption yield is the running yield adjusted for any capital profit or loss if the stock is held to maturity. In practice, the stock will not usually be held to maturity as the fund manager seeks to reduce any loss by active fund management.

## ADDITIONAL INFORMATION FOR THE RUTM ISA

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We have explained the basics in the following paragraphs, however, where indicated please see the appropriate note at the end of the document for more information.

Please see 'Investing in a Rathbone Multi Asset Portfolios (RMAs)', Section 2 of this document for information on the funds available.

### What are the definitions used within this document?

|                 |  |
|-----------------|--|
| ISA Regulations | The Individual Savings Account Regulations 1998 which currently apply to your ISA investment and which may be amended from time to time. |
| We, Our and Us  | The Manager/ACD, Rathbone Unit Trust Management Limited.   |
| You and Your    | The Shareholder: the individual named as the applicant in the application form.  |

### What is an Individual Savings Account (ISA)?

An ISA is a 'wrapper' in which you can put different types of investments (components) without having to pay tax on the interest produced. You can hold two components within an ISA: stocks and shares (including funds) and cash.

### Who can invest in an ISA?

Anyone aged 18 or over may invest in an ISA, provided they are resident or ordinarily resident in the UK for tax purposes. This includes members of the armed forces, the Foreign Office and other Crown employees serving overseas, and their spouses, or those in a civil partnership with them.

### What is a RUTM ISA?

When you invest in a RUTM ISA, your money will buy shares in one or more RUTM funds. The fund then invests the monies in accordance with the fund's investment objectives. The aim of the RUTM ISA is to generate income and/or capital growth within a tax efficient investment.

RUTM only offers a Stocks and Shares ISA.

*Also see note 1 (RUTM ISA).*

### What types of ISA are available?

Up to £5,340 (tax year 2011/2012) and £5,640 (tax year 2012/2013) can be saved in a Cash ISA with one provider and up to £10,680 (tax year 2011/2012) and £11,280 (tax year 2012/2013) can be put into a Stocks and Shares ISA, with either the same or another provider, subject to an overall limit of £10,680 (tax year 2011/2012) and £11,280 (tax year 2012/2013), subscribed to both ISAs in a tax year.

RUTM does not offer a Cash ISA. It does, however, offer an ISA for stocks and shares (fund) investment.

*Also see note 2 (ISAs available).*

### What is the tax position of this product?

The income and capital growth generated within your ISA is exempt from Capital Gains Tax. In the case of interest distributions from non-equity assets held within an ISA, income tax at the current rate of 20% is reclaimable. The value of tax savings and eligibility to invest in an ISA will depend on individual circumstances and tax rules may change in the future. We will make all necessary claims for tax relief relating to your RUTM ISA, and provide all details of taxation to you as we may be required to do under the Regulations.

*Also see note 3 (Tax position).*

### How do I invest in a new RUTM ISA?

Investments can be made as a lump sum, a regular monthly saving, or a combination of the two, by completing and returning a signed ISA application form with your initial cash subscription to our administrators or to your authorised intermediary. The total of all amounts invested in your ISA in a tax year must not be more than the annual limit set out in the Regulations. Lump sum cash subscriptions must be made by cheque. The first payment for regular savers must be made by cheque with following subscriptions paid by direct debit. For a regular monthly savings investment, a Direct Debit instruction must be sent with your application. ISAs may not be taken out in joint names.

For regular savings, direct debit payments will be deducted monthly from your bank account on the 1st of each month, or if that date falls on a non-business day, then the next business day, and the cash subscribed will be invested into shares by us at the offer price ruling at the next valuation point following receipt of the payment. Regular subscriptions will be collected (including across the end of tax years) until you notify us otherwise. This means that you should not subscribe to another ISA of the same type during the same tax year that subscriptions are made.

