

# Retirement Strategies – Tailored

*as part of our Bespoke Portfolio Service*

**BM** BROOKS  
MACDONALD

## Application Pack for Individuals

Suitability Responsibility: Professional Adviser

# For clients

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). 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 pack to conduct its own Suitability assessment.** 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 for 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 your legal agreement with Brooks Macdonald. You should refer to Section 2 of the Brooks Macdonald Terms and Conditions for an explanation of the legally binding obligations applicable to you.

## **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:** This 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.

If you require additional space to answer a question, please use the space provided on page 33 of this document.

# For Professional Advisers

This Application Pack forms part of our legal agreement with a Professional Adviser and enables our respective client to understand the extent of our respective roles and responsibilities. Professional Advisers are required to complete this Application Pack on pages 30 and 32 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 '**Professional Adviser to complete**'.

This Application Pack may be used to open one or more accounts for individual(s) and joint account(s) as long as the investment strategy is the same.

# 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

# Accounts to be opened

This Application Pack may be used to open for up to two individual accounts and one joint account, where required, **as long as the Risk Profile for each Account is the same.**

Please speak to your Professional Adviser if you have any questions about this.

Please identify below the name of each Account that you would like us to open and please tick each Account for which you also require a Short-Term Account.

## First individual applicant

Title: Forename(s):

Surname:

If an ISA Account is required, please tick

## Second individual applicant

Title: Forename(s):

Surname:

If an ISA Account is required, please tick

## First joint account applicant

Title: Forename(s):

Surname:

## Second joint account applicant

Title: Forename(s):

Surname:

# Accounts to be opened

## Transfer of funds

Electronic transfer of funds by CHAPS or Faster Payments are welcome. Alternatively, cheques are accepted and can be made payable to 'BMAM Ltd re: Client name'.

**However, please do not send any funds to us until we have confirmed to you that your accounts are open and provided you with your account number. Your account number will need to be quoted on all electronic transfers to us. Funds or cheques sent to us before we have confirmed your account is open will need to be returned to you.**

# First applicant

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:		
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		

# First applicant

## Bank account details

Please provide details of your bank account to assist us with the identification of payments received and for making payments to you. **Please note bank account details are required even if no income is being withdrawn from the portfolio.**

Account name:	Account number:	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Bank name:	Sort code:	<div></div>	-	<div></div>	-	<div></div>		

## This current tax year

Other than with Brooks Macdonald, have you utilised your Capital Gains Tax (CGT)/Individual Savings Account (ISA) allowance in the current tax year? If yes, please specify the amount used:

CGT:	Yes	No	£
ISA:	Yes	No	£

Have you any capital losses to carry forward? If yes, please provide details in the box below and confirm that these are available to offset against any gains achieved within your portfolio/s with Brooks Macdonald:

## 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:



# First applicant

## 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 describe the origin of your assets

Employment Income % Please specify:

Sale of business, property or assets % Please specify:

Inheritance and gifts % Please specify:

Other (please specify) % Please specify:

Country in which the material value of wealth has been derived:

## Source of Funds

The 'source of funds' questions seek to identify how the account is going to be funded, from where, and should include the activity that that generated the specific funds for investment.

Bank Transfer

Cheque

In-Specie Transfer

Other

Name of Institution(s) which currently hold the funds:

Country from where the fund transfer(s) originated:

Where "Other" is selected please confirm the method of transfer below:

If a Third-Party payment is anticipated please confirm the third party name, relationship to account holder and the activity that generated the funds below (Note: further due diligence may be required on the third party):

### Source of Funds (type)

Please select the sources from which the funds for this investment derive and indicate the value where relevant (select all that apply).

Employment Income	£
Accrued Savings / Pension Drawdown	£
Rental Income from Property	£
Sale of Stocks, Shares or other Investments	£
Sale of Residential / Investment Property	£
Sale of Business Assets	£
Legal Settlement (Including Personal Injury/Divorce)	£
Gambling / Lottery Wins / Virtual Currency	£
Gifts or Inheritance (e.g. from Family Members)	£
Other (please specify below)	£

# First Applicant ISA

## (Only complete this section if applicable)

### Subscribing to your Flexible ISA

I apply to subscribe for a Brooks Macdonald Asset Management Flexible Stocks & Shares ISA for the /  
tax year and each subsequent tax year until further notice.

