



# Dealing Information Pack

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# How to deal in BNY Mellon investment Funds

## HOW TO APPLY

For all initial investments, BNY Mellon Fund Managers Limited requires a fully completed original application form. The form may also be faxed with the original sent in the post immediately thereafter.

**BNY Mellon Fund Managers Limited**  
**Client Service Centre**  
PO Box 366, Darlington, DL1 9RF

**UK Dealer Fax:**  
**0870 275 0010**

**International Dealer Fax:**  
**+44 (0) 207 964 2708**

Initial investments made by telephone or fax will not be completed until receipt of the original application form.

### Please ensure that:

- orders are signed by authorised signatories or the investor;
- application forms, subsequent purchases, switch or redemption instructions are received no later than 12:00 hours (London time) on the relevant dealing day. Any application received after this time will be dealt with on the following dealing day;
- settlement proceeds are paid in the currency of the relevant share class; and
- settlement proceeds are paid in cleared funds no later than three business days of receipt of the original signed written instruction (i.e. trade day plus three business days) bank mandate instructions are completed on the application form for income payments to UK bank accounts via BACS only, otherwise income is automatically reinvested.

## HOW TO SETTLE INVESTMENTS

### 1 By cheque

A cheque or bankers draft endorsed with applicant's name should be made payable to BNY Mellon Fund Managers Limited and should accompany the application form. A cheque may be drawn in any of the currencies specified on the application form. The cheque must be drawn on the bank account in the same name as the registered shareholders as detailed in the application form.

### 2 By telegraphic transfer

A telegraphic transfer may be made in euros (only for euro share class) or sterling to one of the correspondent banks listed below.

### 3 Euroclear

If using Euroclear, please quote your Euroclear counterparty ID number on the original or faxed deal instructions.

BNY Mellon Investment Funds cannot yet be settled through Cedel/Clearstream.

## HOW TO MAKE SUBSEQUENT INVESTMENTS

Subsequent investments will be dealt on receipt of cleared funds together with receipt of written confirmation. Fax instructions must also be signed by individuals detailed on the original application form.

### Clients should quote the following information:

- client account number;
- name and address (if the holding is to be registered in an additional name to that which is on the original application form);
- the Fund to which subscription is to be made (name of fund, share class and currency);
- the fund identifier of the Fund to which subscription is to be made (i.e. ISIN, Sedol, Valoren or Wertpapierkennnummer);
- a list of authorised signatories;
- the amount of shares or cash amount to be purchased; and
- UK Bank mandate (BACS) instructions for income payments. Instructions need to be re-submitted if investing into a new fund via EMX and also when transferring shares to another name via a stock transfer form, otherwise income will be re-invested.

## HOW TO SWITCH

Shareholders are entitled to switch all or some of their shares of one share class or Sub-Fund for shares of another share class or Sub-Fund at any time.

Switch instructions must be given to BNY Mellon Fund Managers Limited. Please fax BNY Mellon Fund Managers Limited between 09:00 hours (London time) and 17:00 hours (London time) on any dealing day.

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Switch requests received by BNY Mellon Fund Managers Limited by the deadline of 12:00 hours (London time), will become effective at the net asset value determined on that valuation day.

Please note there are charges for switching; please refer to the Prospectus.

## HOW TO REDEEM

Redemption instructions must be given to BNY Mellon Fund Managers Limited. Please fax BNY Mellon Fund Managers Limited between 09:00 hours (London time) and 17:00 hours (London time) on any dealing day.

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The full redemption proceeds will be dispatched in the denominated currency of the relevant class three business days after receipt of original signed written instruction.

### **Clients should quote the following information:**

- client details;
- agent name and code (if applicable);
- the Sub-Fund from which shares are to be redeemed
- (name of Sub-Fund, share class and currency);
- the number of shares or cash amount to be redeemed;
- a list of authorised signatories;
- the name of the sales representative; and
- account details of the bank account to which redemption proceeds are to be transferred.

### **Please be aware that:**

- if a redemption request is received by BNY Mellon Fund Managers Limited, or other authorised entity by the deadline, it will become effective at the net asset value determined on that valuation day;
- a redemption request received after the deadline of 12:00 hours (London time) on a valuation day will become effective at the net asset value determined on the next valuation day;

- a contract note detailing the number and price of shares sold will be issued by the end of the business day following the letter of the request to redeem shares or the valuation point by reference to which the redemption price is determined;
- redemption requests will only be accepted where the payment details conform with the original application form or to current validated client settlement instructions;
- if sufficient written instructions have not already been given, a form of renunciation for completion and execution by the shareholder will be sent together with the contract note. The full redemption proceeds will then be sent on receipt of the form of renunciation (or other sufficient written instructions); and
- the proceeds of redemption will be sent by standard cheque in the name of the registered shareholders or transmitted by telegraphic transfer in the currency in which the Fund is denominated to the bank account for which details are held by the administrator.

**Please note telegraphic transfers are subject to a charge; please refer to the Prospectus.**

## OTHER IMPORTANT INFORMATION

- to amend bank account details, written instructions given by a person authorised for the account must be mailed or couriered to BNY Mellon Fund Managers Limited  
**Faxed or emailed instructions to amend current details will not be accepted**
- applications may be accepted or rejected at the sole discretion of the Manager
- a contract note will be despatched before the close of business on the business day after the day on which the transaction was effected and this will indicate the amount invested in the currency of the share class
- the prices of BNY Mellon Investment Funds are published daily in key publications including: Expansion (Spain) and the Financial Times (UK)

Please note we can only accept and process deals for Funds in the BNY Mellon Investment Fund range. Deals for any other Funds including those managed by other BNY Mellon entities will be rejected.

## PAYMENT INSTRUCTIONS ELECTRONIC BANK TRANSFER INFORMATION

<b>Subscriptions in USD</b>	Beneficiary bank:	Lloyds Bank plc (LOYDGB2LCTY)
	Bank account name:	BNY Mellon Fund Managers Ltd – USD Operating
	Bank account number:	11721992
	IBAN:	GB38 LOYD 3096 3411 7219 92
<b>Subscriptions in Euros</b>	Beneficiary bank:	Lloyds Bank plc (LOYDGB2LCTY)
	Bank account name:	BNY Mellon Fund Managers Ltd (Operating Account)
	Bank sort code:	30-12-18
	Bank account number:	86427093
<b>Subscriptions in Sterling</b>	Beneficiary bank:	Lloyds Bank plc (LOYDGB2LCTY)
	Bank account name:	BNY Mellon Fund Managers Ltd
	Bank sort code:	30-00-02
	Bank account number:	03140003
	IBAN:	GB29 LOYD 3000 0203 1400 03

For further information on how to purchase or redeem shares, please consult the BNY Mellon Investment Funds Prospectus, for a copy please call our Business Development Team.

## TELEPHONE HELPLINES

**UK Dealing Line:**

08085 440 000

**UK Client Services:**

0800 614 330

**International Client Services:**

+44 (0) 20 3528 4008

**UK Dealing Fax:**

0870 275 0010

**International Dealing Line:**

+44 (0) 20 3528 4012

**Business Development Team:**

08085 66 00 00

**International Dealing Fax:**

+44 (0) 207 964 2708

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