

Account Opening Form
Insight Liquidity Funds plc



Insight Liquidity Funds plc

Before you start completing this Account Opening Form you may find it useful to read our 'How to Invest in Insight's Liquidity Fund range' flyer which can be found on our website. It summarises the account opening process and provides key information about investing.

This form is split into 9 sections and in most cases the summary within the relevant section will provide enough detail for you to complete the form. However, if you need more help, please refer to the Appendix at the back of this document which gives detailed information on each section.

Please review the checklist on the back cover before submitting your Account Opening Form.

Please ensure that you have read the Prospectus, including the relevant Supplement(s), for the Company ("the Prospectus") before completing this form. Defined terms used in this Account Opening Form are those used in the Prospectus.

On completion please send to: Insight Liquidity Funds Plc, c/o Northern Trust International Fund Administration Services (Ireland) Limited, George's Court, 54-62 Townsend Street, Dublin 2. Tel: 020 7982 3985 or +353 1 542 2910 Fax: +353 1 434 5286

Telephone calls may be recorded.

1. Registration details

Account name

Account designation (if applicable)

Address

Postcode

Place of incorporation (if applicable)

Contact person

Telephone number

Email address

Fax number

2. Dividends

Your dividend will be automatically reinvested each month. If you would prefer to have your dividend paid out rather than reinvested, please tick this box.

3. Your bank account details (mandatory)

Please provide details of the account to which redemption proceeds or dividends should be paid. Payments will only be made to a bank account held in the name of the registered shareholder. No third party payments will be made.

Both IBAN & SWIFT (BIC) Codes should be quoted for all banks within the EU/EEA.

Amendments to investors' payment instructions will only be effected upon receipt of an original instruction which has been signed by an authorised signatory.

For GBP Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Sort code

Account name

Account number

IBAN (if applicable)

NO THIRD PARTY PAYMENTS WILL BE ACCEPTED

Payment should come from the account of the applicant(s).

For EUR Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Swift code

Account name

Account number

IBAN (if applicable)

NO THIRD PARTY PAYMENTS WILL BE ACCEPTED

Payment should come from the account of the applicant(s).

For USD Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Swift code

Account name

Account number

IBAN (if applicable)

NO THIRD PARTY PAYMENTS WILL BE ACCEPTED

Payment should come from the account of the applicant(s).

4. Electronic Reporting

We can send you contract notes, statements and other reports by email or fax rather than post. Information not sent electronically will be issued by post.

Please state the name, email address, telephone and fax number of all individuals to which electronic reporting should be made available.

Full name	Email address	Fax number	Telephone 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"/>	<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"/>

Only investors who do **NOT** want to receive electronic reporting should tick the box below.

By ticking the box, I hereby confirm that I do not wish to receive contract notes, statements and other reports which may be issued from time to time in accordance with Irish Law by the Administrator in respect of my holdings in the Company.

5. Anti-money laundering requirements

In line with anti-money laundering requirements operating in various jurisdictions, all investors are required to be identified. For this purpose certain documentation will be required at the time of opening. Failure to supply all of the necessary account documentation will result in payments being withheld by us.

Please tick the most appropriate box and provide the relevant documentation.

Additional confirmation of identify of the applicant, authority of the applicant or source of the funds may be required in certain circumstances.

Are you investing as:

A Company

If you are an applicant/transferee that is a COMPANY, please supply the following:

1. Confirmation of regulatory body (if applicable)
2. Certified copy certificate of incorporation or certificate to trade*.
3. A copy of the Memorandum and Articles of Association
4. List of all directors' names, occupations, residential and business addresses and dates of birth.
5. In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:

- Certified authorised signatory list (ASL)** on company letterhead.
- This must be accompanied by a mandate**. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)**.

Please note that we will only allow individuals who have been given authority under the mandate to act on the account.

