

Retirement Strategies – Tailored

as part of our Bespoke Portfolio Service

BM BROOKS
MACDONALD

Application Pack for a Self
Invested Personal Pension (SIPP)

Suitability Responsibility: Professional Adviser

Completing this Application Pack

Welcome to Brooks Macdonald Asset Management Limited (**Brooks Macdonald**). This is an Application Pack for our Tailored Retirement Strategy, as part of our Bespoke Portfolio Service (BPS). Brooks Macdonald requires this Application Pack to be completed by the underlying member of a SIPP (**the beneficial owner**). Brooks Macdonald will be treating the beneficial owner as its **client**.

As a client, you should only complete this if you have a Professional Adviser, who will need to conduct a full Suitability assessment. **Brooks Macdonald will not be seeking enough information in this Application Pack to conduct its own Suitability assessment.**

The beneficial owner should understand that the legal owner of assets held within the Account is likely to be the SIPP Trustee (**the provider**).

Brooks Macdonald may have agreements in place with specific providers. The beneficial owner may be required to sign agreements with providers.

The beneficial owner should complete this Application Pack where indicated on pages 9 to 14.

The provider should complete this Application Pack where indicated on pages 6 and 17.

Professional Advisers should complete this Application Pack where indicated on pages 16 and 18.

If you require additional space to answer a question, please use the space provided on page 19 of this document.

The beneficial owner and the provider

This Application Pack is important both at the commencement of our Services and on an ongoing basis.

As a client you should:

- read the Application Pack carefully
- ensure that answers to questions or requests for information are completed accurately and in full
- inform us immediately if your circumstances change. You should also discuss this with your Professional Adviser who may wish to review the Suitability of your investment portfolio

Your Professional Adviser is responsible for:

- collecting information about your financial position
- carrying out a Suitability assessment of the Tailored Retirement Strategy as part of our BPS
- advising you on Investment Objectives and Risk Profile

Brooks Macdonald is responsible for:

- creating and managing the Tailored Retirement Strategy, as part of our BPS, on a discretionary basis in accordance with your Investment Objectives and Risk Profile

If you have any questions relating to the Application Pack you should contact your Professional Adviser.

Important: This Application Pack forms part of the legal agreement governing the provisions of Brooks Macdonald's services. The provider and the beneficial owner should read Section 2 of the Brooks Macdonald Terms and Conditions for an explanation of the legally binding obligations applicable to the client.

This Application Pack is designed to collect information to ascertain:

- details of the Account holder(s)
- Investment Objectives and Risk Profile
- Professional Adviser details
- identity and verification information
- important information relating to the operation of your Account(s)

The completed Application Pack should be returned to your Brooks Macdonald regional office.

Important: The Application Pack should only be returned to Brooks Macdonald once all sections have been completed, including those sections to be completed by the Professional Adviser.

For Professional Advisers

This Application Pack forms part of our legal agreement with a Professional Adviser and enables our respective clients to understand the extent of our roles and responsibilities. Professional Advisers are required to complete this Application Pack on pages 16, 17 and 18 in order to:

- confirm appointment as a Professional Adviser
- confirm that a Suitability assessment of the client for the BPS has been undertaken
- confirm agreement to the Adviser charges applicable to the client

The Professional Adviser is responsible for:

- carrying out a Suitability assessment of the client for the Tailored Retirement Strategy as part of our BPS
- advising the client on Investment Objectives and Risk Profile
- completing the Adviser charges section on the fees and charges page

The Professional Adviser accepts responsibility for the ongoing obligations to assess that the investment service is suitable for the client.

Brooks Macdonald is responsible for managing the client portfolio in accordance with the client's investment profile.

Important: Professional Advisers should **only** complete those sections of this Application Pack marked '**To be completed by Professional Adviser**'.

Verification of identity

It is important that Brooks Macdonald has access to appropriate information about you in order to meet its obligations to identify and verify clients. Your Professional Adviser (or Investment Manager) will collect this information.

We will attempt to verify your identity using our online electronic verification system. However, in instances where this is unsuccessful, we will require certified copies of two of the following items for each individual covered in this Application Pack. These documents should be included when returning this Application Pack to Brooks Macdonald. Please ensure at least one form of ID contains a photograph and one other states your address.

