

Investment management service

Client agreement and profile for trusts, charities, companies and similar entities

Please read and complete this form before signing page 40 and returning it to your Investment Manager. Please note that the Self-certification form for entities must be completed in conjunction with this form.

Agreement documents

This document is part of a suite of documents which make up our Agreement with you. These documents consist of an Agreement Pack and a Contractual Pack as follows:

Agreement Pack

- Client Agreement and Profile (this document)
- Schedule of Charges
- Schedule of Interest Rates
- Understanding Investment Risk and Return document

Contractual Pack

- Terms of Business
- Conflicts of Interest Policy
- Best Execution Policy
- Basic Information About the Protection of Your Eligible Deposits

If any document is missing, please request it from your Investment Manager as you will need to confirm receipt of all of them later in this document.

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 Investment Manager in writing.

If at any time you need more space for your responses, please use the Client notes section on page 34.

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

Contents

Please note that all Funds within this Agreement will be opened on a DISCRETIONARY basis unless indicated otherwise in section 8.2.

Section	Page
Entity	
1 Entity correspondence information	3
2 Trust specific information	4
3 Company specific information	11
4 Authorised officer information	12
5 Additional officers	19
6 Portfolio suitability	20
Portfolio management	
7 Overall investment policy	23
8 Fund opening	26
9 Portfolio income	28
Portfolio administration	
10 Bank details	29
11 Connected persons	31
12 Client notes	34
13 Client verification	35
14 Declarations and signature(s)	39

Entity

1 Entity correspondence information

Please complete in black ink and block capitals.

Name of entity¹

Address²

Postcode

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

Correspondence or business address
(if different from above)

Postcode

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

Primary contact

Please enter the name of the individual who will have the most contact with your Investment Manager.

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.

Entity

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) (if applicable)

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.

Entity

2 Trust specific information – continued

Trust settlor – continued

Settlor 2

Title

Mr Mrs Ms Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

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.

Entity

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

Are you a US citizen?

Yes

No

Address

Postcode

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?¹

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.

Entity

2 Trust specific information – continued

Trust beneficiaries (if applicable) – continued

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

Are you a US citizen?

Yes

No

Address

Postcode

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?¹

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.

Entity

2 Trust specific information – continued

Trust beneficiaries (if applicable) – continued

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

Are you a US citizen?

Yes No

Address

Postcode

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?¹

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.

Entity

2 Trust specific information – continued

Trust beneficiaries (if applicable) – continued

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

Are you a US citizen?

Yes

No

Address

Postcode

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?¹

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.

Entity

3 Company specific information

Complete for companies or similar entities.

Outline of the company's business

Financial year end

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

Pension Scheme Tax Reference (PSTR) (if applicable)

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

Country of incorporation

Tax Identification Number (TIN)

Tax residency if different from above

Tax residence

Tax Identification Number (TIN)

Country of origin

Tax residence

Tax Identification Number (TIN)

Country of origin

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.

Entity

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 (if applicable)

Corporate trustee/director 1

Company registration number

Company name

Address

Postcode

Telephone

Corporate trustee/director 2

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 13.4. Furthermore, all appropriate corporate trustee directors should be listed overleaf and will need to have their identity verified.

Entity

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

Are you a US citizen?

Yes No

Details of your nationality/dual nationality¹

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?¹

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

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

Email

¹ Only complete if opening a Bare Trust.

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

Entity

4 Authorised officer information – continued

Employment status

Retired Not employed
 Part-time Self-employed
 Employed

Date of birth

Place and country of birth

Current or previous occupation

Are you a US citizen?

Yes No

Additional countries of tax residence

Details of your nationality/dual nationality¹

Tax residence

Tax Identification Number (TIN)¹

Passport number¹

Tax residence

Tax Identification Number (TIN)¹

Country of issue¹

Expiry date¹

Trustee/Director Or role (if other authorised officer)

Tax identification number

Trustee/Director 2

Trustee Director
 Other (please specify)

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?¹

Yes No

Title

Mr Mrs Ms Miss
 Other (please specify)

National Insurance (NI) number¹

If no, please explain why you are exempt.¹

Surname

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

Forename(s)

Country of origin¹

Previous name(s) (if applicable)

¹ Only complete if opening a Bare Trust.

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

Entity

4 Authorised officer information – continued

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

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

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

Are you a US citizen?