*Certified by Companies Registration Office, solicitor or bank

**This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

AND

If the company is not quoted on a stock exchange in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States (please note this list is subject to change), please also supply:

- Identification as per individual investor (see below) for at least 2 directors and all persons authorised to operate on the account.
- List of names, addresses, dates of birth and occupations of shareholders holding 20% or more of the share capital. And in the case of individual shareholders names, residential addresses, occupations and dates of birth.
- Authorised mandate or board resolution to establish the business relationship.

An Institution

If you are an applicant/transferee that is an INSTITUTIONAL investor e.g. pension fund, local authority, or charity, please supply the following:

1. List of names, dates of birth, occupations and permanent addresses of all governors/board members/partners.
2. Certified copies of the above governors/board members/partners' identification cards/passports and certified copies of proof of address* as per 'Individual investors' (see below).
3. Documentary evidence of the regulatory status of the applicant, please contact the Administrator for further details.
4. Authorised mandate or board resolution to establish the business relationship.
5. In order to verify that the signatures on the Account Opening Form are authorised to do so you must provide:
 - Certified authorised signatory list (ASL)* on company letterhead.
 - This must be accompanied by a mandate*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

* This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

A Trust

If you are an applicant/transferee that is a TRUST, please supply the following:

1. List of names, dates of birth, occupations and permanent addresses of all trustees/beneficiaries.
2. Certified copy of the Trust Deed.
3. Certified copies of the above trustee's/beneficiaries' identification* as per individual investors (see below).
4. Evidence of the above trustee's authority to make investments in the Company on behalf of the trust.
5. In order to verify that the signatures on the Account Opening Form are authorised to do so you must provide:
 - Certified authorised signatory list (ASL)* on company letterhead.
 - This must be accompanied by a mandate*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of trust deed)*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

* This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

A Financial Company NOT investing on behalf of underlying investors

I/We are a bank/provider of financial services or a nominee company/nominee account which is part of/used by a bank/provider of financial services authorised and regulated in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States, (please note this list is subject to change).

Please supply the following:

1. The name of regulated entity and also the name of your regulator below:

Name of regulated entity

Name of regulator

In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:

2. Certified authorised signatory list (ASL)* on company letterhead.

- This must be accompanied by a mandate*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

*This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

A Financial Company, Agent or Intermediary who is investing on behalf of underlying investors

1. I/We (name and address of company / agent / intermediary)

confirm that we are acting on behalf of a third party,

confirm that we are regulated in (name of jurisdiction) Jurisdictional Regulator by (name of regulator)

2. Please contact the Administrator for the appropriate Letter of Introduction which must be completed and signed by your compliance department / Money Laundering Reporting Officer.

3. In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:

- Certified authorised signatory list (ASL)* on company letterhead.
- This must be accompanied by a mandate*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

*This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

An Individual and Joint Investor/s

If you, as applicant(s) or transferee(s) are an INDIVIDUAL(S) please supply the following documents; in the case of joint holders, please supply the relevant documentation in respect of ALL holders.

1. Certified* copy of your photo identification card/passport AND

2. **Two forms of address verification.** Must be no more than 6 months old. This can be supplied as one of the following options:

i) Certified* copies of 2 different utility bills OR

ii) Certified* copies of a utility bill and a bank statement

* All of the above copies can be certified by any of the following; a police officer, chartered and certified public accountant, notaries public, solicitor, embassy and consular staff and your bank or Investment Adviser if authorised and regulated in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States, (please note this list is subject to change).

6. Savings directive (individual and joint investors only)

To verify your identity for tax purposes, please attach an original document containing your Tax Reference Number or if not available, an identity document containing details of your place and date of birth.

In accordance with the requirements of Council Directive 2003/48/EC ('Savings Directive'), individual investors are required to supply the following information. Under these requirements, the relevant paying agent may be required to disclose this information to the relevant tax authority depending on the investment and distribution policy of the relevant fund.

Applicant 1

Your place of residence for tax purposes

Your Tax Identification Number in your place of residence for tax purposes

Town and country of birth (for those without a Tax Identification Number)

Applicant 2

Your place of residence for tax purposes

Your Tax Identification Number in your place of residence for tax purposes

Town and country of birth (for those without a Tax Identification Number)

7. Declaration of residence outside the Republic of Ireland (mandatory)

Applicants resident outside Ireland are required by the Irish Revenue Commissioners to make the following declaration which is in a format authorised by them, in order to receive payment without deduction of tax.

