

Investment management service

Policy holder information form for trusts, charities, companies and other entities

Please read and complete this form before signing pages 28 and 39 and returning it to your Investment Manager who will forward to your provider for signature where necessary.

This questionnaire is to enable Rathbone Investment Management Limited to establish that the investments decided upon by your Investment Manager are appropriate for the policy holder's attitude to risk and for the duration for which the policy is intended to be held. It will not form part of any investment selection other than giving general guidance to the Investment Manager as to the policy holder's general attitude to risk.

The Investment Manager is acting on behalf of the policy provider and retains the absolute discretion to select the actual investments to underpin the policy, but will take into account the policy holder's attitude to risk when selecting the investments. The Investment Manager will not accept any instructions from any policy holder or a financial adviser acting on his or her behalf to purchase, sell or retain a particular investment.

You will also receive the following documents detailing the terms under which we will operate the Portfolio on behalf of your policy provider:

- Terms of Business
- Conflicts of Interest Policy
- Best Execution Policy
- Schedule of Charges
- Schedule of Interest Rates
- Understanding Investment Risk and Return document

For information on how this policy is covered by any financial compensation scheme, please contact your policy provider.

As part of our personal service we ask you to provide details of your personal and financial circumstances to enable us to ensure our services are suitable for you and to manage your investments in line with your requirements. If your circumstances or your requirements change in the future, we ask that you notify your provider or Investment Manager in writing.

If there is anything you do not understand, or you have any questions, please contact your Investment Manager before you sign and return this document.

If you would prefer, your Investment Manager will be pleased to help you complete it.

For the attention of

at Rathbones

Rathbones
Look forward

Contents

Please note that all Funds within this policy will be opened on a DISCRETIONARY basis.

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Policy holder

1 Policy holder correspondence information

Please complete in black ink and block capitals.

Please note if you already have an Agreement with Rathbones you may NOT need to complete this document in full. For further advice please speak to your Investment Manager.

Name of policy holder¹

Address²

Postcode

--	--	--	--	--	--	--	--

Correspondence or business address
(if different from above)

Postcode

--	--	--	--	--	--	--	--

Primary contact

The personal details of this individual must also be included in Section 4 - Authorised officer information.

Primary contact name

- 1 Enter the name of the trust, charity, company or similar entity.
- 2 Please enter the registered address if you are completing a company or similar entity Agreement.

Policy holder

2 Trust specific information

Complete for trusts or similar entities.

Type of trust

- Discretionary
- Life interest
- Bare trust
- Accumulation and maintenance
- Other*

*Details of other (if appropriate)

Purpose of trust

Please describe why the trust has been created (e.g. to provide income to fund scholarships).

Financial year end

D	D	M	M
---	---	---	---

Pension Scheme Tax Reference (PSTR) (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Description of the trust's investment powers

Is trustee capital gains tax allowance available? (if applicable)

Yes No

Percentage (if different from standard) _____ %

Client classification

We are required to classify clients into categories. Please tick the box of any of the statements below that apply to the trust.

If you tick two or more of the boxes, please contact your Investment Manager as you may need different paperwork and an explanation of the effect of a new classification and the options available to you.

- The trust has turnover (e.g. income) of greater than EUR 40 million¹
- The trust has total assets (e.g. all assets including property) of greater than EUR 20 million¹
- The trust has own funds (e.g. trust assets after liabilities) of greater than EUR 2 million¹

¹ If you are unsure of the exchange rate, please consult your Investment Manager.

Policy holder

2 Trust specific information – continued

Complete for trusts or similar entities.

Trust settlor

Settlor 1

Title

Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s)

To be completed if the settlor is still alive.

Date of birth

□□□ □□□ □□□□□□

Home address

Postcode

□□□□□ □□□□

Telephone (Home)

□□□□□□□□□□□□□□□□□□□□

Telephone (Office)

□□□□□□□□□□□□□□□□□□□□

Mobile

□□□□□□□□□□□□□□□□□□□□

Fax

□□□□□□□□□□□□□□□□□□□□

Email

1 _____
2 _____

Settlor's ordinary place of residence

Country of domicile

Nationality

Are you a US citizen?

Yes No

Tax residence

Tax Identification Number (TIN)¹

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Settlor's tax status in current year (e.g. higher rate)

¹ For UK individuals this will be the National Insurance (NI) number.

Policy holder

2 Trust specific information – continued

Trust settlor – continued

Settlor 2

Title

Mr

Mrs

Ms

Miss

Other (please specify)

Surname

Forename(s)

Previous name(s)

To be completed if the settlor is still alive.

Date of birth

--	--	--	--	--	--	--	--	--	--	--	--

Home address

Postcode

--	--	--	--	--	--	--	--	--	--	--	--

Telephone (Home)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone (Office)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

1

2

Settlor’s ordinary place of residence

Country of domicile

Nationality

Are you a US citizen?

Yes

No

Tax residence

Tax Identification Number (TIN)¹

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Settlor’s tax status in current year (e.g. higher rate)

¹ For UK individuals this will be the National Insurance (NI) number.