Yes No

Details of your nationality/dual nationality¹

1 Only complete if opening a Bare Trust.
2 For UK individuals this will be the National Insurance (NI) number.

Entity

4 Authorised officer information – continued

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?¹

Yes

No

National Insurance (NI) number¹

If no, please explain why you are exempt.¹

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

Country of origin¹

Address

Postcode

Telephone (Home)

Telephone (Office)

Mobile

Fax

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)²

Tax residence

Tax Identification Number (TIN)²

Trustee/Director

Or role (if other authorised officer)

Trustee/Director 4

Trustee

Director

Other (please specify)

Title

Mr

Mrs

Ms

Miss

Other (please specify)

1 Only complete if opening a Bare Trust.

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

Entity

4 Authorised officer information – continued

Surname

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

Forename(s)

Country of origin¹

Previous name(s) (if applicable)

Address

Date of birth

Postcode

Place and country of birth

Telephone (Home)

Are you a US citizen?
 Yes No

Telephone (Office)

Details of your nationality/dual nationality¹

Mobile

Passport number¹

Fax

Country of issue¹

Email

Expiry date¹

Employment status
 Retired Not employed
 Part-time Self-employed
 Employed

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.

Current or previous occupation

Do you have a National Insurance (NI) number?
 Yes No
National Insurance (NI) number¹

1 Only complete if opening a Bare Trust.
2 For UK individuals this will be the National Insurance (NI) number.

If no, please explain why you are exempt.¹

Entity

4 Authorised officer information – continued

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.

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

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 34.

Entity

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 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

£

Entity

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 (e.g. mortgages, loans)

Yes (please detail) No

£

Other assets and liabilities

Do you have any other assets and liabilities?

Yes (please detail) No

£

Entity

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 provide your Investment Manager with any information you feel may impact on the strategy agreed, so that they may consider it when managing or advising on your investments or 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

7.3 Asset classes that may be used in your 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 the range of assets will normally include equities (both individual and 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.

Please confirm the following.

We approve of and understand how different asset classes may be used in the construction of our Portfolio including equities (both individual and 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, the Terms of Business and Understanding Investment Risk and Return.

Yes

No

If your answer is **No** to the above question, it is unlikely that Rathbone will be able to assist you with your investment needs **without placing some restriction on the asset classes in and diversification of your Portfolio.**

Should this be the case, you should discuss this with your Investment Manager and if necessary agree restrictions in section 7.4 of this form.

7.4 Restrictions on discretionary management

If you would like to place any restrictions on where your money should be invested (e.g. areas or companies to avoid due to moral, ethical, political, corporate views etc, or existing holdings that should not be sold) please provide details below:

Portfolio management

7 Overall investment policy – continued

7.5 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.

7.6 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 clients. Please note that ALL Funds opened below will be managed on a DISCRETIONARY basis in accordance with our risk rated investment strategies unless indicated otherwise in section 8.2.

In this section we ask about the Funds you wish to open. To do this it is necessary that you understand what we mean by the key concepts of objectives and risks, as set out in section 7, so that you are able to choose how you wish to apply these to each Fund that you request to be opened in this Agreement. Therefore, please ensure that you have read, understood and completed the relevant parts of section 7 of this form before selecting the Funds you wish to open.

8.1 Main and additional funds

Please tick one Investment Objective and one Risk Level for each Fund REQUIRED. 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"/>

If you wish to open an ADDITIONAL MAIN FUND please complete the section below. If not, please go to section 8.2.

	Risk Level						Investment Objective		
	1	2	3	4	5	6	Income	Balanced	Growth
Additional 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"/>

8.2 Investment management service

Our preferred approach to working with our clients is to 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.

If you require the Fund requested above to be managed on a non-discretionary basis, please refer to the section headed Non-discretionary investment management service in the Terms of Business and discuss this with your Investment Manager before confirming the details below.

For each additional Fund selected above, the following information is required: how the Fund(s) will be managed (discretionary, non-discretionary) and purpose. This should be discussed with your Investment Manager before confirming the details below.

Portfolio management

8 Fund opening – continued

8.3 Fund consolidation

Consolidating Funds for the purpose of asset allocation enables the Investment Manager, where necessary, to make decisions across the Portfolio as a whole. Unless you indicate otherwise, all Funds in this Agreement will be considered for consolidation for the purpose of asset allocation and may be consolidated at your Investment Manager's discretion.