- driving licence (certified copy)
- passport (certified copy)
- national identity card (certified copy)
- a recent utility bill or bank statement (within the last three months)

Original bills and statements will be returned immediately. Where originals are unavailable Brooks Macdonald will require certified copies of original documentation.

Certified copies

Where Brooks Macdonald requires certified copies of original documentation such certification must be made by a regulated professional person having sight of the original documentation. This can include a FCA registered individual, Solicitor, Barrister, Justice of the Peace, Accountant, Notary public, who is a member of a recognised professional body, or persons equivalent to such persons in other jurisdictions.

These should always bear a stamp or hand written declaration in addition to a signature that follows the requirements detailed below:

1. that the original document has been seen
2. that the document is a certified copy of the original
3. in the case of Photo ID, the photo on the document bears a good and true likeness to the individual

SIPP provider details

Account name

Full name of SIPP:

SIPP provider details

Full name:

Address:

Postcode:

Country:

SIPP plan reference:

Personal details

Title:	Forename(s):		
Surname:			
Permanent residential address:			
			Postcode:
Alternative mailing address (only complete if you would like Brooks Macdonald to correspond with you at a different address. All communications will be sent to the address given below):			
			Postcode:
Nationality:	Country of birth:		
Second nationality (if applicable):			
Citizenship:	Date of birth:		
National insurance number:			
Daytime telephone number:			
Mobile telephone number:			
Contact email address:			
I am happy to receive market related news and articles by email:			
Gender:	Male	Female	
Marital status:	Single	Married	Civil partnership
	Widowed	Divorced	Separated

Personal status

You may have accumulated and continue to accumulate wealth throughout your lifetime. In this section please confirm the following information in order to assist with the anti-money laundering verification in relation to the source of your wealth.

Employment status: Employed Self-employed Retired Not employed
 Student Partner/Director Other (please specify):

Previous occupation, if retired or not employed:

Name of employer/business/
self-employed trading name:

Job title/Occupation:

Please tick if your employer needs to receive contract notes:

If so, please confirm the contact address and email address to which contract notes should be sent:

Contact address:

Postcode:

Email address:

Estimated total annual income

Salary (or equivalent, e.g. pension): £

Other income (please specify source): £

Estimation of net worth £

(assets e.g. pension/property/investments minus liabilities e.g. mortgages/loans):

Source of wealth

Please indicate the source(s) of your entire wealth including wealth outside the investment you are making with Brooks Macdonald (tick all sources which apply as appropriate):

Salary (or equivalent) over lifetime

Family inheritance
(please specify circumstances):

Sale of business or property
(please specify circumstances):

Other (please explain the origins of
your wealth if not covered above):

Investment profile

Your investment profile consists of your Investment Objective(s), your Risk Profile and your time horizon. Our Tailored Retirement Strategy provides a portfolio designed to meet your specific investment requirements as set out in your investment proposal.

This application will be used to determine the assets we will hold to meet the shorter term income requirements (up to 7 years) as well as the risk mandate for the longer term growth element.

Your Professional Adviser will assess the Suitability of your investment requirements. This includes:

- helping you to determine your **investment profile**
- ensuring that you fully understand the **risks** of investments that we may purchase for you
- assessing whether you can afford to sustain potential **investment losses** consistent with the level of risk you have chosen

Please refer to the Client Investing Guide for more information about choosing your investment profile.

Investment Objectives: Short-Term Element

Income

As highlighted within your Investment Proposal, the Shorter-Term element will be used to meet your income needs for up to the next 7 years and hence the objective for this element is to meet these income requirements and capital growth is less important to you.

As mentioned above, within our Tailored Retirement Strategy, the Short-Term element is specifically for investments that will meet your indicated income requirements for the 7 years after you start drawing on your investment portfolio. Please indicate below the level of income you would like to draw from your portfolio and from when this should start.

Date you wish to start drawing an income:

How much income do you wish to draw each year:

Investment Objectives: Long-Term element

Growth

As highlighted within your Investment Proposal, the Short-Term element will be used to meet your shorter-term income requirements, and hence the objective for this element will be to provide capital growth.