Policy holder

2 Trust specific information – continued

Trust beneficiaries (if applicable)

Beneficiary 1

Title

Mr

Mrs

Ms

Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Address

Postcode

Email

1

2

Life interest trust beneficiary (if applicable)

Capital

Income

Percentage of benefit

Percentage

Equal share

Percentage of share held

%

If you are the beneficiary of a Bare Trust please complete the following questions

Details of your nationality/dual nationality

Passport number

Country of issue

Expiry date

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes

No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)^{1,2}

Country of origin¹

¹ Only complete if opening a Bare Trust.

² For UK individuals this will be the National Insurance (NI) number.

Policy holder

2 Trust specific information – continued

Trust beneficiaries (if applicable)

Beneficiary 2

Title

Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

--	--	--	--	--	--	--	--	--	--

Place and country of birth

Address

Postcode

--	--	--	--	--	--	--	--

Email

1 _____

2 _____

Life interest trust beneficiary (if applicable)

Capital Income

Percentage of benefit

Percentage Equal share

Percentage of share held

_____ %

If you are the beneficiary of a Bare Trust please complete the following questions

Details of your nationality/dual nationality

Passport number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of issue

Expiry date

--	--	--	--	--	--	--	--	--	--

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

--	--	--	--	--	--	--	--	--	--	--	--	--	--

If no, please explain why you are exempt.¹Tax Identification Number (TIN) (where applicable)^{1,2}Country of origin¹

1 Only complete if opening a Bare Trust.

2 For UK individuals this will be the National Insurance (NI) number.

Policy holder

2 Trust specific information – continued

Trust beneficiaries (if applicable)

Beneficiary 3

Title

Mr

Mrs

Ms

Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Address

Postcode

Email

1

2

Life interest trust beneficiary (if applicable)

Capital

Income

Percentage of benefit

Percentage

Equal share

Percentage of share held

%

If you are the beneficiary of a Bare Trust please complete the following questions

Details of your nationality/dual nationality

Passport number

Country of issue

Expiry date

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes

No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)^{1,2}

Country of origin¹

¹ Only complete if opening a Bare Trust.

² For UK individuals this will be the National Insurance (NI) number.

Policy holder

2 Trust specific information – continued

Trust beneficiaries (if applicable)

Beneficiary 4

Title

Mr

Mrs

Ms

Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Address

Postcode

Email

1

2

Life interest trust beneficiary (if applicable)

Capital

Income

Percentage of benefit

Percentage

Equal share

Percentage of share held

%

If you are the beneficiary of a Bare Trust please complete the following questions

Details of your nationality/dual nationality

Passport number

Country of issue

Expiry date

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes

No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)^{1,2}

Country of origin¹

¹ Only complete if opening a Bare Trust.

² For UK individuals this will be the National Insurance (NI) number.

Policy holder

3 Company specific information

Complete for companies or similar entities.

Outline of the company's business

Financial year end

|D|D| |M|M|

Legal Entity Identifier (LEI)

If you do not have an LEI please discuss with your Investment Manager.

Pension Scheme Tax Reference (PSTR) (if applicable)

Country of incorporation

Tax Identification Number (TIN)

Tax residency if different from above

Tax residence 1

Tax Identification Number (TIN)

Tax residence 2

Tax Identification Number (TIN)

Company registration number

Charity number¹

Tax rate (if appropriate)

%

Authorised share capital

£

Issued share capital

£

Please list all shareholders with a shareholding of 25% or more

Name

Name

Name

If the company is part of a group, please supply details of the group structure²

Client classification

We are required to classify clients into categories. Please tick the box of any of the statements below that apply to the company.

If you tick two or more of the boxes, please contact your Investment Manager as you may need different paperwork and an explanation of the effect of a new classification and the options available to you.

- The company has turnover (e.g. sales) of greater than EUR 40 million³
- The company has fixed and current assets of greater than EUR 20 million³
- The company has own funds (e.g. shareholder equity) of greater than EUR 2 million³

- 1 Only for charitable incorporated entities.
- 2 If it is easier, please provide an organisation chart.
- 3 If you are unsure of the exchange rate, please consult your Investment Manager.

Policy holder

4 Authorised officer information

Please complete.

In this section please enter the details of entities and officers who need to be identified as being associated with this Agreement either as corporate trustees, trustees, directors or other authorised officers. It is essential that anyone who is to provide instructions to Rathbones or have signatory authority for the Fund is listed here.

Corporate trustee/director 1 (if applicable)

Company registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company name

Address

Postcode

--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Corporate trustee/director 2 (if applicable)

Company registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company name

Address

Postcode

--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please note that the corporate trustee/director entity will need to have its identity verified as described in section 10.7. Furthermore, all appropriate corporate trustees/directors should be listed overleaf and will need to have their identity verified.

Policy holder

4 Authorised officer information – continued

Please complete if you are authorised to instruct Rathbones.