It is important to note that this declaration, if it is then still correct, shall apply in respect of any subsequent acquisitions of shares.

Terms used in this declaration are defined in the Prospectus. Tick (a) or (b) as appropriate (mandatory).

(a) Declaration on own behalf

I/We declare that I am/we are applying for the shares on my own/our own behalf/on behalf of a company and that I am/we are/the company is entitled to the shares in respect of which this declaration is made and that:

- I am/we are/the company is not currently resident or ordinarily resident in Ireland, and
- should I/we/the company become resident in Ireland I will/we will so inform you, in writing, accordingly.

(b) Declaration as Intermediary

I/We declare that I am/we are applying for shares on behalf of persons:

- who will be beneficially entitled to the shares; and,
- who, to the best of my/our knowledge and belief, are neither resident nor ordinarily resident in Ireland.

I/We also declare that:

- unless I/we specifically notify you to the contrary at the time of application, all applications for shares made by me/us from the date of this account opening will be made on behalf of such persons; and,
- I/we will inform you in writing if I/we become aware that any person, on whose behalf I/we hold shares, becomes resident in Ireland.

Applicant name and address

Signature of applicant or authorised signatory (declarant)

Capacity of authorised signatory (if applicable)

Date

Joint applicants should also complete the following:

Name

Signature

Name

Signature

8. Declaration of residence within the Republic of Ireland

(note 1)

Declaration referred to in Section 739D(6) Taxes Consolidation Act, 1997

- I declare that the information contained in this declaration is true and correct.
- I also declare that I am applying for the shares on behalf of the applicant named below who is entitled to the shares in respect of which this declaration is made and is a person referred to in Section 739D (6) of the Taxes Consolidation Act, 1997 ("TCA 1997"), being a person who is:

Please tick as appropriate

- A pension scheme
- A company carrying on life business within the meaning of section 706 TCA 1997
- An investment undertaking
- A special investment scheme
- A unit trust to which section 731(5) (a) TCA 1997 applies
- A charity being a person referred to in section 739D(6)(f)(i) TCA 1997
- A qualifying management company
- A specified company
- Entitled to exemption from income tax and capital gains tax by virtue of section 784A(2) TCA 1997, (see further requirements for Qualifying Fund Manager below)

Exempt from income tax and capital gains tax by virtue of section 848E TCA 1997 where the shares held are assets of a special savings incentive account.

A company investing in a money market fund, to which section 739 (D) (K) (I) of the TCA 1997 refers, this is, or will be, within the charge to corporation tax in accordance with section 739 (D) of the TCA 1997.

Additional requirements where the declaration is completed on behalf of a charity

- I also declare that at the time of making this declaration, the shares in respect of which this declaration is made are held for charitable purposes only and;
- Form part of the assets of a body of persons or trust related by the Revenue Commissioners as a body or trust established for charitable purposes only, or are, according to the rules or regulations established by statute, charter, decree, deed of trust or will, held for charitable purposes only and are so treated by the Revenue Commissioners.
- I undertake that, in the event that the person referred to in paragraph (7) (d) of Schedule 2B TCA 1997 ceases to be a person referred to in Section 739D(6)(f)(i) TCA 1997, I will, by written notice, bring this fact to the attention of the investment undertaking accordingly.

Additional requirements where the declaration is completed by a qualifying fund manager

I also declare that at the time this declaration is made, the shares in respect of which this declaration is made;

- Are assets of an approved retirement fund/an approved minimum retirement fund, and
- Are managed by the declarant for the individual named below who is beneficially entitled to the shares.

I undertake that, if the shares cease to be assets of the approved retirement fund/the approved minimum retirement fund, including a case where the shares are transferred to another such fund, I will, by written notice, bring this fact to the attention of the investment undertaking accordingly.