8.4 Reporting

Periodic reports are available to clients and Connected Persons notified to us in this Agreement or separately in writing. We will provide periodic reports in printed format and/or online, subject to additional terms of business for online access. Where Funds have been consolidated for reporting purposes, we will ordinarily provide copies of reports relating to all Funds to the first named person(s). We may provide reports to any person(s) named in this Agreement 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, please discuss this with your Investment Manager.

Where you have provided us with Connected Persons (see section 11) 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 have wider access to information, 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.

If you do not want all of the Funds to be consolidated for the purposes of asset allocation and reporting, please tick the box below, and where relevant provide details of any specific requirements. You should discuss the proposed arrangements with your Investment Manager to ensure we understand and can service your requirements.

No – do **not** consolidate all of the Funds in this Agreement for the purpose of asset allocation, reporting and administration.

If you ticked No above, please speak to your Investment Manager who will document your requirement at section 12.

8.5 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.

8.6 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 management

9 Portfolio income

Please complete.

In this section you have the opportunity to decide what you would like done with income generated within your Portfolio. You may choose for it to be retained in your Portfolio for subsequent reinvestment or have it paid out periodically either wholly or as a fixed amount.¹

For each Fund being opened, if you require:

- all of the income generated to be **retained for reinvestment**, please tick the appropriate box in the *Retain income for reinvestment* column;
- all of the income to be retained in a separately identifiable income account please tick the *Retain income for accumulation* box;
- all of the income generated to be **paid out** monthly or quarterly, please tick the appropriate box in the *All income* column and tick *Monthly* or *Quarterly* as appropriate;
- a fixed amount to be paid out monthly or quarterly, please enter the value to be paid out in the appropriate box in the Fixed amount column and tick *Monthly* or *Quarterly* as appropriate.

	Retain income for reinvestment	Retain income for accumulation	Pay out ¹		Payment frequency	
			All income	Fixed amount ²	Monthly	Quarterly
Main Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional main Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ¹ If you require a fixed amount to be paid out and insufficient income is generated by the Fund during the period, a capital withdrawal will need to take place.
- ² For non-sterling payments please complete the Pay out section on page 30.

Portfolio administration

10 Bank details UK and non-UK

Please complete.

Please provide appropriate bank details so that payments can be made to you. If you prefer to have payments made to a non-UK bank account please provide details in section 10.2.

10.1 Bank account

Name of bank or building society

Account name¹

Bank account number

Bank sort code

Building society roll number

10.2 Non-UK/international bank account (if applicable)

Name of bank

Bank address

Country

Account name¹

SWIFTBIC/Bank code

Routing (if applicable)

IBAN/Account number

Reference (if required)

¹ Where the account name is not the same as the client we reserve the right to request additional information about the account holder to enable us to make payments.

Portfolio administration

10 Bank details non-UK – continued

10.3 Portfolio income to non-UK and/or non-sterling accounts

Fund account currency payment – complete as appropriate when the funds you wish to receive are in the same currency as the fund account

Pay out¹

		Fund account currency ²				Payment frequency	
		GBP	USD	EUR	Other*	Monthly	Quarterly
Main Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		*Please specify _____					
Additional Main Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		*Please specify _____					

	Main Fund	Fixed amount of fund account currency	Payment frequency	
			Monthly	Quarterly
All income	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

Cross currency payment – complete as appropriate when the funds you wish to receive are in a different currency to the payment account

Pay out¹

		Fund account currency ²				Payment currency ³				Payment frequency	
		GBP	USD	EUR	Other*	GBP	USD	EUR	Other*	Monthly	Quarterly
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"/>	<input type="checkbox"/>	<input type="checkbox"/>
		*Please specify _____				*Please specify _____					
Additional 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
		*Please specify _____				*Please specify _____					

	Main Fund	Fixed amount of fund account currency	or	Fixed amount of payment currency	Payment frequency	
					Monthly	Quarterly
All income	<input type="checkbox"/>	_____		_____	<input type="checkbox"/>	<input type="checkbox"/>

If you are aware of any future, regular third party payments which you are likely to be making please provide additional information, including bank account details, in the Client notes section on page 34.

- 1 If you require a fixed amount to be paid out and insufficient income is generated by the Fund during the period, a capital withdrawal will need to take place.
- 2 Your Investment Manager will be able to confirm whether we can provide a Fund in an alternative currency.
- 3 Only fill in if different to Fund account currency.