Trustee/Director
Or role (if other authorised officer)

Trustee/Director 1

Trustee
 Director
 Other (please specify)

Title

Mr
 Mrs
 Ms
 Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Passport number¹

Country of issue¹

Expiry date¹

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes
 No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)¹

Country of origin¹

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

¹ Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Email

1

2

Employment status

Retired

Not employed

Part-time

Self-employed

Employed

Current or previous occupation

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Tax residence

Tax Identification Number (TIN)¹

1 Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Please complete if you are authorised to instruct Rathbones.

Trustee/Director
Or role (if other authorised officer)

Trustee/Director 2

Trustee Director

Other (please specify)

Title

Mr Mrs Ms Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Passport number¹

Country of issue¹

Expiry date¹

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)¹

Country of origin¹

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

¹ Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Email

1

2

Employment status

Retired

Not employed

Part-time

Self-employed

Employed

Current or previous occupation

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Tax residence

Tax Identification Number (TIN)¹

1 Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Please complete if you are authorised to instruct Rathbones.

Trustee/Director
Or role (if other authorised officer)

Trustee/Director 3

Trustee Director

Other (please specify)

Title

Mr Mrs Ms Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Passport number¹

Country of issue¹

Expiry date¹

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)¹

Country of origin¹

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

¹ Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Email

1

2

Employment status

Retired

Not employed

Part-time

Self-employed

Employed

Current or previous occupation

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Tax residence

Tax Identification Number (TIN)¹

1 Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Please complete if you are authorised to instruct Rathbones.

Trustee/Director
Or role (if other authorised officer)

Trustee/Director 4

Trustee Director

Other (please specify)

Title

Mr Mrs Ms Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Date of birth

Place and country of birth

Passport number¹

Country of issue¹

Expiry date¹

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

If no, please explain why you are exempt.¹

Tax Identification Number (TIN) (where applicable)¹

Country of origin¹

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

¹ Only complete if opening a Bare Trust.

Policy holder

4 Authorised officer information – continued

Email

1

2

Employment status

Retired

Not employed

Part-time

Self-employed

Employed

Current or previous occupation

Additional countries of tax residence

Tax residence

Tax Identification Number (TIN)¹

Tax residence

Tax Identification Number (TIN)¹

1 Only complete if opening a Bare Trust.

Entity

5 Additional officers

Please complete if you are a trustee/director or other officer for the entity who has significant authority over the entity and could influence the investment portfolio but you are not empowered to instruct Rathbones.

Other trustees/directors/officers

Please list below all other trustees/directors/officers who are not already mentioned.

Name

Address

Postcode
|_|_|_|_|_|_|_|

Date of birth
|_|_|_|_|_|_|_|

Place of birth

Nationality

Role with entity

Name

Address

Postcode
|_|_|_|_|_|_|_|

Date of birth
|_|_|_|_|_|_|_|

Place of birth

Nationality

Role with entity

Name

Address

Postcode
|_|_|_|_|_|_|_|

Date of birth
|_|_|_|_|_|_|_|

Place of birth

Nationality

Role with entity

Name

Address

Postcode
|_|_|_|_|_|_|_|

Date of birth
|_|_|_|_|_|_|_|

Place of birth

Nationality

Role with entity

We will also request identity verification documents from these individuals.

If you have more than 4 additional officers please note their details in the Client notes section on page 33.

Policy holder

6 Portfolio suitability

Please answer EVERY question in this section. Rather than leaving any response blank please enter £0 or nil as appropriate.

In this section we ask you about your entity's financial situation and the education, knowledge and experience of financial investments of the trustees, directors or other authorised officers. Your responses will help to determine whether the services we propose are both affordable and suitable.

In order to be able to act in your best interest, we must have accurate and up to date information about your financial position including your income, expenditure, assets and liabilities. Please notify us promptly if there are any changes to the information you have provided.

6.1 Income, expenditure, assets and liabilities

Please note that the questions below relate to the trust or company and not to the trustees or directors.

Turnover/Income

Investment income

- | | |
|--|--|
| <input type="checkbox"/> £0 | <input type="checkbox"/> £50,001 – £100,000 |
| <input type="checkbox"/> £1 – £10,000 | <input type="checkbox"/> £100,001 – £150,000 |
| <input type="checkbox"/> £10,001 – £20,000 | <input type="checkbox"/> £150,001+ |
| <input type="checkbox"/> £20,001 – £50,000 | |

Other*

- | | |
|--|--|
| <input type="checkbox"/> £0 | <input type="checkbox"/> £50,001 – £100,000 |
| <input type="checkbox"/> £1 – £10,000 | <input type="checkbox"/> £100,001 – £150,000 |
| <input type="checkbox"/> £10,001 – £20,000 | <input type="checkbox"/> £150,001+ |
| <input type="checkbox"/> £20,001 – £50,000 | |

*Please specify

Annual expenditure

Expenditure

- | | |
|--|--|
| <input type="checkbox"/> £0 | <input type="checkbox"/> £50,001 – £100,000 |
| <input type="checkbox"/> £1 – £10,000 | <input type="checkbox"/> £100,001 – £150,000 |
| <input type="checkbox"/> £10,001 – £20,000 | <input type="checkbox"/> £150,001+ |
| <input type="checkbox"/> £20,001 – £50,000 | |

Do you have any regular annual investments or financial planning commitments?