Important Notes

- 1 This is a form authorised by the Revenue Commissioners which may be subject to inspection. It is an offence to make a false declaration.
- 2 Tax Reference Number in relation to a person, has the meaning assigned to it by Section 885 TCA 1997 in relation to a "specified person" within the meaning of that section. In the case of a charity, quote the Charity Exemption Number (CHY) as issued by Revenue. In the case of a qualifying fund manager, quote the Tax Reference Number of the beneficial owner of the shares.
- 3 In the case of (i) an exempt pension scheme, the administrator must sign the declaration (ii) a retirement annuity contract to which Section 784 or 785 applies, the person carrying on the business of granting annuities must sign the declaration (iii) a trust scheme, the trustees must sign the declaration. In the case of a charity, the declaration must be signed by the trustees or other authorised officer of a body of persons or trust established for charitable purposes only within the meaning of Sections 207 and 208 TCA 1997. In the case of a company, the declaration must be signed by the company secretary or other authorised officer. In the case of a unit trust it must be signed by the trustees. In any other case, it must be signed by an authorised officer of the entity concerned or a person who holds a power of attorney from the entity. If the latter, a copy of the power of attorney should be furnished in support of this declaration.

Name of applicant

Authorised signatory (Declarant) (Mr/Ms/etc.)^(note 3)

Date

Irish Tax Reference Number of applicant ^(note 2)

Capacity in which declaration is made

9. Signatures and Declarations

1. I/We hereby acknowledge as part of this account opening that I/we have been offered the Prospectus and where applicable the most recent annual or half-yearly reports and accounts for the Company and furthermore that this application is made on the terms thereof and subject to the provisions of the Prospectus and Memorandum and Articles of Association of the Company and I/we are bound by the terms of the Company.
2. I/We have made arrangements for payment to be made by electronic transfer and acknowledge that the Company reserves the right to reject in whole or in part this application for an account.
3. I/We hereby represent and declare that I/we: (i) am/are not a U.S. Person as defined in the Prospectus; (ii) have not been solicited to purchase and have not and will not acquire shares while present in the United States; (iii) am/are not applying as a nominee of a U.S. Person and I/we am/are not acting on behalf of nor do I/we intend to transfer any shares to any U.S. Person(s); (iv) will not transfer any shares or any interest therein to a U.S. Person and will not transfer any shares within the United States; and (v) will promptly notify the Company if I/we should at any time become a U.S. Person. I/We confirm that I/we have the authority to make this investment whether the investment is our own or is made on behalf of another person or institution. I/We hereby represent and declare that I/we am/are fully informed as to: (i) the legal requirements within our country for the purchase of the shares and are permitted to purchase the shares under the laws and regulations of our home country in the manner in which the shares have been offered and sold to us; (ii) any foreign exchange restrictions applicable to us; and (iii) any relevant tax considerations relating to us arising out of our purchase and ownership of shares.
4. I/We hereby agree to indemnify and hold harmless the Company, Custodian, Administrator, Investment Manager, Distributor and the other Shareholders and their respective directors, officers and employees against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly, from any misrepresentation or breach of any warranty, condition, covenant or agreement set forth herein or in any document delivered by me/us to the Company. The Company, Custodian, Administrator, Distributor and Investment Manager will not be responsible or liable for the authenticity of instructions received from us or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed to be genuine.

