



# Account opening with Rathbone Investment Management

## Guide to application form completion

### Which forms?

The *Client Application Pack* - for intermediated business should be completed for each new client you recommend for our discretionary services under the 'adviser as adviser' approach.

This is the main application document for individual or joint clients. For portfolios to be managed within a SIPP or Offshore Bond wrapper this needs to be supplemented by the:

- *SIPP agreement* - for intermediated business
- *bond or pension policyholder agreement* - for intermediated business

### Data required

The Client Application Pack (and the wrapper addendums) exists as an editable PDF document and entering client information digitally is the preferred manner for submitting new client applications to us.

However, if completing a handwritten paper application, all data fields should be completed in Black ink using BLOCK CAPITALS as this will aid subsequent scanning of documents. Any handwritten entry amended, scribbled or crossed out, must be initialled by the signatories to the agreement i.e. the client.

We cannot start the account opening process until we have all the relevant data. **All boxes should be completed and are relevant to the client and our role as their appointed discretionary manager.** If any data fields are not applicable then please state this by either inserting "N/A" for text responses or "0" for numerical data.

### Signatures

#### *Client signatures*

The person(s) opening the account must sign the Declaration in section C of the Client Application Pack as well as the foot of the first page confirming their adviser's details. Therefore, two 'wet' signatures are required from the client(s) in each application pack.

*In addition, the client must sign:*

- SIPP agreement and/ or Bond or pension policyholder agreement (as applicable)
- page 2 of the Schedule of Charges if Rathbones is to facilitate the payment of adviser charges from the client's portfolio account.

### *Adviser signatures*

*You, as adviser, must sign:*

- page 2 of the Schedule of Charges which will apply to the account if an adviser charge is being collected by Rathbones on your behalf
- your own or Rathbones Third Party Introduction Certificate (TPIC) covering relevant anti-money laundering documents
- the certifications of the copies of the client identity verification documents (*see below*)
- the financial intermediary declaration on page 5 of the SIPP agreement.

*The SIPP or Bond provider must sign:*

The SIPP provider must sign page 5 or the SIPP agreement. Bond providers should complete page 11 of the Policyholder form.

The exceptions where we have a master agreement with the provider (and no signature is required) are: AJ Bell Investcentre, Phoenix Wealth, Capita Life & Pensions, Liberty SIPP Ltd, LV=, Royal London, Scottish Widows, Standard Life & Suffolk Life.

### Identity verification

Certification of copies of the client's original documents can be performed by an FCA regulated individual. You should refer to page 16 of the client application pack for the requirements of the certifier.

If investment is being made into a SIPP or Bond, these certified copies should be sent to Rathbones and not to the provider.

## Clarification for specific data fields

The following data fields within the Client Application Pack are worthy of further guidance:

Page no.	Data field	Guidance
Page 12	<b>Source of wealth</b>	This differs from 'source of funds'. Source of wealth should describe how the client accumulated their total wealth and not just the funds available for investment now with Rathbones
Page 13	<b>Source of funds</b>	This relates solely to the funds intended to be invested with Rathbones. Like 'source of wealth' a brief description of how the funds materialised is required
Page 14	<b>Association with public office</b>	If a client (or a family member or close associate) is not associated with public office, this should be confirmed by ticking the box at the foot of this page
Page 17	<b>Country of tax residence</b>	This should be completed for all clients. If the country of tax residence is outside of the UK, the client's Tax Identification Number should be provided in the subsequent data field
Page 18	<b>Your bank account details</b>	These details will be used where Rathbones will pay the client an income in line with the instructions in page 21, and for other withdrawals when requested
Page 20	<b>Portfolio 1 - name</b>	This should state the name of the client for whom the funds falling within portfolio 1 are for i.e. Mr A N Example-Client
Page 20	<b>The Rathbone risk level is:</b>	Only one selection from the range of 1 – 6 risk levels should be made per portfolio. The 1 – 6 risk levels correspond with the investment strategies detailed in the Our Investment Strategies brochure
Page 20	<b>Fund name</b>	All funds forming part of the same portfolio must have the same risk level and investment objective and should be listed i.e. 'Mr & Mrs Example-Client Main Account', 'Mr Example-Client ISA Account'
Page 20	<b>Fund type</b>	<p>This should record the type of account to be opened i.e. Main Account, ISA, SIPP, Bond.</p> <p>SIPP or Bond accounts will always form a portfolio on their own and cannot be combined with Main and ISA accounts, even if they have the same risk level and investment objective as other funds. These two fund types will also require completion of the SIPP agreement and/or Bond/pension policyholder agreement</p>
Page 24	<b>ISA instructions</b>	The first two boxes need to be ticked if the intention is to invest part of the client's funds into a stocks and share ISA for this current tax year. All three boxes would need to be ticked if the intention is to continue to use the ISA allowance for subsequent tax years
Page 24	<b>Internal transfer instructions</b>	These boxes should be ticked appropriately to obtain the client's authority to transfer cash and assets perhaps as part of mitigating income and/or capital gains tax

The value of investments and income arising from them may fall as well as rise and you might get back less than you originally invested.

Rathbone Investment Management Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

**Rathbones**  
Look forward

## Distinguishing 'Funds' within 'Portfolios'

Further clarity for pages 20-21 is provided below to ensure we establish the correct accounts for your client(s). If a second portfolio of 'funds' is required owing to differing investment characteristics, this should be captured under '16 Your portfolio details - Portfolio 2' on pages 22 to 23. Should any further portfolios be required, this should be recorded under '21 Additional information' on page 27.

A 'Portfolio' will be identified by its characteristics such as its investment objectives (i.e. capital growth or income etc), its risk level (i.e. '4') plus requirements such as time horizon or any client investment restrictions or preferences. Your advice may elect for several different 'Funds' to operate under this one Portfolio if these characteristics are the same.

The name should reflect the person(s) who are receiving the advice and the legal owners of the Portfolio. For example, a Main, ISA and joint account for say a husband and wife may be grouped together.

All Funds within a Portfolio carrying the same characteristics should be named in a separate box for each type i.e. Main, ISA, SIPP or Bond. Where a Fund does not share the same characteristics, this should be recorded in the 'Your portfolio details - Portfolio 2' section over the page.

The Fund type should simply state 'Main', 'ISA', 'SIPP' or 'Bond'. SIPP or Bond accounts will always form a Portfolio on their own and cannot be combined with Main and ISA accounts. SIPP or Bond accounts will also require the completion of a SIPP agreement and/or Bond/Pension policyholder agreement

Investment management service

### Section C - client agreement

#### 15 Your portfolio details – Portfolio 1

Your financial adviser has provided you with advice to determine the appropriate Rathbone investment mandate. We will now open the following Portfolio for you.

**Portfolio 1**

Name  
Arthur Example-Client SIPP

Portfolio service level:  
☒ Discretionary

Portfolio Investment Objective:  
☒ Capital growth priority  
☐ Balanced return between capital growth and income  
☐ Income priority

The Rathbone Risk Level is:  
☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ 6

**Fund(s) included in portfolio 1**

Fund name	Fund type (For all Fund types other than a Main or ISA, a separate account opening form will be required)	Fund currency: (if not GBP)
Arthur Norman Example-Client SIPP Portfolio	SIPP	

name