- Yes (please detail) No

£

Assets

Long term cash deposits

- Yes (please detail) No

£

Property (approximate value)

- Yes (please detail) No

£

Policy holder

6 Portfolio suitability – continued

Please answer EVERY question in this section, ensuring you tick No or £0 if any question is not relevant to you.

6.1 Income, expenditure, assets and liabilities – continued

Other investments including portfolios managed elsewhere

Yes (please detail) No

£ _____

Other financial assets

Yes (please detail) No

£ _____

Liabilities

Commitments (eg mortgages, loans)

Yes (please detail) No

£ _____

Other assets and liabilities

Do you have any other assets and liabilities?

Yes (please detail) No

£ _____

Policy holder

6 Portfolio suitability – continued

6.2 Investment experience

Please confirm the approximate average length of time the trustees/directors/authorised officers have been investors in financial markets.

- More than 10 years
- 6 - 10 years
- 5 years or less

6.3 Investment services used by you

Which of the following types of professional services have the trustees/directors/authorised officers used in the past?

- Having their investments managed for them by a professional on a discretionary basis
- Managing their own investments subject to the receipt of advice from a professional
- Managing their own investments and directing a broker to deal for them
- None of the above

6.4 Your experience of financial and investment services

Please tick as appropriate whether the trustees/directors/authorised officers have studied or worked in finance, economics or related business subjects.

As part of your secondary education

- Yes No

As part of a university degree

- Yes No

Through work in the finance industry

- Yes No

Through professional qualifications

- Yes No

Through more general professional work

- Yes No

Through self interest and personal study

- Yes No

Portfolio management

7 Overall investment policy

Please answer EVERY question in this section.

Rathbones' investment policy seeks to respond to the financial needs you outline. We need to ascertain your broad investment objectives, knowledge and experience of financial instruments and the degree of risk that is acceptable to you. We generally look to build diversified portfolios, invested across a range of asset classes but predominantly in equities and bond markets.

The majority of our clients are looking to invest over the medium to long term and accordingly would expect the value of their investment Portfolios and the level of income produced to fluctuate.

With regard to risk, whilst the aggregate Portfolio should perform in accordance with your parameters, individual securities within a Portfolio may experience higher or lower fluctuations in value.

7.1 Proposed investment period

What is your entity's investment time horizon?

- More than 10 years
- 6 - 10 years
- 3 - 5 years
- 2 years or less

7.2 Why are you investing?

Please do not leave this question blank.

To derive a suitable investment strategy for you we need to understand the reasons behind your decision to invest. In as many or as few words as you wish, please use the space below to provide a general explanation of why you are investing. This could be as simple as 'investing for long term growth' or 'to provide an income for the charity'.

In addition, we also need details of any specific purpose(s) for which the Portfolio is likely to be used e.g. purchasing property.

General explanation

Specific purpose

We recognise that your circumstances may change over time, affecting the Portfolio strategy that we agree with you. Over the lifetime of your Portfolio it is likely that we will agree strategy variations with you to meet your changing requirements. Should your circumstances or goals alter, we therefore ask that you send any information you feel may impact on the strategy agreed to your provider, so that they may consider it when providing services to you.

For trusts, current UK legislation (the Trustee Act 2000) imposes a requirement on trustees to have in place a policy statement providing guidance to Investment Managers which we request that you provide.

Portfolio management

7 Overall investment policy – continued

The asset classes referred to here may be broader than those permitted by the provider of the policy you have invested in. Rathbones will be restricted by the limitations imposed on us by the provider.

For details of any restrictions your provider has stipulated please contact them directly or through your adviser.

7.3 Asset classes that may be used in the portfolio

We need to establish your understanding of how different asset classes may be used in the construction of your Portfolio to ensure it is suitable for your circumstances. In signing this form you are agreeing that we may incorporate the full range of asset classes within your Portfolio as part of managing it in accordance with your specified Investment Objective(s) and Risk Level(s).

When we construct your Portfolio, subject to the investments permitted by your provider, the range of assets will normally include equities (either individually or in collectively managed funds, covering both UK and international markets), fixed interest stocks (such as Government bonds and corporate bonds) and cash. Historically, equity based investment has delivered the best long term returns and therefore, it often forms a considerable part of our client portfolios; however, it is the asset class that can exhibit the greatest risk or volatility. Consequently, you should consider this when deciding your Investment Objective(s) and Risk Level(s).

To increase diversification in portfolios we may include a wider range of investments that are sometimes referred to as alternative assets. These are designed to reduce volatility and, hence, risk. There are many different types of alternative assets, but they may include fund of hedge funds and structured products, as well as investments such as commodity or property funds.