*Also see note 4 (How to invest).*

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place. Key Investor Information Documents and application forms are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

## How much can I invest in a RUTM ISA?

| Tax year 2011/2012 | Investment levels <sup>2</sup> |                      | Minimum additional |
|--------------------|--------------------------------|----------------------|--------------------|
|                    | Minimum                        | Maximum              |                    |
| Lump Sum           | £1,000                         | £10,680 <sup>1</sup> | £500               |
| Monthly Savings    | £100                           | £890                 | £100               |

<sup>1</sup> Maximum monthly savings over 12 payments. Investors investing in an ISA after the start of the tax year may exceed the monthly maximum up to a maximum contribution of £10,680 for the current tax year.

<sup>2</sup> Investors can invest up to £10,680 in a Stocks & Shares ISA or up to £5,340 in a Cash ISA with the balance in a Stocks & Shares ISA.

| Tax year 2012/2013 | Investment levels <sup>2</sup> |                      | Minimum additional |
|--------------------|--------------------------------|----------------------|--------------------|
|                    | Minimum                        | Maximum              |                    |
| Lump Sum           | £1,000                         | £11,280 <sup>1</sup> | £500               |
| Monthly Savings    | £100                           | £940                 | £100               |

<sup>1</sup> Maximum monthly savings over 12 payments. Investors investing in an ISA after the start of the tax year may exceed the monthly maximum up to a maximum contribution of £11,280 for the current tax year.

<sup>2</sup> Investors can invest up to £11,280 in a Stocks & Shares ISA or up to £5,640 in a Cash ISA with the balance in a Stocks & Shares ISA.

### Are there additional RUTM ISA charges?

There are no separate ISA charges, and we will not impose any charges without notice to you and, in any event, will not apply any charges for the tax year in which the notice was given. There is however an initial charge included in the offer price of shares purchased and an annual management charge paid by all shareholders in RUTM funds.

*Also see note 5 (Additional charges).*

### When will shares be bought for my RUTM ISA?

#### Lump Sum

Your holding will be opened and shares purchased at the next valuation point following receipt of your completed application form.

#### Savings Plan

Savings plan purchases by direct debit will be made at the next valuation point on the first business day of each month. Initial investment into the savings plan will be treated as a lump sum (first payment by cheque).

### How do I transfer my existing ISA to RUTM?

If you wish to transfer either an existing ISA, Cash ISA or Stocks and Shares ISA from another Manager, please complete the ISA application form and the transfer authority (attached to the form), and return them to our administrators, or to your authorised intermediary. (Please note that your existing Manager may make a charge for carrying out the transfer.) This will be subject to, and in accordance with, the ISA Regulations.

We ask you to specify whether you wish to transfer the current tax year subscription only; or transfer all holdings (including current year); or transfer all holdings excluding current year; or transfer cash (excluding current year). Alternatively, you may state the name of the fund holding to be transferred.

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place.

The exact transfer value will not yet be known. The maximum you can transfer to us is the value of your existing ISA(s) if with more than one Manager. You cannot add to that amount from other sources.

**We accept the assets of an ISA in cash form only.** Your existing Manager therefore needs to sell all the assets currently held in the ISA and pay the proceeds to us.

*Also see note 6 (ISA transfer to RUTM).*

### How can I transfer between RUTM products?

If you wish to transfer between RUTM products, we require a letter stating your requirements, signed by all shareholders, to be sent to our administrators, or to your authorised intermediary.

Switching is allowed between RUTM ISA funds and involves selling your holding(s) at the current selling price and using the proceeds to buy new shares in your chosen RUTM ISA fund(s) at what is known as 'creation' price (i.e. the current buying price with no initial charge).

You can switch between share types (income and accumulation) of the same ISA fund at no cost.

You can transfer your RUTM fund holding(s) into a RUTM ISA, or vice versa. Your holding(s) will be sold at the current selling price and the proceeds will be used to buy new shares at the current creation price. If in this case, you are switching out of and back into the same fund, shares will be bought at the current creation price.