Please subscribe the following into my Brooks Macdonald Asset Management Flexible Stocks & Shares ISA for the current tax year:

Maximum allowable ISA subscription for the current tax year (please tick here) OR £

Please subscribe the following into my Brooks Macdonald Asset Management Flexible ISA for subsequent tax years until instructed otherwise in writing:

Maximum allowable ISA subscription (please tick here) OR £

If you have completed the above section, you can subscribe in every subsequent tax year without the need to complete another ISA application form. If you do not wish to subscribe in a particular tax year, you should notify us of this in writing, and we will require you to complete a new ISA application form for the next tax year in which you choose to subscribe again.

### Discretionary management: Investment Objective and Risk Profile

Please note that this Flexible Stocks & Shares ISA will be managed in line with the Investment Objective and Risk Profile of your main Tailored Retirement Strategy.

# Flexible Stocks & Shares ISA application form

## Declaration and authority

### I declare that:

1. all subscriptions made, and to be made, are from my own funds
2. I am 18 years of age or over
3. I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year
4. I have not subscribed, and will not subscribe, to another stocks & shares ISA in the same tax year that I subscribe to this Flexible stocks & shares ISA
5. I am resident in the United Kingdom for tax purposes or, if not resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas) are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Brooks Macdonald Asset Management Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties
6. The information given by me on this form is true and correct to the best of my knowledge and belief, and I shall inform Brooks Macdonald Asset Management Limited immediately if my circumstances affecting this investment change
7. I will be the beneficial owner of shares held in my account

### I authorise Brooks Macdonald Asset Management Limited:

1. to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
2. to make on my behalf any claims to relief from tax in respect of ISA investments
3. to make withdrawals from the plan, comprising ISA investments, interest, dividends, rights or other proceeds or any cash, and transfer them to me

I hereby agree to the above declaration and authority.

Your attention is drawn to the Brooks Macdonald Asset Management Limited Client Agreement and Guide to Flexible ISAs upon which we intend to rely. For your own benefit and protection you should read the terms of the Client Agreement carefully before signing the declaration below. If you do not understand any point please ask for further information.

Signature:

Date:

Full name:

## First applicant self-certification of tax residency

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you), we may be obliged to share information about your account with HMRC, who may pass this on to tax authorities in other jurisdictions. If you have any questions about your tax residency, please contact your tax adviser. Should any of the information provided change in the future, please ensure you advise us of the changes promptly.

## Tax residency

Please indicate in the table below all countries in which you are resident for the purposes of that country's income tax and the associated Tax Identification Number (such as a National Insurance Number or a Social Security Number) that has been issued to you. If you are a US citizen, Green Card holder, or US resident you must also complete and return an IRS (Internal Revenue Service) W-9 form and include any additional tax residencies in the table below.

Full name:

Country/Countries of tax residency

Tax Identification Number/Social Security  
Number/National Insurance Number

If you are not resident in any country for tax purposes, please tick here:

<sup>1</sup> The term ‘Tax regulations’ refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD<sup>3</sup> Common Reporting Standard for the Automatic Exchange of Financial Account Information.

<sup>2</sup> The term 'FATCA' refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

<sup>3</sup> The term 'OECD' refers to the Organisation for Economic Co-operation and Development.

# Second applicant

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:		
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		

# Second applicant

## Bank account details

Please provide details of your bank account to assist us with the identification of payments received and for making payments to you. **Please note bank account details are required even if no income is being withdrawn from the portfolio.**

Account name:

Account number:

Bank name:

Sort code:

-

-

## This current tax year

Other than with Brooks Macdonald, have you utilised your Capital Gains Tax (CGT)/Individual Savings Account (ISA) allowance in the current tax year? If yes, please specify the amount used:

CGT:

Yes

No

£

ISA:

Yes

No

£

Have you any capital losses to carry forward? If yes, please provide details in the box below and confirm that these are available to offset against any gains achieved within your portfolio/s with Brooks Macdonald:

## 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:

# Second applicant

## 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 describe the origin of your assets

Employment Income % Please specify:

Sale of business, property or assets % Please specify:

Inheritance and gifts % Please specify:

Other (please specify) % Please specify:

Country in which the material value of wealth has been derived:

## Source of Funds

The 'source of funds' questions seek to identify how the account is going to be funded, from where, and should include the activity that that generated the specific funds for investment.

