

## New fund administrator – questions and answers

Rathbone Unit Trust Management Limited (RUTM) moves to a new fund administrator called International Financial Data Services (UK) Ltd on 3 December 2007

### Rathbone Unit Trust Management Limited

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Authorised and regulated by the Financial Services Authority  
A member of the Investment Management Association  
A member of the Rathbone Group  
Registered No. 2376568

The value of investments and the income from them may go down as well as up and you may not get back your original investment. Past performance should not be seen as an indication of future performance. The Prospectus, Simplified Prospectus (incorporating Key Features) and application forms may be obtained from Rathbone Unit Trust Management Limited.

**A letter of explanation has been sent to all Financial Advisers who have invested their clients in RUTM products. The following is a list of questions and answers. This list is not exhaustive but answers the most likely questions.**

### **Who are International Financial Data Services (IFDS)?**

International Financial Data Services (IFDS) is the UK's leading supplier of investor-recordkeeping services and systems to the UK domestic and to the European 'offshore' market.

Their services are used by retail and institutional fund managers, fund distributors and platforms, investment trust companies and providers of group and individual defined contribution pensions.

### **Why have you changed administrators?**

As a leading UK supplier of fund administration services, IFDS are ideally placed to serve our business as we grow.

### **How will I be affected/what is changing?**

You will not be affected at all. The dealing telephone number that you can use to buy and sell our unit trusts remains the same (0845 300 2101). There is a new postal address to which you can forward your applications:

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

Your account number will also be changed and you will be informed of this number during December 2007. If you wish to deal in your units before you receive your new account number, please use your current number.

### **I am a regular saver with you via a direct debit, do I need to inform my bank and/or complete a new Direct Debit Instruction?**

There is no need to inform your bank. With effect from 3 December 2007, the Originators Identification Number (OIN) that appears on your Direct Debit Instruction with us will change from 830463 to 245255. Ahead of time, details of this change will have been supplied to your bank automatically, so there is no need for you to complete a new Direct Debit Instruction. Your bank may contact you separately to confirm this.

### **Will these changes cost me anything?**

No, all of the changes are being instigated and paid for by RUTM and will not be charged to any client account or Rathbone's fund.

### **Has my financial adviser been informed and should I contact him?**

From our records, (if you have an existing holding(s) with us), we have identified your current financial adviser and written to them about these changes and told them that a letter has been sent to their client(s). If you have any questions about the arrangements you can either contact your financial adviser or call us on 0845 300 2101.

### **Is there anything that I need to do?**

Nothing at all other than, after 30 November, please use the new details that are quoted above when placing and settling deals and phoning for statements and other queries.

### **What will happen to post that has already been sent to the old address?**

If it was received before 3 December 2007 then the previous administrator, Capita Financial Administrators, will deal with it. If it is sent after this date then the post will be re-directed to our new administration office for their attention.

### **Before I purchase your products either by telephone or by completion of an application form, how can I be sure of the most up-to-date arrangements, particularly around the conversion date of 3 December?**

Please call 0845 300 2101 or visit our website at [www.rutm.com](http://www.rutm.com)

### **I buy my unit trusts through a financial supermarket, will the changes affect this?**

No change whatsoever. We have been in correspondence with all of the major financial supermarkets and life companies and they are fully aware of the changes.

### **Where can I obtain new literature with the up-to-date contact information and latest procedures?**

Please call 0845 300 2101 or visit our website at [www.rutm.com](http://www.rutm.com)

### **I know that all of the literature has been updated, what happens if I fill in an old application form after 3 December 2007?**

Please forward this application to the new (IFDS) address. It will be processed by IFDS and there will be no need to fill in a new application form.

Regular saver applications will not be processed immediately. Firstly we will send you a new Direct Debit Instruction (DDI) for completion. This contains a new Originators Identification Number (OIN).

### **You have my wrong address and/or other details are incorrect.**

#### **BEFORE 30 November 2007:**

Please write to us at Rathbone Unit Trust Management Limited, 1st Floor, 2 The Boulevard, City West One Office Park, Gelderd Road, Leeds LS12 6NT.

#### **AFTER 30 November 2007:**

Please write to us at Rathbone Unit Trust Management Limited, PO Box 9948, Chelmsford, CM99 2AG.

Please include details of the changes which need to be made to your account/holding.

### **How will communications change in terms of timing and content?**

In addition to the changes to communication details within our literature, we are planning to send you a statement of holdings as at close of business on 30 November 2007. This will reflect the period from the 1 July 2007 to 30 November 2007. The next statement that you receive will be as at close of business on 30 June 2008. This will reflect the period from 1 December 2007 to 30 June 2008.

If you have a regular savings plan, you will then receive a separate notification detailing how your December monthly subscription has been invested. Subsequent statements will resume their half-yearly reporting cycle, as at 30 June and 30 December each year.

Your account number will also be changed and you will be informed of your new account number during December 2007. If you wish to deal in your units before you receive your new account number, please use your current number.