I/We also agree to indemnify and hold harmless the Company, Custodian, Administrator, Investment Manager, Distributor and the other Shareholders and their respective directors, officers and employees against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result from my holdings of shares in the Company which brings the Company into conflict with any requirement of any local regulatory authority or the Company incurring any liability to taxation or breaching any law or regulation of any local regulatory or taxation authority.
5. I/We acknowledge that the Administrator may, in accordance with Irish law, electronically deliver reports to shareholders in accordance with Section 4. Such reports may include but are not limited to contract notes, holdings confirmations, valuation statements and other reports which may be issued by the Administrator from time to time ("Reports"). I/We hereby agree that the Administrator and its directors, officers, employees and agents shall be fully indemnified and shall not be liable to me/us or to any Shareholders in the Company for any direct loss, damage, expense (including without limitation, legal counsel and professional fees and other costs and expenses incurred in connection with the defence of any claim, action or proceedings) occasioned by act or omission of the Administrator and its directors, officers and employees in connection with the electronic delivery of Reports other than as a result of the fraud, negligence, bad faith, wilful misconduct or reckless disregard of the Administrator in the performance of its duties as Administrator of the Company.
6. I/We acknowledge that due to anti-money laundering requirements operating within their respective jurisdictions the Company, Administrator or Distributor (as the case may be) may require further identification from me/us, as described in the Prospectus, at any time in relation to this account opening and the Company, Administrator and Distributor shall be held harmless and indemnified against any loss arising as a result of a failure to process the application for an account if such information as has been required by the parties referred to has not been provided by me/us. I/We also warrant and declare that the monies being invested pursuant to the application for an account do not represent directly or indirectly the proceeds of any criminal activity and that the investment is not designed to conceal such proceeds so as to avoid prosecution for an offence or otherwise. I/we warrant and declare that the proceeds of any redemptions or any dividend paid by the Company will not be used for the financing of any terrorist activity.

7. I/We agree that personal information obtained in relation to me/us will be held on computer and in paper records and may be disclosed by the Company, Administrator, Investment Manager or Custodian to each other or to their related companies and may be used for the purposes of maintaining records, administration of the Company and marketing of the Company or other investment products or services of the Investment Manager or its related companies. I/We also agree that such information may be transferred to countries outside the European Economic Area for these purposes and that such countries may not have equivalent data protection laws to those in Europe. I/we consent to the recording of telephone calls that I/we make to and receive from the Administrator, the Company, the Custodian, the Investment Manager or the Sub-Investment Manager and their delegates or duly appointed agents and any of their respective related, associated or affiliated companies for record keeping, security and/or training purposes.
8. To be valid, this Account Opening Form must be signed by each applicant and if not fully completed to the satisfaction of the Company, Administrator or the Distributor the application for an account may be rejected. In the case of a partnership/firm account opening forms should be signed by all the partners/proprietors. In the case of a corporation, applications should be executed under seal or signed by a duly authorised person(s) who should state the representative capacity. In the case of a trust, account opening forms should be made in the individual names of the trustees and should be accompanied by duly certified documentation. If this Account Opening Form is signed under power of attorney, such power of attorney or a duly certified copy thereof must accompany this application.
9. I/We undertake to abide by the restrictions on transfers of shares set out in the Prospectus under the heading "Form of Shares and Transfer of Shares". In addition, I/we undertake to ensure that the transferee completes an account opening form in respect of such transfer.
10. I/We understand that telephone calls may be recorded for my/our protection.
11. The Administrator and the Company are each authorised and instructed to accept and execute any instructions in respect to the shares to which this application relates given by me/us in written form or by facsimile or by telephone or by such other means and on such terms as may be agreed from time to time by me/us with the Administrator ("Instructions"). I/We agree that the Administrator and the Company may record all telephone conversations made to and received from investors by the Administrator and the Company, their delegates, duly appointed agents and any of their respective related, associated or affiliated companies for record keeping, security and/or training purposes. Unless otherwise agreed in writing, I/we acknowledge that confirmation of telephone instructions given will not be issued by the Administrator or the Company. I/We undertake to confirm Instructions in writing upon request. I/We hereby agree to indemnify each of the Administrator (on its behalf and as an agent of the Company) and the Company and agree to keep each of them indemnified against any loss of any nature whatsoever arising to any of them as a result of any of them acting upon facsimile, telephonic, electronic or other instructions. The Administrator and the Company may rely conclusively upon and shall incur no liability in respect of any action taken upon any notice, consent, request, instruction, or other instrument believed in good faith to be genuine or to be signed or otherwise given by properly authorised persons.

Authorised Signatory

Authorised Signatory

Authorised Signatory

Authorised Signatory

Date

Appendix

How to fill in the Account Opening form

Before you start please read our 'How to invest in Insight's Liquidity fund range' flyer which can be found on our website.