Bank Transfer

Cheque

In-Specie Transfer

Other

Name of Institution(s) which currently hold the funds:

Country from where the fund transfer(s) originated:

Where "Other" is selected please confirm the method of transfer below:

If a Third-Party payment is anticipated please confirm the third party name, relationship to account holder and the activity that generated the funds below (Note: further due diligence may be required on the third party):



### Source of Funds (type)

Please select the sources from which the funds for this investment derive and indicate the value where relevant (select all that apply).

Employment Income	£
Accrued Savings / Pension Drawdown	£
Rental Income from Property	£
Sale of Stocks, Shares or other Investments	£
Sale of Residential / Investment Property	£
Sale of Business Assets	£
Legal Settlement (Including Personal Injury/Divorce)	£
Gambling / Lottery Wins / Virtual Currency	£
Gifts or Inheritance (e.g. from Family Members)	£
Other (please specify below)	£

# Second Applicant ISA

## (Only complete this section if applicable)

### Subscribing to your Flexible ISA

I apply to subscribe for a Brooks Macdonald Asset Management Flexible Stocks & Shares ISA for the /  
tax year and each subsequent tax year until further notice.

Please subscribe the following into my Brooks Macdonald Asset Management Flexible Stocks & Shares ISA for the current tax year:

Maximum allowable ISA subscription for the current tax year (please tick here) OR £

Please subscribe the following into my Brooks Macdonald Asset Management Flexible ISA for subsequent tax years until instructed otherwise in writing:

Maximum allowable ISA subscription (please tick here) OR £

If you have completed the above section, you can subscribe in every subsequent tax year without the need to complete another ISA application form. If you do not wish to subscribe in a particular tax year, you should notify us of this in writing, and we will require you to complete a new ISA application form for the next tax year in which you choose to subscribe again.

### Discretionary management: Investment Objective and Risk Profile

Please note that this Flexible Stocks & Shares ISA will be managed in line with the Investment Objective and Risk Profile of your main Tailored Retirement Strategy.

# Flexible Stocks & Shares ISA application form

## Declaration and authority

### I declare that:

1. all subscriptions made, and to be made, are from my own funds
2. I am 18 years of age or over
3. I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year
4. I have not subscribed, and will not subscribe, to another stocks & shares ISA in the same tax year that I subscribe to this Flexible stocks & shares ISA
5. I am resident in the United Kingdom for tax purposes or, if not resident, either perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas) are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Brooks Macdonald Asset Management Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties
6. The information given by me on this form is true and correct to the best of my knowledge and belief, and I shall inform Brooks Macdonald Asset Management Limited immediately if my circumstances affecting this investment change
7. I will be the beneficial owner of shares held in my account

### I authorise Brooks Macdonald Asset Management Limited:

1. to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
2. to make on my behalf any claims to relief from tax in respect of ISA investments
3. to make withdrawals from the plan, comprising ISA investments, interest, dividends, rights or other proceeds or any cash, and transfer them to me

I hereby agree to the above declaration and authority.

Your attention is drawn to the Brooks Macdonald Asset Management Limited Client Agreement and Guide to Flexible ISAs upon which we intend to rely. For your own benefit and protection you should read the terms of the Client Agreement carefully before signing the declaration below. If you do not understand any point please ask for further information.

Signature:

Date:

Full name:

## Second applicant self-certification of tax residency

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you), we may be obliged to share information about your account with HMRC, who may pass this on to tax authorities in other jurisdictions. If you have any questions about your tax residency, please contact your tax adviser. Should any of the information provided change in the future, please ensure you advise us of the changes promptly.

## Tax residency

Please indicate in the table below all countries in which you are resident for the purposes of that country's income tax and the associated Tax Identification Number (such as a National Insurance Number or a Social Security Number) that has been issued to you. If you are a US citizen, Green Card holder, or US resident you must also complete and return an IRS (Internal Revenue Service) W-9 form and include any additional tax residencies in the table below.