For switching into a RUTM ISA, please also complete and sign a RUTM ISA application form, together with your letter, and send it to our administrators, or to your authorised intermediary.

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place.



### **How can I transfer my RUTM ISA to another ISA Manager?**

Instructions to transfer all of your RUTM ISA and all rights and obligations attaching to it, must be made in writing through your new Manager to our administration office. No part transfers are allowed. Your holding will be sold at the selling price calculated at the next valuation point following receipt of your instruction and upon agreement with the new authorised ISA Manager. The proceeds will then be transferred to them.

*Also see note 7 (ISA transfer from RUTM).*

### **How can I close or sell part of my RUTM ISA?**

Instructions to sell your RUTM ISA, or part thereof, must be made in writing to our administration office. Your holding will be sold at the selling price calculated at the next valuation point following receipt of your instruction and the proceeds will be sent to you.

*Also see note 8 (Part sale or closure of your ISA).*

### **How will my RUTM ISA be managed?**

Your holding(s) will be managed by us subject to the Regulations and in accordance with the directions you have given us on your application form.

### **How is income from my RUTM ISA treated?**

Please read this in addition to the information contained in the Section 2 of this document. You may elect to have the income in respect of your holding paid out to you. Distributions will be paid within seven business days of the trust(s) payment date. For the Rathbone Ethical Bond Fund and the Rathbone Strategic Bond Fund, tax claims regardless of size, made on your behalf, will be reinvested within seven business days of receipt by us from HM Revenue & Customs. Income is normally paid directly into your bank account. We reserve the right to pay by Sterling cheque. If you terminate or transfer your holding, then any income due to you will be paid within seven business days of the trust distribution date.

*Also see note 9 (Income from your ISA).*

### **What access do I have to reports and voting?**

We will mail you a copy of the annual and interim Manager's report and accounts that are relevant to your investment. We will also send you any other information issued to shareholders. If you wish to attend shareholder meetings and/or exercise your shareholder voting rights, either directly or by proxy, we will make the necessary arrangements. However, in the absence of any written instructions to the contrary, we will have absolute discretion in exercising all rights attached to investments held in your RUTM ISA.

### **What additional documentation will I receive?**

When you invest in an ISA, we will send you an acknowledgement letter confirming details of your investment and confirmation that your holding has been opened.

All investors will receive a six-monthly statement giving a current valuation of the underlying fund investment(s) and details of all transactions for the period. Statements will be sent out within 25 business days of 30 June and 31 December.

### **What provision has RUTM made for the safe custody of ISA investments?**

All shares held within the RUTM ISA will be, and must remain, beneficially owned by you, and must not be used as a security for a loan. Shares will be registered jointly in the name of Rathbone Unit Trust Management Limited and you. All certificates and other documents of title relating to the investments in funds shall be held by us, or to our order, in safe custody. All fund holdings held within an ISA will be uncertificated and, therefore, the entry on the register is conclusive evidence of title.

*Also see note 10 (Safe custody).*

### **Can the RUTM ISA be terminated by RUTM?**

We reserve the right to terminate your holding by giving you notice in writing if we consider, in our absolute discretion, it is impracticable to continue with it, or if you are in breach of any of the terms and conditions. If we terminate your holding for this reason, you will not be entitled to any compensation or damages under this clause.

### **What may happen if my RUTM ISA is declared void?**

Your RUTM ISA will be managed by us in accordance with the Regulations, which take precedence over these terms and conditions. We will notify you if, by reason of any failure to satisfy the provisions of the Regulations, your holding has or will become no longer exempt from tax by virtue of the Regulations. When a RUTM ISA is voided, we will switch your holding to an unwrapped (fund) holding and write to you setting out the options that are available to you. We may deduct any tax liabilities due.

### **Under what circumstances may RUTM delegate its responsibilities?**

Subject to the Regulations, we can employ other people to advise on, or perform any of our obligations under the terms and conditions. We will satisfy ourselves that any person to whom we delegate any of our functions or responsibilities under the terms agreed with you is competent to carry out those functions and responsibilities.