Portfolio administration

11 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.

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 (if known)

Title

Mr Mrs Ms Miss

Other (please specify)

Surname

Forename(s)

Previous name(s) (if applicable)

Address

Postcode

Telephone

Email

1 _____

2 _____

Portfolio administration

11 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

11 Connected persons – continued

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 are you exempt.

Tax Identification Number (TIN) (where applicable)

Country of origin

If there are additional Connected Persons, please enter the details in the Client notes section on page 34.

Portfolio administration

13 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.

13.1 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.

13.2 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. NI Number if they are not listed earlier in the document.

13.3 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

13.4 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

13 Client verification – Entity/Individual – continued

13.5 Trade union agreements

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

- Trade union rules book

13.6 Charity agreements

If the charity is governed by a trust deed, please refer to section 13.3 above. If the charity is registered with Companies House, please refer to section 13.4 above.

13.7 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

13.8 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 or foreign equivalent²
- 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

13 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

13 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

14 Declarations and signature(s)

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

By signing below I/we confirm the following:

14.1 Acceptance

I/We have received the documents making up the Rathbone Investment Management Limited Agreement as described on page 1 of this document.

14.2 I/We accept and agree to be bound by the terms of the Agreement including the Terms of Business and other documents as referred to in the Terms of Business which make up the Agreement.

14.3 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.

14.4 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.

14.5 I/We have read all of this Client Agreement and Profile 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 or advise on my/our 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.

14.6 I/We confirm I am/we are aware of the cancellation or withdrawal rights referred to in the Terms of Business (Our Agreement and our services, under the sub headings, Cancellation rights and Withdrawal rights) under which my/our Funds are to be managed by Rathbone Investment Management Limited.

14.7 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; 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.

14.8 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.

14.9 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.

14.10 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.

I/We confirm that I/we have full authority to sign on behalf of the company/trust and if all directors/trustees¹ do not sign, a resolution authorising us will be provided.

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

Portfolio administration

14 Declarations and signature(s) – continued

Please note that a minimum of two trustees/directors or other authorised officers as listed in section 4 and who have had their identity verified as per section 13 must sign this document.

Trustee/Director¹

Signed

Print name

Date

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

Signed

Print name

Date

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

Signed

Print name

Date

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

Signed

Print name

Date

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

If there are additional signatories and signatures, please enter these in the Client notes section on page 34.

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

Investment manager notes – continued

Investment Manager

Extension

Time

Date

Notes

Signed

Page of

For internal use only – not to be completed by clients

Initial reporting set-up

	Online service valuations	Online service taxation papers	Printed valuations	Printed taxation papers	Contract notes ¹
Client Reporting					
Trustee/Director 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee/Director 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee/Director 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee/Director 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connected persons reporting					
Accountant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial adviser/intermediary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other connected person 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other connected person 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ For discretionary Funds, by default, individual contract notes will not be provided. Details of all contract notes will be included in the online and printed valuations. However, if individual contract notes are required as well, please place ticks in this column to indicate who should receive them.

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
Copyright © 2018. Rathbone Brothers Plc. All rights reserved.

Rathbones
Look forward

Investment management service

Self-certification form for entities under Automatic Exchange of Financial Account Information (AEOI)

Please note that the Client Agreement and profile for trusts, charities, companies and similar entities must be completed in conjunction with this form.

Financial Institutions are required under UK law to review and collect details of accounts held by ALL account holders and to report details about US persons and those who are tax resident outside the UK. Rathbones have to ascertain whether there are any reportable US persons in section 3 or other reportable non-UK tax residents in section 5.

All entities must complete sections 1, 2, 3, 5 and 8, and may also need to complete sections 4, 6 and/or 7.

Please refer to the Glossary on page 10 and/or contact your Tax Adviser to help complete this form.

For further guidance you can also contact the Rathbones AEOI helpline.

Telephone: 0151 243 7160

1 Entity information

1.1 Entity name (full)

1.2 Registered address (including country)

Postcode

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

1.3 Mailing address (if different from registered address)

Postcode

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

1.4 Country of incorporation/organisation

2 Entity tax residency

Please indicate all countries in which the entity is resident for tax purposes and the relevant Tax Identification Number or functional equivalent.