Portfolio management

7 Overall investment policy – continued

7.4 Investment objective

In section 8, you will be asked to indicate the Investment Objective for each of your Funds. The possible options are:

- a Capital growth priority**
Income requirement will not be a prime consideration and emphasis will be placed on investments considered to have longer term growth potential.
- b Balanced between capital growth and income**
A combination of (a) and (c) designed to produce growth both in capital and income (albeit at a lower level of growth and income than might be achieved in (a) or (c)).
- c Income priority**
Income considerations will be given priority over and above the long-term prospects for capital growth, which may result in the erosion of the purchasing power of capital.

7.5 Risk level

In section 8, you will be asked to indicate the Risk Level for each of your Funds. A description of our investment strategies for each of our risk levels 1 to 6 are:

Strategy 1

This strategy is applicable to a portfolio where the investor has a low risk tolerance. It aims to generate a return over time which exceeds the return available on cash deposits. Ideally, we would like to achieve this with much less fluctuation in value than major equity markets. Investors with such a portfolio are likely to be concerned about the possibility of losing money. This type of approach can be suitable for investors with a shorter time horizon. However, investors with a long time horizon for investment may be able to accept a higher exposure to equities than that shown.

Strategy 2

This strategy is applicable to a portfolio where the investor has a relatively low risk tolerance. It aims to generate a return over time which exceeds the return available on cash deposits. We expect reasonable fluctuations in value, but generally expect these to be lower than for major equity markets. Investors with such a portfolio are probably somewhat concerned about the possibility of losing money. This type of approach can be suitable for investors with a shorter time horizon. However, investors with a long time horizon for investment may be able to accept a reasonably high exposure to equities.

Strategy 3

This strategy is applicable to a portfolio where the investor has a medium risk tolerance. It aims to generate a return over time above the rate of inflation. We expect fluctuations in the value of the investments and expect these to reflect much of the performance of major equity markets. The portfolio may therefore include a significant exposure to shares. This type of approach can be suitable for investors with a medium time horizon and who can tolerate a temporary or, rarely, permanent capital loss. Investors with a long time horizon for investment may be able to accept a relatively high exposure to equities.

Strategy 4

This strategy is applicable to a portfolio where the investor has a medium risk tolerance. The portfolio is similar to the balanced, multi-asset approach adopted by many investors. It aims to generate a return over time above the rate of inflation. We expect fluctuations in the value of the investments and expect these to reflect most of the performance of major equity markets. The portfolio may therefore include a substantial exposure to shares. This type of approach can be suitable for investors with a medium time horizon and who can tolerate a temporary or, sometimes, permanent capital loss. Investors with a long time horizon for investment should be able to accept a relatively high exposure to equities.

Strategy 5

This strategy is applicable to a portfolio where the investor has a relatively high risk tolerance. It aims to generate a return over time well in excess of inflation. We expect the value of the investments to fluctuate significantly, usually reflecting the behaviour of equity markets. The portfolio will likely include a high exposure to shares and may incorporate relatively high risk investments or be less diversified. The portfolio may have little exposure to asset classes that are considered to have lower risk characteristics. This type of approach would be suitable for investors with a longer time horizon and the capacity to suffer a temporary or permanent capital loss.

Strategy 6

This strategy is applicable to a portfolio where the investor has a high risk tolerance. It aims to generate a return over time well in excess of inflation. We expect the value of the investments to fluctuate significantly and that this could more than reflect the volatility of equity markets. The portfolio will likely include a high exposure to shares and may incorporate high risk investments or be less diversified. The portfolio may have little exposure to asset classes that are considered to have lower risk characteristics. This type of approach would be suitable for investors with a longer time horizon and the capacity to suffer a permanent capital loss.

Portfolio management

8 Fund opening

Before completing section 8, we recommend that you read our documents Understanding Investment Risk and Return and Our Investment Strategies. If there are any aspects of our risk definitions and their implications and our investment strategies that you do not understand, it is important that you seek clarification from your Investment Manager.

Please complete for all policy holders.

In this section we ask about the Funds you wish to open. It is necessary that you understand what we mean by the key concepts of objectives and risks, as set out in section 7. Therefore, please ensure that you have read and understood section 7 of this form.

Please tick one Investment Objective and one Risk Level for this Fund and sign the box below to confirm your instruction. Please do not leave this section blank.

	Risk Level	Investment Objective
	1 2 3 4 5 6	Income Balanced Growth
Main Fund	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I/We confirm the Portfolio should be managed under the above Investment Objective and Risk Profile.

I/We approve of and understand how different asset classes may be used in the construction of the Portfolio including equities (either individually or in collectively managed funds), fixed interest stocks (such as Government bonds and corporate bonds), cash, hedge funds, structured products, property funds and commodity funds, as described in the paragraphs above.

I/We understand that the range of assets is subject to any restrictions placed on the Portfolio by my provider.

I/We approve of and understand that we cannot direct you to purchase any specific investments on my/our behalf in the construction of the Portfolio and that all investment decisions will be made by you after taking into consideration my/our approach to risk.