Section 1 – Registration Details

Please complete this section in CAPITAL LETTERS.

This section names your account. The name should reflect the person(s) or entity investing. It is this name which we will require for anti money laundering documentation (see section 5). If you require the account to have a sub-account or designation, write the name you wish to use for this in the Designation box.

There is a box for any named individual you wish to nominate on the account, along with their contact details. This is important if we have any questions about your account and we need to contact you.

Section 2 – Dividends

Your dividend will automatically reinvest each month. If you would prefer to receive payment of your dividend rather than reinvest each month, please tick this box.

Section 3 – Your bank account details

You must provide bank account details upon opening an account. This is so we can pay redemption proceeds and dividends (if applicable) directly to your bank account. If you want dividends to be paid to a different account, please advise us of the bank details on a separate page. These records are kept by us for this purpose and can only be changed upon receipt of a written instruction from an authorised signatory on your account. Please ensure you tell us if you change your bank account.

IMPORTANT: We can only make payments to the bank account which we hold on record.

The Bank Account Name should be the same as your registered name. If your Bank Account Name does not match your registered name, we will request further information in order to establish that the Bank Account belongs to the registered name.

Section 4 – Electronic Reporting

We will send contract notes and valuation statements by email or fax rather than by post. In order to provide this we require email address(es). You will receive emails providing a link to your reports. However, if you are not able to receive information in this format we will provide contract notes and reports by post.

Along with the Electronic Reporting, we also offer a service to allow online account enquiries, WebTA. Upon receipt of your Account Opening form you will receive logins to the Electronic Reporting and WebTA within 10 business days. In the meantime any information, such as Contract Notes will be issued by post or fax.

Section 5 – Anti-money laundering requirement

In line with anti-money laundering requirements all investors are required to be verified. It is important to identify the type of investors you are as this will determine what documentation is needed. Failure to supply these documents will result in us withholding any redemptions or dividend payments.

There are 6 categories. If you are uncertain which category applies to you please contact us on +353 1 542 2910 or 020 7982 3985.

1. A company – is a corporate entity. This does NOT include trusts, charities, local authorities or pension funds.
2. An Institution – an institution would include; a government body, pension fund, local authority, charity.
3. A trust – an entity which has a Trust Deed.
4. A Financial Company NOT investing on behalf of underlying investors – a financial company who is investing its own corporate money.
5. A Financial Company, Agent or Intermediary who is investing on behalf of underlying investors – a financial company who is advising, investing or distributing investment in this fund. This could be by advising direct investment or via fund of funds.
6. An individual or joint investor(s) – you are investing your own money in your own name or jointly.

SUPPORTING DOCUMENTATION AND AUTHORISED SIGNATORIES

The Account Opening form lists the supporting documentation required by category in order to satisfy Anti-money Laundering legislation. If your category is required to provide an authorised signatory list (ASL), you should follow these guidelines. The ASL:

- Must be on company letterhead, or accompanied by a cover letter on company letterhead
- Should contain or be accompanied by a mandate or information which confirms the capacity in which the signatories have authority
- Must include the names and specimen signatures of the authorised signatories.
- The signatures on the ASL can either be original or certified. Certification means a copy of the ASL is stamped and signed by a professional person who is independent of the investing entity but is known to the entity and can verify the signatures as original (i.e. not someone who appears on the ASL, nor the person who signed the Account Opening Form). For example, bank manager, lawyer, public notary, or regulated Investment Adviser.

We cannot accept written or fax instructions from anyone other than those as detailed in the received ASL.

Section 6 – Savings Directive

Fill in this section if you are investing as an individual or joint investor(s). In accordance with the requirements of the Council directive 2003/48/EC ('Savings Directive') we may be required to disclose this information to the relevant tax authority, depending on the investment and distribution policy of the fund.

To verify your identity for tax purposes, please enclose an original document containing your Tax Reference Number. If this is not available we can accept an identity document containing your place and date of birth, such as a passport or driving licence.