# SUPPORTING NOTES

To help declutter the document and to aid readability we have put some of the fine detail in this additional notes section. These notes are referenced from within the text in the document.

## Note 1: RUTM ISA

The RUTM ISA was formerly known as Laurence Keen Unit Trust Management Limited (Laurence Keen) ISA.

## Note 2: ISAs available

From 6 April 2008, the distinction between 'Mini' and 'Maxi' ISAs no longer exists. All ISAs will be deemed either 'Cash ISAs' or 'Stocks and Shares ISAs'.

Money subscribed in a Cash ISA in the current tax year can be transferred into a Stocks and Shares ISA and will be treated as if it was directly invested in a Stocks and Shares ISA. Such transfers must be the whole amount saved in that tax year in that Cash ISA up to the day of the transfer. You can then invest up to the full remaining balance of your £10,680 (tax year 2011/2012) and £11,280 (tax year 2012/2013) annual ISA allowance in that tax year, including up to £5,340 (tax year 2011/2012) and £5,640 (tax year 2012/2013) in a Cash ISA. Previous-years subscriptions to a Cash ISA can be transferred in to a Stocks and Shares ISA without affecting the annual allowance. Transfers cannot take place in the other direction.

## Note 3: Tax position

The favourable tax situation of ISAs may not be maintained. (The 10% tax credit on UK equity dividends was abolished from 6 April 2004.)

On death, the RUTM ISA will cease to be exempt from tax and the shares will be transferred to the main share register awaiting further instructions from personal representatives.

## Note 4: How to invest

If you want to stop saving either temporarily or permanently, please let us know in writing. If you wish to start saving again, please let us know in writing. You will not need to complete the Direct Debit Instruction again unless you have cancelled your existing direct debit with your bank or building society. If your savings break exceeds one full tax year, you are required to complete a new application form. If you wish to change the amount of your monthly payment, the change will be subject to the current minimum investment limit.

Your application covers the current tax year, and for monthly savers each subsequent tax year until we receive no cash subscription for one full tax year. We have the right to refuse any application which does not meet these terms and conditions and/or the Regulations. You may subscribe to only one ISA in any one tax year.

If you have invested in your RUTM ISA in the previous tax year or have not already invested in another ISA of the same type (Cash ISA or Stocks and Shares ISA) during the current tax year, you do not have to complete and sign new application forms, and can continue to invest in that ISA up to the current limits.

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place. Key Investor Information Documents and application forms are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

## Note 5: Additional charges

We reserve the right to discount or waive any part of the charges. We may increase charges contained in the current Prospectus of the fund, but only after we give you written notice and 90 days have elapsed since the revised Prospectus for the fund has become available.

## Note 6: ISA transfer to RUTM

The terms and conditions will apply to the transferred holding(s) or part holding(s) from acceptance of your ISA application form and transfer authority. You should note that there may be a loss of income or growth, following a rise in the market, whilst the ISA transfer remains pending.

Please note that you must have seen the latest Key Investor Information Document before the transaction can take place. Key Investor Information Documents and application forms are available free of charge by calling our Information Line or by visiting our website [www.rutm.com](http://www.rutm.com)

## Note 7: ISA transfer from RUTM

Sales constituting a 'large deal' of £50,000 or more may receive a lower price than the published selling price.

If you transfer your RUTM ISA to a new provider and you did not sign to make continuous regular investment in the RUTM ISA, or you did not save in your RUTM ISA in the previous tax year then you will have to complete a new ISA application form with the new provider.

## Note 8: Part sale or closure of a RUTM ISA

Sales constituting a 'large deal' of £50,000 or more may receive a lower price than the published selling price.

For re-registration of ISAs involving a change of nominee, a charge may be applied. RUTM reserves the right, to vary any charge without prior notice.

