Phoenix Unit Trust Managers

Announcement

We are pleased to announce that as of the **2 November 2015** International Financial Data Services (IFDS) will provide full administrative services for Phoenix Unit Trust Managers (Phoenix).

Which Funds are transferring to IFDS?

Bothwell and Scottish Mutual Unit Trust Funds are currently held under Standard Life Investments (SLI). These funds will be moved to Phoenix from 2 November 2015. A full list of funds can be found attached to the news feed on the IFDS Portal.

Your Actions

Please find below a list of actions required by your company, if you are not the correct person to be completing these tasks please ensure this communication is forwarded to the appropriate people in your organisation.

- **DistributorOnline Reporting (DOLR)** – Request DOLR linking for any new or existing Recipient IDs **by COB 16 October 2015**
    - **Failure to complete this task will result in reporting not being available from day 1 until linking is complete**
- **Coverall** – Complete a new Phoenix coverall and post to new address **before live date**
    - **Failure to complete this task will result in Renunciation Forms being required to release proceeds for Redemptions**
- **EMX Dealing** – Update STP templates **for live date**
    - **Failure to complete this task will result in transactions being rejected**

More details on each of these tasks can be found in this document.

Contact Details

With effect from 2 November 2015, the following contact details will apply:

Contact	UK Telephone Number	Overseas Telephone Number
Dealing and Enquiries Number	0870 707 0073	+44 1268 44 3976
Fax Dealing Number	0330 123 3684	+44 1268 45 7712
DistributorOnline Support	0870 043 4144	+44 1268 44 3981
Automated Dealing Support	0870 701 0032	+44 1268 44 3978

The new postal address for administration will be:
Phoenix Unit Trust Managers Ltd
PO BOX 12297
Chelmsford
CM99 2EN

Conversion Transactions

During the weekend prior to the 2 November we will convert the funds to a new holding under Phoenix. The conversion will be placed as a Re-Registration Out of your SLI account and a Re-Registration In on your new Phoenix account. The Re-Registration In may be split depending on how the units are currently held on the SLI register.

Please note: As Phoenix are not converting historic transactions, we will not convert funds where there is a ‘Nil balance’ at the conversion date. All historic transactions will remain on your existing SLI Account.

Automated Dealing – EMX

From 2 November the Phoenix funds will be available for dealing via EMX. A further communication will be issued to the contact e-mail address on your EMX hub once the new EMX ID for Phoenix has been confirmed.

Account Numbers & Agency codes

You will have the same account number with Phoenix as you had in SLI, so depending on which funds you currently have, you may have holdings with both Fund Managers. All registration details will remain the same on the new account however coverall **will not** transfer to Phoenix.

Your existing Agent code for the funds will be retained in the same way as your account number (above).

IFDS will not communicate new account numbers as part of this conversion.

DOLR

In order to update DOLR with any new accounts created for Phoenix, please complete the DOLR linking form located on the IFDS Portal (www.ifdsportal.com) under documents and guides. Please complete this form with your existing SLI account number and submit for processing prior to **16 October 2015** to ensure you receive reporting from day one. Should the name of the client or agent that you wish to link differs from your registered company name then please submit a Letter of Authority (LOA) with your request. Please note that the LOA used for the conversion of Standard Life to IFDS will not be applicable for Phoenix as this was completed by Standard Life and not the client/agent. Further guidance can be found on the IFDS Portal. If your request is received after 16 October, completion will be on a best endeavors basis only, and can take 10 business days.

Recipient IDs will not be updated without your instruction to do so, via a fully completed DOLR linking form. Failure to complete this task will result in reporting not being available from day 1 until linking is complete.

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Client Money Model

Phoenix will be operating under a Delivery versus Payment model. If you require a new account to be set-up on the fund register with differing registration details to an existing client, an application form will be required.

Bank Details

For all deals placed from the VP of 2 November please ensure that settlement is sent to the following bank details:

Account Name	Phoenix Unit Trust Managers Limited Client Money Receipts Account
Sort Code	60-00-01
Account Number	46701516
IBAN	GB54NWBK60000146701516
BIC	NWBKGB2L

If you have any questions about this communication or the conversion in general, please e-mail DCSNotifications@ifdsgroup.co.uk