2.1 Country of tax residency

2.1.1 Tax Identification Number (TIN)/UTR reference

2.1.2 No TIN

2.2 Country of tax residency (if more than one tax residency)

2.2.1 Tax Identification Number (TIN)

2.2.2 No TIN

2.3 If you ticked the 'No TIN' box, please explain below why you do not have a TIN:

3 Entity classification for the purposes of FATCA

Under the Foreign Account Tax Compliance Act (FATCA), any non-US entity will either be a Financial Institution (FI) or a Non-Financial Foreign Entity (NFFE/NFE). If you are an FI please complete section 3.1 below, and if you are an NFE please complete section 3.2 below to determine the status of the entity. If you are an NFE you will also need to complete section 5.

For the rest of this form NFFE will be referred to as NFE (Non-Financial Entity), the term used in the OECD Common Reporting Standard (CRS) (see section 5 on page 5).

3.1 The entity is a Financial Institution

- 3.1.1 The entity is able to provide a Global Intermediary Identification Number (GIIN).**
- 3.1.1.1 The entity has registered as an FI (including Sponsored Investment Entity) – please provide the entity’s GIIN.
- 3.1.1.2 The entity is a Sponsored Closely Held Investment Vehicle – please provide the GIIN of the sponsoring FI.
- 3.1.1.3 The entity is a trust and is Trustee Documented – please provide the Corporate Trustee GIIN.

3.1.2 Please provide your GIIN here:

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

Unable to provide a GIIN

- 3.1.3 If unable to provide a GIIN, please give a reason by ticking one of the boxes below.**
- 3.1.3.1 The entity is an Exempt Beneficial Owner (e.g. UK registered pension scheme).
- 3.1.3.2 The entity is or intends to be an Owner-Documented FI (e.g. discretionary managed trust) with Rathbones; in this case, please complete sections 4 and 8.

Please note that Owner-Documented FIs are only allowed under FATCA and not under the CRS.

- 3.1.3.3 The entity is a Certified or otherwise Deemed – Compliant FI (e.g. UK registered charity).
- 3.1.3.4 The entity is a Non-Participating FI.
- 3.1.3.5 Other reason (please specify below):
-
-
-
-
-

3.2 The entity is NOT a Financial Institution

If the entity is not an FI, it will be considered to be an NFE. It can be an Active or Passive NFE. Under FATCA, Passive NFEs also have the option of being a Direct Reporting or Sponsored Direct Reporting NFE.

Please note that the concepts of a Direct Reporting NFE and a Sponsored Direct Reporting NFE are only applicable to FATCA and do not apply to the CRS.

- 3.2.1 Active NFE (please complete sections 5 and 8)
- 3.2.2 Passive NFE (please complete sections 5, 6 and 8)
- 3.2.2.1 Direct Reporting NFE**
- Please provide the NFE’s GIIN:
- | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- 3.2.2.2 Sponsored Direct Reporting NFE**
- Please provide the GIIN of the NFE’s Sponsoring Entity:
- | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

4 Owner-documented FIs with Rathbones

Please note that the concept of Owner-Documented FIs is only applicable to FATCA and not the CRS.

This section must be completed by entities that declare in section 3.1.3.2 to be an FI and intend to be an Owner-Documented FI with Rathbones.

UK legislation based on international information exchange agreements provides that an entity which qualifies as an Owner-Documented FI will not have to register with the IRS nor obtain a GIIN.

4.1 Qualification for owner-documented FI status

In order to qualify as an Owner-Documented FI, the entity must meet ALL of the conditions below. To confirm that the entity meets the requirements to qualify as an Owner-Documented FI please answer the following questions and indicate True or False.

4.1.1 The entity does not maintain a financial account for any Non-Participating Financial Institution, i.e. a Non-Participating FI does not hold an equity interest or debt interest in the entity.

True False

4.1.2 The entity is not owned by, nor a member of, a group of related entities with any FI that is a depository, custodial or specified insurance company as defined in UK legislation.

True False

4.1.3 The entity provides Rathbones (i.e. the reporting entity) information regarding all persons – both natural and legal persons – that hold direct or indirect equity or debt interest in the entity.