Time horizon

The time horizon defines the period of time over which you wish to invest. Some investment types are more suitable if held for a period of years. A number of different factors may be relevant in choosing your time horizon, including your overall financial situation and your retirement date.

Given the very specific nature of Brooks Macdonald's Retirement Strategies and the research we have carried out to identify the optimum time horizons to hold certain asset classes for, the two elements have distinct time horizons.

The aim of the Short-Term element is to meet your shorter-term income requirements of **up to 7 years** and we will only make investments within this element we deem appropriate for your specific income requirements as detailed in the previous section.

The aim for the Long-Term element is to grow the remaining capital not set aside to provide income for the first seven years and hence the time horizon for this account initially will be deemed as **7 years +**.

Please note if your time horizons differ to these, then you will need to seek advice from your Professional Adviser as the this investment solution may not be appropriate for your needs.

This investment

Please provide information about the investment you plan to make on the Protected Party's behalf.

Initial investment amount: £

What percentage of their total assets does this represent? %

Please indicate any additional money you intend to invest: £

When will these funds be added?

Understanding risk

All investments involve a degree of risk. Investments which provide higher returns typically have higher risks. Taking more risks increases both the possibility that you might lose money and the amount of money that you might lose. You should never accept more risk than you are comfortable with.

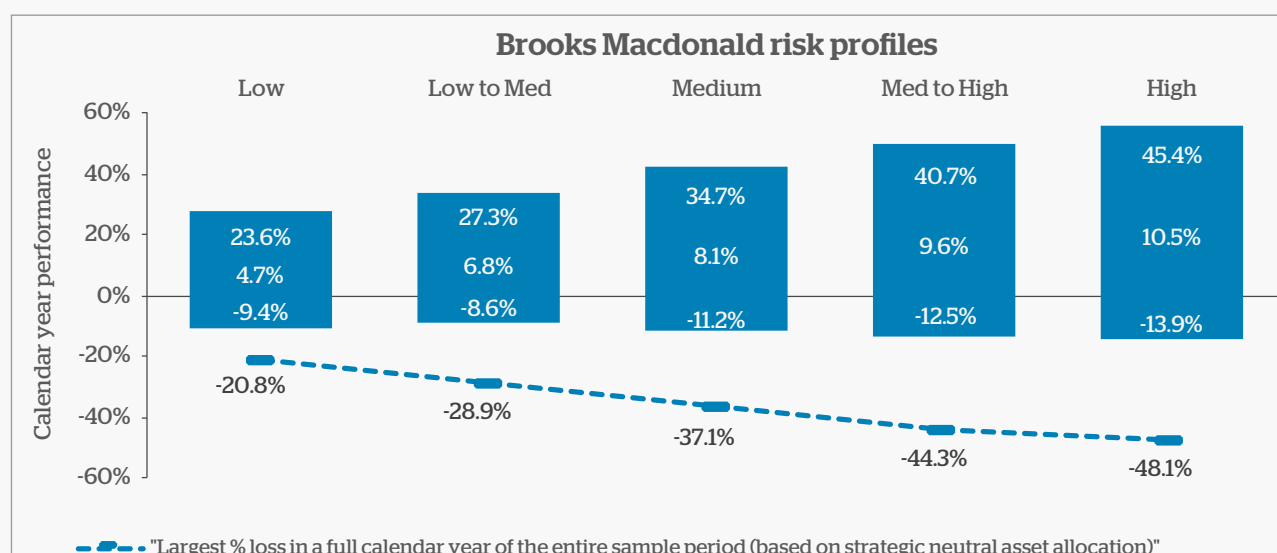
To determine the level of risk you are prepared to accept you should consider your ability to absorb investment losses. Your Brooks Macdonald Investment Manager will help you to understand how your portfolio might be affected in difficult economic conditions.

Portfolios managed by Brooks Macdonald may include investments that are not able to be sold immediately for cash (these investments are known as illiquid). Owning illiquid investments may increase the risk in your portfolio. The higher the Risk Profile of any given portfolio, the greater the likelihood that it will contain some illiquid investments.

The chart below is designed to help you choose your Risk Profile for the Long-Term Account. The chart records the range of investment outcomes over a calendar year of the five Risk Profiles we offer.