Yes

Trustee/Director¹

Signed

Name

Date

Trustee/Director¹

Signed

Name

Date

¹ Or other authorised officer as described in Section 4 - Authorised officer information.

Portfolio management

8 Fund opening – continued

8.1 Investment management service

We will provide a discretionary investment management service whereby your Investment Manager takes responsibility for making all of the decisions about the investments in your Portfolio at their discretion, based on your requirements.

8.2 Reporting

Note that the availability and distribution of reports and online services is determined by your provider. Subject to that periodic reports are available to clients and Connected Persons notified to us in this form or separately in writing. We will provide periodic reports in printed format and/or online, subject to additional terms of business for online access. We may provide reports to any person(s) named in this form from time to time upon request.

Individual contract notes will not be provided for discretionary funds by default. Details of all contract notes will be included in the online and printed valuations. However, if individual contract notes are required as well, please discuss this with your Investment Manager. Should you specifically require dispatch on a next business day basis or you require contract notes to be sent to your employer for compliance purposes, please discuss this with your Investment Manager.

Where you have provided us with Connected Persons (see section 9) for reporting purposes, we will exercise our discretion in relation to the provision of reports to those persons.

A Connected Person is added to our records for reporting purposes only, and we will not release anything other than up to date valuation and transaction information, periodic reports or tax reporting material to them without your express consent in writing. If you would like a Connected Person to be more active in the management of your Funds; would like them to have wider access to information; or would like them to instruct us on your behalf, please speak to your Investment Manager. Further documentation may be required in these circumstances, including identity and address verification for your Connected Persons.

We will only provide online access reports to any client or Connected Person where an email address has been provided for the recipient.

8.3 Valuation frequency

Valuation statements will be provided on a quarterly basis on 5 April, 30 June, 30 September and 31 December. If you require a valuation statement on 31 March please notify your Investment Manager.

8.4 Online service

Please tick if you would like to sign up to the online service. If yes, please ensure you have provided your email address in section 4.

Portfolio administration

9 Connected persons

Please complete where appropriate for all clients.

Please note that the names you provide as Connected Persons are for reporting purposes only. Rathbones retains discretion on the reports which can be sent to any of these persons subject to the requirements of your provider.

Accountant

Company name

Title
 Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Address

Postcode

--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

1

2

Financial adviser/intermediary

Company name

FCA registration number

Title
 Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Address

Postcode

--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

1

2

Portfolio administration

9 Connected persons – continued

Please complete where appropriate for all clients.

Other connected person 1

Relationship

Company name (if applicable)

Title

Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Address

Postcode

____|____|____|____| ____|____|____|____|

Telephone

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Email

1 _____
2 _____

If your connection to the client is power of attorney for a Bare Trust please complete the following questions.

Date of birth

____|____| ____|____| ____|____|____|____|

Details of your nationality/dual nationality

Passport number

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Country of issue

Expiry date

____|____| ____|____| ____|____|____|____|

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

____|____| ____|____|____|____|____| ____|

If no, please explain why you are exempt.

Tax Identification Number (TIN) (where applicable)

Country of origin

Portfolio administration

9 Connected persons – continued

Please complete where appropriate for all clients.

Other connected person 2

Relationship

Company name (if applicable)

Title

Mr Mrs Ms Miss
 Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Address

Postcode

____|____|____|____| ____|____|____|____|

Telephone

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Email

1 _____
2 _____

If your connection to the client is power of attorney for a Bare Trust please complete the following questions.

Date of birth

____|____| ____|____| ____|____|____|____|

Details of your nationality/dual nationality

Passport number

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Country of issue

Expiry date

____|____| ____|____| ____|____|____|____|

Tax identification number

If you are British this will be your National Insurance (NI) number. If you are non-British or have dual nationality (including British) your Investment Manager will advise what is required.

Do you have a National Insurance (NI) number?

Yes No

National Insurance (NI) number

____|____| ____|____|____|____|____| ____|

If no, please explain why you are exempt.

Tax Identification Number (TIN) (where applicable)

Country of origin

Portfolio administration

11 Client verification – Entity/Individual

Please ensure that all copies provided are clearly legible. A document may not be used to satisfy more than one requirement i.e. the same document cannot be used to verify both your identity and your address.

Information requested in this section is required for:

- Settlers
- Beneficiaries with an entitlement of 25% or more
- Trustees
- Directors
- Instruction-giving authorised signatories
- Shareholders with a shareholding of 25% or more.

Please note that a minimum of two trustees, directors or other authorised officers must sign this document for it to be valid. They must be listed in section 4 and must provide identity verification documents as per this section.

Please note that the information provided below applies to all clients and is not comprehensive.

For clients unable to provide the verification documents listed below, your Investment Manager will be pleased to explain alternative documents.