True False

4.1.4 The entity does not have a Corporate Trustee.

True False

4.1.5 The entity does not have a bank account in its own name.

True False

Information regarding equity and debt holders of the entity is required in order to enable Rathbones to determine whether it is obliged to submit certain information regarding the entity account to UK tax authorities. The information required to be provided to Rathbones applies to:

- all persons that hold a direct or indirect equity interest in the entity (including direct or indirect equity interests in an equity holder of the entity);
- all beneficial owners of all or a portion in the trust;
- all beneficiaries that are entitled to receive directly or indirectly a mandatory distribution from the trust;
- all beneficiaries that received a discretionary distribution from the trust in the calendar year;
- all settlors, trustees and all persons exercising ultimate effective control over the trust; and
- all persons that hold a direct or indirect debt interest in the entity (including direct or indirect equity interests in a debt holder of the entity).

Only where ALL responses to the questions in section 4.1 are True will the entity qualify for Owner-Documented FI status and you may proceed to section 7. Otherwise please refer to the FATCA helpline as provided on page 1 of this document.

5 Entity classification for the purposes of the Common Reporting Standard (CRS)

Please tick ONE of the boxes below.

5.1 If the entity is a Managed Investment Entity, i.e. more than 50% of the entity's gross income is attributable to investment activities AND the entity has appointed a Financial Institution, e.g. Rathbones, to manage its assets, in part or in whole, on a discretionary basis, then the entity will either be resident in:

UK

Jersey

Other (please specify)

Please note if you have ticked Other under 5.1, Rathbones is unable to carry out CRS reporting on your behalf and you may be responsible for declaring any reportable persons who are tax resident in a Reportable Jurisdiction to your local tax authority.

5.2 If you have ticked UK or Jersey in 5.1 above and have classified the entity as Owner-Documented FI on page 3, the entity authorises Rathbones to undertake any reporting obligations under the CRS regulations.

5.3 If the entity is NOT a Managed Investment Entity, then it will be one of the following.

5.3.1 A Financial Institution (other than a Managed Investment Entity).

5.3.2 A Non-Reporting Financial Institution (i.e. governmental entity).

5.3.3 An Active NFE.

5.3.4 A Passive NFE (please complete section 6 on page 6).

If you have ticked box 5.3.1 above, you may be responsible for reporting any reportable persons who are tax resident in a Reportable Jurisdiction to your local tax authority.

If you have ticked 5.3.4 above, please proceed to section 6. Otherwise, please go to section 8.

6 Passive NFE controlling persons self-declaration of tax residency

Please complete this section **ONLY** if you have declared the entity to be a Passive NFE in sections 3 or 5, or the entity is a Managed Investment Entity tax resident in a Non-Reportable Jurisdiction.

Please list in the table below **EACH** Controlling Person, confirming **ALL** countries of tax residency and **ALL** Tax Identification Numbers. If a Controlling Person is a US citizen, US Green Card holder, or US resident, you must include United States in this table along with his/her US Tax Identification Number.

6.1 Full name	Type of Controlling Person	Country of birth
_____	_____	_____
Permanent residence address	Country of tax residency	Place of birth
_____	_____	_____
_____	Tax Identification Number or functional equivalent	Date of birth
_____	_____	____ ____ ____ ____ ____
_____	Individual <input type="checkbox"/>	
Postcode ____ ____ ____ ____ ____ ____ ____ ____	Entity <input type="checkbox"/>	

6.2 Full name	Type of Controlling Person	Country of birth
_____	_____	_____
Permanent residence address	Country of tax residency	Place of birth
_____	_____	_____
_____	Tax Identification Number or functional equivalent	Date of birth
_____	_____	____ ____ ____ ____ ____
_____	Individual <input type="checkbox"/>	
Postcode ____ ____ ____ ____ ____ ____ ____ ____	Entity <input type="checkbox"/>	

6.3 Full name	Type of Controlling Person	Country of birth
_____	_____	_____
Permanent residence address	Country of tax residency	Place of birth
_____	_____	_____
_____	Tax Identification Number or functional equivalent	Date of birth
_____	_____	____ ____ ____ ____ ____
_____	Individual <input type="checkbox"/>	
Postcode ____ ____ ____ ____ ____ ____ ____ ____	Entity <input type="checkbox"/>	

If you have more than three Controlling Persons, please provide their details in the Client notes section on page 9.