We have used the Barclays Equity Gilt Study (an authoritative survey of annual investment returns going back to 1900) to estimate how each Risk Profile would have performed over each calendar year if the asset allocation was unchanged throughout the period 1900 to 2020. We excluded the most extreme annual investment gains and losses to avoid distorting the results. Please refer to the Client Investing Guide for more information as to how we calculated the results.

Calendar year returns from 1900 to 2020



The indicative returns shown above are all based on a portfolio designed to produce income and growth, aside from the Low Risk portfolio, which is an income-focused portfolio. The performance of a portfolio with different investment objectives will not be the same. Calculated returns are gross of fees.

The chart also records the average annual investment return for each risk profile using the full sample (with the most extreme results included). For a medium-risk portfolio, this would have been 8.1% per annum.

The chart provides only an estimate. Some types of investments are relatively new and did not exist throughout the period; as such, we have had to estimate their performance using investments that did exist that we consider similar.

The sole purpose of the chart is to help you to determine your risk profile. It is important to realise that the returns shown are not a record of our actual investment performance, while the figures do not provide a guarantee of future investment performance. Your investments might perform better than or worse than the figures shown.

Risk Profile: Long-Term Element

Please indicate the level of risk you have chosen to accept by ticking one appropriate box below.

Please refer to the 'Investment Profile' section of the Client Investing Guide for more information about the different types of investments that a Brooks Macdonald portfolio might own.

Please note, if you are a no risk investor, i.e. someone who is not prepared to risk losing any money, then you need to seek advice from a Professional Adviser who is authorised to give financial advice as none of the products and services offered by Brooks Macdonald will be suitable for your needs.

1. Low/Medium Risk

minimum 5-year time horizon

- you are a conservative investor seeking to maintain your capital
- you are prepared to accept a lower investment return than equity markets over the longer term in exchange for trying to minimise potential losses
- you accept that the portfolio will be subject to fluctuations in value to achieve above inflation investment returns over the longer term
- equity exposure is likely to range between 30-55%

2. Medium Risk

minimum 5-year time horizon

- you aim to achieve a greater investment return from the portfolio
- you are prepared to own a significant proportion of higher risk investments in order to try to produce a higher investment return
- you are prepared to accept that the value of the portfolio may fluctuate significantly in order to achieve potentially greater investment returns over the longer term
- equity exposure is likely to range between 55-75%

3. Medium/High Risk

minimum 5-year time horizon

- you aim to achieve large investment gains
- you are prepared to own a very significant proportion of higher risk investments in order to try and achieve large investment gains. Most of your portfolio will be invested in risky investments
- you are willing (and can afford) to sustain significant investment losses over a prolonged period of time in order to achieve better long term investment returns
- equity exposure is likely to range between 75-95%

Risk Profile: Short-Term Element

As the purpose of this element is to provide shorter-term income needs then the risk profile of this account is typically lower than that set for your Long-Term element. As such, the overall risk of the assets that we purchase on your behalf within this element will be deemed no higher than “Low to Medium”. Therefore, within this element, whilst you accept that the portfolio will be subject to fluctuations in value, you are prepared to accept a lower investment return than equity markets, in preference for seeking to maintain your capital.

Investment profile confirmation

Investment requirements and preferences

Due to the characteristics of the Tailored Retirement Strategy we are not able to meet any requestes within this account to avoid or include any specific asset classes or investments that are not already part of the solution. If this requirement is important to you then please speak to your adviser as this service may not be appropriate for your needs.

Operation of the account

Third party authority

In this section you can authorise another party to view your account(s) online and request information and valuation statements regarding the current value and performance of your account(s). Please note, the Professional Adviser and SIPP provider will automatically be granted view access to your online account(s).

The Professional Adviser will also be able to receive information upon request regarding the current value and performance of your account(s) including valuation statements and tax packs.

Authority to another person

Name of other person with authority:

Relationship of other person with authority

(e.g. spouse, family member, solicitor, other):

Address:

Postcode:

Date of birth:

Telephone number:

Email address:

View access

We will require certified copies of two of the items below in order to verify the identity of the authorised person.

These documents should be included when returning this Application Pack to Brooks Macdonald. Please ensure at least one form of ID contains a photograph and a signature and one other states the third party address.