11.1 Getting your documents certified

We are required to verify the identity and address of every prospective client, both individuals and entities, by obtaining suitable certified documents. Certification may be performed either by a Rathbones staff member or a third party as follows:

Rathbones certification

You can bring the appropriate original documents (see below) with you to a meeting with your Investment Manager who will take a copy of the originals and complete the certification process for you.

Third party certification

If you prefer, and where we have not met you, certification can be performed by:

- a professional whose occupation is governed by the Money Laundering Regulations such as an FCA regulated individual, SEC regulated individual, bank or building society official, solicitor, notary, or chartered accountant;
- a General Medical Council registered medical practitioner;
- the Post Office Identity Document Checking service;
- an embassy, consulate or high commission officer in the country of issue.
- a General Dental Council registered dental professional; or
- a councillor.

They will need to view the original document and:

- for original photographic ID documents the certifier will need to write the following words on a copy of each document to be certified:

“Having seen the individual and identification document, I certify that this is a true copy and the photograph is a reasonable likeness.”

- for original documents which are non-photographic in order to verify an address, the certifier will need to write the following words on a copy of each document to be certified:

“I certify this to be a true copy of the original document seen by me.”

In both circumstances above, the certifier should then sign, date and print their full name and add:

- occupation/former occupation, if retired;
- professional body registration number in order for us to check against public registers;
- address;
- contact number.

11.2 Trust/Company agreements

Please provide an original or certified copy of the following documents which are required when not all of the trustees/directors are signing the form.

- Copy of minutes appointing Rathbones as investment manager
- Copy of resolution confirming full authority of signatories to sign on behalf of the applying entity (for trusts and charitable trusts this should be signed by a quorum of trustees)
- Full list of all trustees or directors and all other controlling persons including date of birth, residential address, nationality and Tax Identification Number (TIN) e.g National Insurance Number.

11.3 Trust agreements

Please provide an original or certified copy of the following documents. Not applicable to company agreements.

- Trust deed
- Trust investment policy statement¹
- Trust accounts or latest financial statements (if applicable)
- The most recent deed of appointment and retirement

11.4 Company agreements

Please provide an original or certified copy of the following documents. Not applicable to trust agreements.

- Copy of certificate of incorporation
- Memorandum and articles of association.
- Latest financial statements

¹ Current UK legislation (the Trustee Act 2000) imposes a requirement on trustees to have in place a policy statement providing guidance to Investment Managers which we request that you provide.

Portfolio administration

11 Client verification – Entity/Individual – continued

11.5 Trade union agreements

None of the above documents are required. Instead please provide the following.

- Trade union rules book

11.6 Charity agreements

If the charity is governed by a trust deed, please refer to section 11.3 above. If the charity is registered with Companies House, please refer to section 11.4 above.

11.7 Documents that verify identity

For EACH individual listed please verify their identity by providing at least ONE of the following. Either the original to be certified by Rathbones or a copy certified by a third party.

- Current passport
- Current full, or provisional, photocard driving licence¹

In the event that you do not hold a passport or photocard driving licence please provide ONE of the following.

- UK HMRC tax notification or foreign equivalent²
- UK Government based correspondence or foreign equivalent duly translated using a Rathbones appointed translator³
- UK Pension book or foreign equivalent

11.8 Non-UK resident beneficiaries

Please provide the following:

- A certified copy of either a non-UK beneficiaries' passport or document which includes an overseas Tax Identification Number (TIN).

11.9 Documents that verify address

Please provide at least ONE of the following for each person listed. Either the original to be certified by Rathbones or a copy certified by a third party.

- Current full, or provisional, photocard driving licence¹
- UK HMRC tax notification or foreign equivalent²
- UK Government based correspondence or foreign equivalent duly translated using a Rathbones appointed translator³
- UK Pension book
- Recent utility or council tax bill⁴
- Bank, building society, credit union statement/passbook (not older than 3 months)⁵
- Mortgage statement from recognised lender²

- 1 The paper counterpart of the photocard licence is not acceptable. Old style provisional licences are also not acceptable.
- 2 Not older than 12 months.
- 3 With relevant reference details e.g. date of birth or National Insurance number.
- 4 Utility bills must not be over 3 months old (printed online utility bills or mobile telephone bills are not acceptable). The local authority council tax bill must be for the current year.
- 5 Not older than 3 months (printed online bank statements are not acceptable).

Portfolio administration

11 Client verification – Entity/Individual – continued

**Please answer EVERY question in this section.
Please complete for all clients and Connected Persons with whom you would like us to deal on your behalf.**

We are required to understand the source of funds and the source of wealth for our clients. This is integral to our due diligence process and without which we are unable to offer our investment services. In certain circumstances your Investment Manager may require you to provide evidence of this.

Source(s) of funds

How were the funds that are coming to Rathbones generated? If this is a trust, how did the Settlor generate these funds? For example, sale of an asset, company retained earnings, investments, court order or gift. Please provide details below including names, dates and locations:

Source(s) of wealth

How did the entity generate its overall wealth? If this is a trust, how did the Settlor generate their overall wealth? For example, sale of an asset, company retained earnings, investments, earnings through employment, court order or inheritance. Please provide specific details below including names, dates and locations:

Why has the entity chosen to open an Account at Rathbones?