7 Entity owner information

Please provide information regarding the entity interest holders, including all persons – both natural and legal persons – that hold direct or indirect equity or debt interest in the entity as defined on page 10. Indicate all countries of tax residence of each person and where such person is a US citizen, US Green Card holder, or US resident or US entity, you must include United States in this table along with his/her US Tax Identification Number.

We will then check whether we already have appropriate documentation for these persons on file, or whether we are obliged to request further documentation from you which may include documentation already obtained for UK regulatory purposes.

Please complete the below sections 7.1 to 7.3 with information on all direct and indirect equity/debt holders of the entity.

Please provide the following information for each direct or indirect holder of the entity and indicate if they are an individual or an entity.

7.1 Full name	Direct Interest Holder <input type="checkbox"/>	Indirect Interest Holder <input type="checkbox"/>
Permanent residence address	Type of Controlling Person	Country of birth
	Country of tax residency	Place of birth
	Tax Identification Number or functional equivalent	Date of birth
Postcode		

7.2 Full name	Direct Interest Holder <input type="checkbox"/>	Indirect Interest Holder <input type="checkbox"/>
Permanent residence address	Type of Controlling Person	Country of birth
	Country of tax residency	Place of birth
	Tax Identification Number or functional equivalent	Date of birth
Postcode		

7.3 Full name	Direct Interest Holder <input type="checkbox"/>	Indirect Interest Holder <input type="checkbox"/>
Permanent residence address	Type of Controlling Person	Country of birth
	Country of tax residency	Place of birth
	Tax Identification Number or functional equivalent	Date of birth
Postcode		

If you have more than three entity interest holders, please provide their details in the Client notes section on page 9.

8 Declaration section

- 8.1 I confirm that as per UK guidance I am authorised to sign this form and that the information provided is, to the best of my knowledge and belief, accurate and complete.
- 8.2 I undertake to advise Rathbones promptly of any change in circumstances which causes the information contained herein to become incorrect or incomplete and to provide Rathbones with an updated declaration within 30 days of such a change in circumstances. This includes in particular details of beneficiaries who receive discretionary distribution in future and whose details have not yet been included in section 7.
- 8.3 I am aware that in certain circumstances Rathbones will be obliged to share information with UK tax authorities, who may pass it on to the tax authorities of other countries.
- 8.4 Where the entity is classified as a Passive NFE I have provided information relating to all Controlling Persons in the table on page 6.
- 8.5 I am aware that if I elected Owner-Documented FI (ODFI) the agreement is only applicable to the reporting of US persons under FATCA regulations, and the entity authorises Rathbones to be responsible for meeting any reporting obligations under the CRS regulations.
- 8.6 Where the entity is taking advantage of the ODFI classification under the FATCA Agreement I can confirm that I have provided information relating to all Direct and Indirect Interest Holders in the entity on page 7.

Signed

Print name

Date

Capacity

9 Client notes

Please attach additional sheets as necessary and specify the number of sheets in the box below.

--

If additional sheets have been used please specify the number.

Glossary

Active NFE an NFE where:

- less than 50% of its gross income for the preceding calendar year comprises of passive income (e.g. rent, royalties, dividends, interest and property income); and
- less than 50% of its assets are used for the production of passive income.

Common Reporting Standard (CRS) a reporting standard approved and developed by the Organisation of Economic Co-operation and Development (OECD), which requires jurisdictions to obtain relevant information from their FIs and automatically exchange that information with other jurisdictions on an annual basis.

Controlling Person those who exercise control over an entity (e.g. settlor, trustee, protector, beneficiaries, directors and shareholders with voting rights).

Corporate Trustee an entity acting as a trustee services provider (e.g. legal or administration services) who receive a fee for work undertaken including that related to FATCA.

DAC the Directive on Administrative Cooperation. It is a European legislative instrument that adopts the CRS within the European framework so information exchange is mandatory between EU states.

Deemed-Compliant FI an FI that does not have to perform FATCA due diligence on the Financial Accounts it maintains. There are two types:

- Registered Deemed-Compliant, which includes certain local banks, qualified collective investment vehicles, restricted funds and FFIs that comply with FATCA requirements; and
- Certified Deemed-Compliant, which includes (but is not restricted to) non-registered local banks, retirement plans and non-profit organisations.

Direct Interest Holder a person (individual or entity) who holds shares in a company is a Direct Interest Holder of such company.