- driving licence (certified copy)
- passport (certified copy)
- national identity card (certified copy)
- a recent utility bill or bank statement (within the last three months)

Original bills and statements will be returned immediately. Where originals are unavailable Brooks Macdonald will require certified copies of original documentation. Please see page 4.

Valuation statements

Clients receive quarterly valuations for each account. If you require an additional copy of the valuation statements please tick the box below and give the address to which they should be sent.

Copy of the valuation statements

Please note, if details of the person named below change, it is your responsibility to let Brooks Macdonald know so we can amend the details we have on file.

Please detail the address to which the above should be sent:

Title:

Forename(s):

Surname:

Company name (if applicable):

Address:

Postcode:

Email address:

Circumstances on death

In the event of your death Brooks Macdonald will continue to manage your investments in line with your chosen investment profile until we receive further instructions from the SIPP provider.

Fees and charges

Brooks Macdonald fees and charges

I/We confirm (**by ticking this box**) that I/we are in receipt of the Brooks Macdonald Fee Schedule, and my/our Investment Proposal, setting out the applicable initial and annual management charges.

Adviser charges

The Professional Adviser should complete the Adviser charges with the client.

Please only complete this section if the charge will be paid by Brooks Macdonald. Do not complete this section if the charge will be paid directly to you by the SIPP Provider.

Initial charge: £ / % of all new funds invested into the Protected Party's portfolio.

Is VAT applicable to the initial charge? Yes No

Ongoing charge: £ / % of the total assets under management on a continuing basis.

Is VAT applicable to the ongoing charge? Yes No

It is the responsibility of the Adviser to determine whether or not VAT should be applied to any Adviser charge.

Brooks Macdonald will not accept any liability arising out of any decision to charge or not to charge VAT on any Adviser charge.

Adviser details

Adviser name:

Adviser firm name:

Address:

Postcode:

Email address:

Declarations and authority

It is important that you understand the BPS, and the Terms and Conditions applicable to the BPS.

Therefore, please read these declarations and consents carefully. They are important and if inaccurate may affect Brooks Macdonald's ability to provide the Service requested or any Service at all.

I/We have received:

- Brooks Macdonald Terms and Conditions
- Client Investing Guide

I/We acknowledge that:

1. Brooks Macdonald is required to provide the BPS only on and subject to the Terms
2. Brooks Macdonald relies on the information provided in this Application Pack being full and accurate and failure to provide full and accurate information may adversely affect the ability of Brooks Macdonald to perform its Services and may mean that it could cease to provide Services (in whole or part)
3. when Brooks Macdonald is providing the BPS it is not acting as a Tax Adviser, Financial Planner or Pensions Adviser
4. where specific consents in relation to Instructions by Email or Electronic Communication have been given there are risks associated with such means of communication (see Section 14.2 of the Terms)
5. there is a right to cancel or withdraw from the Terms in accordance with Section 14.8
6. all charges will be paid in accordance with the amounts detailed on page 16 and in your Investment Proposal
7. my/our Personal Data may be retained and/or processed in accordance with Section 14.11 of the Terms

I/We consent to the following:

1. the Order Execution Policy has been provided as part of the Client Agreement and, in particular, to the explicit disclosure that orders may, in certain circumstances, not be executed through a regulated market, exchange or multilateral trading facility

Please check that all required boxes are completed before signing below.

Beneficial owner to sign

Signature:

Date:

Full name:

SIPP provider to sign

First Trustee

Signature:

Date:

Full name:

Second Trustee

Signature:

Date:

Full name:

Declarations and authority

The Professional Adviser is required, as part of the legal agreement between Brooks Macdonald and the Professional Adviser to confirm the following:

- I have carried out anti-money laundering identification and verification to the standards required by the Money Laundering Regulations 2017
- I have been appointed by the client as their Professional Adviser
- I have carried out an assessment of the Suitability of the BPS for the client in accordance with applicable requirements
- I have discussed the BPS with the Deputy and advised them based on the Protected Party's Investment Objectives and Risk Profile
- I have full and continuing authority from the client in respect of any instructions given by me in the context of my agreement with the client

Signature:

Date:

Full name:

FCA reference number:

Additional notes

Clients:

Office use only:

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