## Note 9: Income from a RUTM ISA

We reserve the right to pay any outstanding tax claims when you terminate your holding in advance of receipt from the HM Revenue & Customs. In these circumstances, we reserve the right to withdraw the tax claim from your holding to terminate the ISA and to use the proceeds to repay the equivalent amount paid in advance. If you decide at any time that you wish to reinvest your income you may do so by giving us signed written instructions. For the Rathbone Ethical Bond Fund and the Rathbone Strategic Bond Fund, tax credits, regardless of size, will be reinvested in further shares at the offer price prevailing at that valuation point, within seven business days of receipt by us of such amounts from the HM Revenue & Customs.

## Note 10: Safe custody

Any cash held under the RUTM ISA shall be deposited in a client account at any bank selected by us and held in our name on your behalf. We are satisfied that any nominee is competent to carry out the delegated functions. None of the investments or certificates of title thereto shall be lent to, or deposited by way of collateral with any third party. We shall accept responsibility for any loss caused to you due to the default of any associate or appointed agent of ours in respect of investments taken in their nominee names. We may act as Principal in a transaction with a customer.



# DIRECT DEBIT INSTRUCTIONS

FOR REGULAR INVESTMENTS INTO THE RUTM MULTI ASSET FUNDS  
AND RUTM ISA SAVINGS PLANS  
(FOR PURCHASERS OF R-CLASS SHARES ONLY)



## For regular investment into the Rathbone fund savings plan(s).

Please complete and forward  
with your application form

**Instruction to your bank or building society to pay Direct Debits.**  
Please fill in the whole form and send it to our dealing office at  
the following address: Rathbone Unit Trust Management Limited,  
PO Box 9948, Chelmsford CM99 2AG.

1. Name(s) of account holder(s)

2. Bank or Building Society account number

3. Branch sort code (from your cheque book or debit card)

4. Name and full postal address of your Bank or Building Society branch  
To the Manager of  Bank/Building Society  
Address   
  
 Postcode

5. Plan Ref. No.   
(office use only)

Service User No.  

|   |   |   |   |   |   |
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6. Instruction to your Bank or Building Society  
Please pay Rathbone Unit Trust Management Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Rathbone Unit Trust Management Limited and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



## For regular investment into the Rathbone fund ISA savings plan(s).

Please complete and forward  
with your application form

**Instruction to your bank or building society to pay Direct Debits.**  
Please fill in the whole form and send it to our dealing office at  
the following address: Rathbone Unit Trust Management Limited,  
PO Box 9948, Chelmsford CM99 2AG.

1. Name(s) of account holder(s)

2. Bank or Building Society account number

3. Branch sort code (from your cheque book or debit card)

4. Name and full postal address of your Bank or Building Society branch  
To the Manager of  Bank/Building Society  
Address   
  
 Postcode

5. Plan Ref. No.   
(office use only)

Service User No.  

|   |   |   |   |   |   |
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6. Instruction to your Bank or Building Society  
Please pay Rathbone Unit Trust Management Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Rathbone Unit Trust Management Limited and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



# THE DIRECT DEBIT GUARANTEE

This guarantee should be detached and retained by the payer.



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Rathbone Unit Trust Management Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rathbone Unit Trust Management Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Rathbone Unit Trust Management Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Rathbone Unit Trust Management Limited ask you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Copies of the Prospectus, the latest Key Investor Information Document (KIID), the latest Manager's report and the Trust Deed in respect of each fund are available on request, free of charge, from the Manager/ACD.

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## Rathbone Unit Trust Management Limited

1 Curzon Street, London W1J 5FB

Information line: 020 7399 0399

Telephone: 020 7399 0000 | Facsimile: 020 7399 0057

[rutm@rathbones.com](mailto:rutm@rathbones.com) | [www.rutm.com](http://www.rutm.com)

Authorised and regulated by the Financial Services Authority

A member of the Investment Management Association

A member of the Rathbone Group. Registered No. 2376568

**RATHBONES**  
Established 1742