What is the amount to be invested with Rathbones?

Portfolio administration

11 Client verification – Entity/Individual – continued

Will the entity be requesting frequent, large cash deposits/withdrawals on the Account?

Not anticipated

Yes

If yes, please provide details below:

Politically exposed person

Does the entity, or any individual associated with the entity, have any connection to a political figure, judicial or military official or senior executive of a state owned organisation.

Yes

No

If yes, please provide details of who and to what extent below:

Portfolio administration

12 Declarations and signature(s)

To be completed by the policy holder(s).

12.1 Acceptance

I/We understand and acknowledge that Rathbone Investment Management Limited is bound by the contractual requirements of the provider, as legal owner of the funds, and those requirements may take precedence over this agreement and the Rathbones Investment Management Limited Terms of Business. The provider or its agent(s) may instruct Rathbone Investment Management Limited to act without reference to me/us as Policy holder(s).

12.2 I/We have signed page 28 to confirm the Investment Objective and Risk Level to be applied to this Portfolio.

12.3 I/We consent to Rathbone Investment Management Limited's dealing and best execution arrangements and acknowledge that on some occasions when Rathbone Investment Management Limited passes an order to another party for execution, the counterparty may execute the trade outside a Trading Venue.

12.4 I/We acknowledge that Rathbone Investment Management Limited is not my/our general financial adviser or pensions adviser, and any tax information provided is in the context of the investment advice and services offered. Rathbone Investment Management Limited is the principal trading company and a subsidiary of Rathbone Brothers Plc, and is a bank.

12.5 I/We have read all of this Policy Holder Information Form and I/we confirm that I/we have provided full and accurate information on my/our personal and financial circumstances in order that you may manage the investments accordingly. I/We understand the service that is being provided and that Rathbone Investment Management Limited may decline to act on my/our behalf in the event that the information provided is incomplete.

12.6 I/We confirm that I/we have full authority to sign on behalf of the trust/company and if all trustees/directors¹ do not sign, a resolution authorising us will be provided.

12.7 Data protection

I/We acknowledge that Rathbone Investment Management Limited will process my/our Personal Data (as defined in the Terms of Business):

- a to manage and/or advise on my/our investment Portfolio and provide related services, as detailed in the Terms of Business in order to perform obligations under any contract between Rathbone Investment Management Limited and me/us;

- b as set out in Rathbones' Privacy Notice for clients, as may be amended from time to time which can be found at rathbones.com/privacy; and
- c in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement.

Rathbone Investment Management Limited will never share your data with any external organisations for any other purpose not detailed within our Terms of Business or Rathbones' Privacy Notice for Clients, as may be amended from time to time.

12.8 Where you provide Personal Data relating to others (e.g. your family members), you confirm that you are authorised to provide this information to us and for us to use in accordance with this Agreement.

12.9 Service updates

From time to time Rathbone Investment Management Limited may provide to you, including hard copy or in electronic format, communications and updates with regard to the services provided to you, where that is essential for the provision of those services under the Agreement.

12.10 Marketing

From time to time Rathbone Investment Management Limited may wish to communicate with you with regards to services which are similar or related services to its core investment services. If you do not wish to receive these communications, please advise your Investment Manager in writing. Rathbone Investment Management Limited will never transfer your personal data to any external organisation for marketing purposes.

Please note signatories must also sign on page 28.

If there is anything you do not understand, please contact your Investment Manager before you sign and return this Agreement and associated forms.

Please note that trustees or other authorised officers as listed in section 4 and who have had their identity verified as per section 11 must sign this document.

¹ Or other authorised officer as described in Section 4 – Authorised officer information.

Investment manager notes

Investment Manager

Extension

Time

Date

Notes

Signed

Page [] [] of [] []

Investment manager notes – continued

Investment Manager

Extension

Time

Date

Notes

[Large blank lined area for notes]

Signed

Page [] of []

For internal use only – not to be completed by clients

Initial reporting set-up

	Online service valuations	Printed valuations
Trustee / Director 1	<input type="checkbox"/>	<input type="checkbox"/>
Trustee / Director 2	<input type="checkbox"/>	<input type="checkbox"/>
Trustee / Director 3	<input type="checkbox"/>	<input type="checkbox"/>
Trustee / Director 4	<input type="checkbox"/>	<input type="checkbox"/>
Accountant	<input type="checkbox"/>	<input type="checkbox"/>
Financial Adviser/Intermediary	<input type="checkbox"/>	<input type="checkbox"/>
Other Connected Person	<input type="checkbox"/>	<input type="checkbox"/>
Provider	<input type="checkbox"/>	<input type="checkbox"/>

Rathbone Investment Management Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Registered office: Port of Liverpool Building, Pier Head, Liverpool L3 1NW
Registered in England number: 01448919
VAT Registration number: GB 241 6893 49
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Rathbones
Look forward