Section 7 – Declaration of Residence outside the Republic of Ireland

Fill in this section if you are resident outside of the Republic of Ireland. If you are resident in the Republic of Ireland please go to section 8. It is a requirement by the Irish Revenue Commissioners to make the following declaration to avoid any deduction of tax.

The terms used in this declaration are defined in the Prospectus.

IMPORTANT NOTES:

This declaration may be subject to inspection by the Irish Revenue Commissioners.

It is a criminal offence to make false declarations.

Every investor, including joint investors, must sign the declaration. If the applicant is a company then it must be signed by the company secretary or another authorised signatory (see guidance on section 5 for further information on authorised signatories). If the applicant is being signed under a power of attorney, a certified copy of the power of attorney must be provided.

Section 8 – Declaration of residence within the Republic of Ireland

Fill in this section if you are resident within the Republic of Ireland.

Section 9 – Declaration and signatories

All Account Opening Forms must be signed by an authorised signatory.

Appendix contd

Service standards

We handle Account Opening for clients internationally every day and process thousands of investments into our Liquidity Funds every month. We aim to provide a high level of service to all our investors. We welcome useful comments as they help us to improve service.

What you can expect

- Our staff will be polite and helpful
- We will confirm receipt of your Account Opening Form within 1 business day of receipt and issue you with an account number. We will also confirm receipt of your supporting documentation and let you know if we require any further information from you.
- We will set up your electronic reporting within 10 days of opening your account.
- We will send you monthly valuations within 1 business day of month end
- We will send you a copy of the Annual Financial Statement

Next steps

When you are ready to make your first investment:

Telephone us on **020 7982 3985**. Please be aware that you will be required to answer security questions; **or**

Fax an instruction (or use our Transaction Form, which is available on our website) to **+353 1 434 5286** **or**

Post an instruction (or use our Transaction Form, which is available on our website) to Insight Liquidity Funds Plc, Northern Trust Management Services (Ireland) Ltd, Transfer Agency, George Court, 54-62 Townsend St, Dublin 2, Republic of Ireland **and**

Arrange to make payment for your investment to be cleared on the same day as the investment is made. Failure to settle on time may result in claims for interest.

Fund	Dealing cut-off time		
	£	\$	€
ILF Liquidity Funds	1pm	2pm	1pm
ILF Liquidity Plus Funds	4pm*		N/A

*Funds should be received on the dealing day which is four days after an application has been made for investment in a Liquidity Plus Fund.

How to pay

Payment must be received on the date of the investment. You can pay for your investment via bank transfer. We cannot accept cheques.

	ILF £ Funds	ILF \$ Funds	ILF € Funds
	For GBP Settlement The Northern Trust Company	For USD Settlement The Northern Trust Company	For EUR Settlement Societe Generale Paris
Sort code	16-50-10	ABA 071000152	FR7630003069900010110236721
Account number	12242539	5186061000	001 01 10236 70
Account name	The Northern Trust Company AVFC	The Northern Trust Company AVFC	The Northern Trust Company AVFC
Reference	ILQ02	ILQ02	ILQ02
Reference account number	17-12957	17-12957	17-12957
Swift code	RBOSGB2L	CNORUS44	SOGEFRPP

Find out more

Our website www.insightinvestment.com provides the most up to date information on most aspects of the fund (prices, dividend yield, brochures, Financial Statements, etc).

Account Opening Advice

The line is open from 9am until 5.30pm on weekdays

Telephone: 020 7982 3985

Fax: +353 1 434 5286

Email: InsightTA@ntrs.com

(Calls to this number will be charged at your network providers national rate).

Account Opening Checklist

- Complete Account Opening Form
- Ensure Section 7 or 8 is completed and signed
- Ensure Section 9 is signed
- Enclose Anti-Money Laundering documentation
- Enclose any Authorised Signatory List, along with any mandate as appropriate
- Fax the Account Opening Form (optional) to +353 1 434 5286
- Post the Account Opening Form (mandatory) to
Insight Liquidity Funds Plc, Northern Trust International Fund Administration Services (Ireland) Ltd, George Court,
54-62 Townsend St, Dublin 2

