

Insight Investment Administrator contact details



ACCOUNT MAINTENANCE

We have three Administrators holding responsibility for our fund ranges; Bank of New York Mellon, Northern Trust and State Street. The Administrator contact details, together with a list of the funds they are responsible for, can be found in the table on the right.

CHANGE OF DETAILS

The relevant forms for changing address, amending personal details or updating bank details can be found on the Literature Library under 'Application Forms and Transactional'. These can be faxed, posted or emailed to the relevant Administrator for the fund.

TRANSFERRING SHARES

To transfer holdings to another client, a completed stock transfer form is required for each holding as well as a completed application form in the name of the new holder. The stock transfer form needs to be completed with the number of shares to be transferred, the name of the fund, the details of the new holder and the signature of the existing holder. Advisers should attach a covering letter with the stock transfers and stamp each form to ensure they are linked to the new holdings. Copies of the stock transfer form can be obtained by telephoning the relevant Administrator for the fund in which you are invested.

CHANGE OF SERVICING ADVISER

If a client changes their financial adviser, a letter of authority signed by the client should be sent to the Administrator. A letter confirming this change will be sent to both the new and old adviser as well as the client.

STATEMENTS AND VALUATIONS

Statements and valuations are available at any time from the relevant Administrator.

Services	Bank of New York Mellon	Northern Trust	State Street
Address	Insight Investment PO Box 23630 Edinburgh EH7 5GR	The Administrator NT Investor Services (Ireland) Limited George's Court 54-62 Townsend Street Dublin 2, Ireland	State Street Fund Services (Ireland) Limited 78, Sir John Rogerson's Quay Dublin 2, Ireland
Telephone number	0845 777 2233	0207 982 3985 or + 353 1542 2910	020 3450 0874 or + 353 1242 5405
Fax	0131 525 9900	+ 353 1434 5286	+ 353 1523 3788
Email	service@insightinvestment.com	insightta@ntrs.com	insighttateam@statestreet.com
Hours of business	08.30 to 17.30, UK business days	09.00 to 17.15, UK business days	09.00 to 17.30, Irish business days
Funds	<ul style="list-style-type: none"> Diversified Dynamic Return Diversified High Income Diversified Target Return Equity High Income Monthly Income Monthly Income Bond Sterling Corporate Bond UK Dynamic Managed UK Equity Income Booster Wealth Builder Balanced Absolute Insight NURS UK Broad Market Bond UK Government All Maturities Bond UK Government Long Maturities Bond UK Corporate All Maturities Bond UK Corporate Long Maturities Bond UK Index-Linked Bond 	<ul style="list-style-type: none"> Global Diversified Return Insight Liquidity Funds LDI range of funds Emerging Markets Debt Bonds Plus High Yield Bond Broad Market Bonds Plus LIBOR Plus Loan 	<ul style="list-style-type: none"> Absolute Insight Credit Absolute Insight Currency Absolute Insight Emerging Market Debt Absolute Insight UK Equity Market Neutral Broad Opportunities