Full name:

Country/Countries of tax residency

Tax Identification Number/Social Security  
Number/National Insurance Number

If you are not resident in any country for tax purposes, please tick here:

<sup>1</sup> The term ‘Tax regulations’ refers to regulations created to enable automatic exchange of information and include FATCA<sup>2</sup>, various Agreements to improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD<sup>3</sup> Common Reporting Standard for the Automatic Exchange of Financial Account Information.

<sup>2</sup> The term 'FATCA' refers to The Foreign Account Tax Compliance provisions contained in the US Hire Act 2010.

<sup>3</sup> The term 'OECD' refers to the Organisation for Economic Co-operation and Development.

# 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 the next 7 years and hence the objective for this account 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 levels of income you would like to draw from your portfolio.

How much Income do you wish to draw each year?

When do you wish income to start?

## Investment Objectives: Long-Term Account

### 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 account 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 Tailored Retirement Strategy 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 Tailored Retirement Strategy may not be appropriate for your needs.

## This investment

**Please indicate how much you plan to invest in your portfolio. If your wealth is shared please record this in the 'Joint declaration' section below.**

	First applicant	Second applicant	Joint declaration
Initial investment amount:	£	£	£
What percentage of your 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.

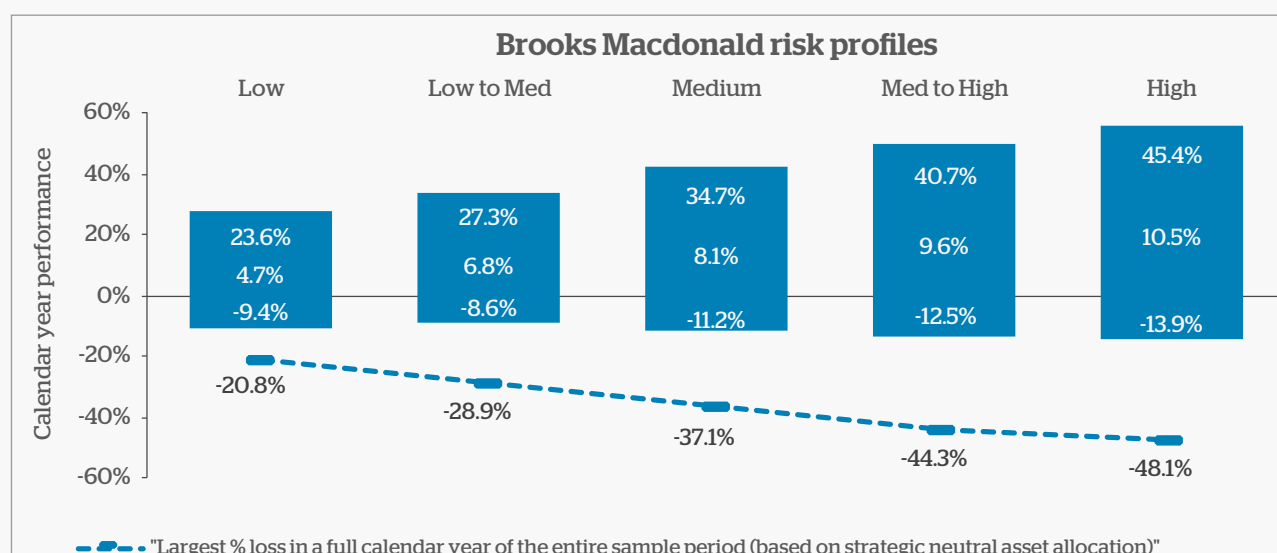
To determine the level of risk you are prepared to accept you should consider your ability to absorb investment losses. Your Brooks Macdonald Investment Manager will help you to understand how your portfolio might be affected in difficult economic conditions.

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 element is typically be 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 account 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 Decumulation Solution we are not able to meet any requests 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.

# Instructions relating to income

In this section you are requested to give instructions relating to payment of income from your Tailored Retirement Strategy Portfolio.