Direct Reporting NFE an NFE that elects to directly report information about its substantial US owners to the IRS. The entity must register and obtain a GIIN and must disclose its GIIN to qualify for exemption from FATCA withholding tax.

Exempt Beneficial Owner includes foreign governments, any political subdivision of a foreign government, any foreign central bank and any international organisation (e.g. IMF).

FATCA the Foreign Account Tax Compliance Act. FATCA was enacted in 2010 by Congress to target non-compliance by US taxpayers using foreign accounts. It requires foreign Financial Institutions (FFIs) to report to the IRS information about financial accounts held by US taxpayers, or by foreign entities in which US taxpayers hold a substantial ownership interest.

Financial Account an account maintained by an FI including depository accounts, custodial accounts, equity and debt

interest in certain Investment Entities, cash value insurance contracts and annuity contracts.

Global Intermediary Identification Number (GIIN) is assigned to an FFI that registers with the IRS. A GIIN is used to establish chapter 4 status for withholding and reporting purposes.

Indirect Interest Holder a natural person who holds shares in a company through another entity or through a chain of entities is an Indirect Interest Holder of such company.

Investment Entity is either an Investment Entity conducting business (e.g. trading, portfolio management, administration) on behalf of customers or a Managed Investment Entity.

Managed Investment Entity an entity will be considered to be managed where either:

- an FI is acting as a Controlling Person of the entity (e.g. Corporate Trustee);
- an FI has been appointed to carry out the daily functions on behalf of the entity (e.g. a third party administrator has been appointed); or
- an FI (e.g. Rathbones) has been engaged to manage the financial assets of the entity on a discretionary basis.

Non-Participating FI an FI that does not comply with FATCA regulations and is deemed not compliant or excepted.

Non-Reportable Jurisdiction a jurisdiction that is not a party to, or a territory covered by the CRS. No agreement will be in place to provide financial account tax information to other jurisdictions.

Non-Reporting FI an FI resident in a Participating Jurisdiction that is not obliged to report under the CRS. Examples include government institutions, UK registered pension schemes and other public bodies.

Owner-Documented FI (ODFI) a classification for FIs that are not part of a financial group and who appoint another FI (referred to as a withholding agent) to perform any FATCA reporting on their behalf. ODFIs do not need to register with the IRS but are responsible for providing all necessary documents to their withholding agent.

Passive NFE an NFE where:

- 50% or more of its gross income for the preceding calendar year comprises of passive income (e.g. rent, royalties, dividends, interest and property income); and
- 50% or more of its assets are used for the production of passive income.

Note: a Passive NFE must certify whether it has any substantial US owners and, where present, provide their details.

Reportable Jurisdiction a jurisdiction that is party to, or a territory covered by, the CRS. An agreement will be in place to provide financial account tax information to other jurisdictions.

Glossary – continued

Sponsored Direct Reporting NFE an NFE who employs another qualifying entity as its sponsor. The sponsor registers the NFE with the IRS in order to report information regarding its substantial US owners.

Sponsored Investment Entity an Investment Entity that has an agreement in place with another entity for them to act as a sponsor and therefore perform all required FATCA tasks on their behalf.

Sponsored Investment Vehicle an Investment Vehicle that has an agreement in place with another entity for them to act as a sponsor and therefore perform all required FATCA tasks on their behalf. The Investment Vehicle must have 20 or fewer individuals owning all the debt and equity interest.

TIN (including functional equivalent) means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an entity and used to identify the individual or entity for the purposes of administering the tax laws of such jurisdiction. Some jurisdictions do not issue a TIN, however these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a functional equivalent). Examples of that type of number include, for individuals, the social security number.

Trustee Documented the trustee must be a Financial Institution in its own right (i.e. a Corporate Trustee) and is responsible for reporting all information required with respect to all US reportable accounts of the trust to which it provides this service. Please note that the trust itself would not need to register with the IRS.

US Person a US citizen or resident individual, a partnership or a corporation organised in the United States or under the laws of the United States or any states thereof, a trust if (a) a court within the United States would have authority under applicable law to render orders or judgements concerning substantially all issues regarding administration of the trust, and (b) one or more US persons have the authority to control all substantial decisions of the trust, or an estate of a decedent who was a citizen or resident in the United States. This definition shall be interpreted in accordance with the US Internal Revenue Code.

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
Copyright © 2017. Rathbone Brothers Plc. All rights reserved.

Rathbones
Look forward