## Select accounts from which income should be paid

Select which BPS accounts you wish to receive income from. **If no account is selected, the income will be held on deposit or reinvested.** Please refer to the accounts selected in Section 1 of this form.

First individiaul account applicant	Second individiaul account applicant	Joint account applicants
GIA - Long Term	GIA - Long Term	GIA - Long Term
GIA - Short Term	GIA - Short Term	GIA - Short Term
ISA - Long Term	ISA - Long Term	
ISA – Short Term	ISA – Short Term	

## Accumulated income

Any accumulated income will be automatically credited to your investment account and may subsequently be re-invested unless you instruct us otherwise below.

For each account you open, we can either pay you all the accumulated income at regular intervals, or we can pay you a regular fixed sum. Please specify your instructions below:

### First individual applicant

£

monthly      quarterly      semi-annually      annually

On which date of the month would you like this paid?      5th      20th

Date effective from:

### Second individual applicant

£

monthly      quarterly      semi-annually      annually

On which date of the month would you like this paid?      5th      20th

Date effective from:

### Joint account applicants

£

monthly      quarterly      semi-annually      annually

On which date of the month would you like this paid?      5th      20th

Date effective from:

The amount of income accumulated in your BPS Portfolio might not always be sufficient to cover the amount of your regular fixed payment. In these circumstances some or all of your regular fixed payment will be paid out of your invested capital. This will erode your total investment which may reduce future capital growth or income receipts.

We will pay money to the bank account details for each respective applicant. For a joint applicant please provide the joint bank details below. If you wish us to pay funds from individual client portfolios into a joint bank account, please tick to indicate which client(s) this applies to.

First individual applicant

Second individual applicant

Joint bank details

Bank name:	Sort code:		-		-				
Account name:	Account number:								

# Operation of the account

Third party authority

In this section you can authorise your Professional Adviser or another party to act on your behalf and choose what the other party is permitted to do. This involves the ability to have:

View access

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 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.

Payment authority

Request payments to be made to your nominated bank account(s) on your behalf and amend regular payment amounts. Where a third person has payment authority, it is necessary to perform an identification check.

# Operation of the account

## Authority to your Professional Adviser

Name of Professional Adviser firm:

Name of Professional Adviser:

Email address of Professional Adviser:

First individual applicant:	Payment authority
Second individual applicant:	Payment authority
Joint account applicant:	Payment authority

## 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:

First individual applicant:	View access	Payment authority
Second individual applicant:	View access	Payment authority
Joint account applicant:	View access	Payment authority

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.

## Reporting documentation

Clients receive quarterly valuations and annual tax packs. If you require an additional copy of valuation statements and/or the annual tax pack please tick the relevant box below and give the address to which they should be sent.

First applicant:	Copy of the valuation statements	Copy of the annual tax pack
------------------	----------------------------------	-----------------------------

Second applicant:	Copy of the valuation statements	Copy of the annual tax pack
-------------------	----------------------------------	-----------------------------

Joint applicants:	Copy of the valuation statements	Copy of the annual tax pack
-------------------	----------------------------------	-----------------------------

**Please note, if details of the persons 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:

First applicant:

Company name *(if applicable)*:

Address:

Postcode:

Email address:

Second applicant:

Company name *(if applicable)*:

Address:

Postcode:

Email address:

Joint applicants:

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 executors of your estate.

# 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.

**Initial charge:** £ / % of all new funds invested into your 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 30 and in your Investment Proposal
7. I agree to notify Brooks Macdonald immediately in the event that my/our tax residency changes.
8. 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.**

## First applicant

Signature:

Date:

Full name:

## Second applicant

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 Tailored Retirement Strategy for the client in accordance with applicable requirements
- I have discussed the Tailored Retirement Strategy with the client and advised them based on their 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:

Brooks Macdonald is a trading name of Brooks Macdonald Group plc used by various companies in the Brooks Macdonald group of companies. Brooks Macdonald Asset Management Limited is authorised and regulated by the Financial Conduct Authority. Registered in England 03417519. Company Registered Office: 21 Lombard Street London EC3V 9AH. Retirement Strategies - Tailored - Application Pack for Individuals [2203-1] (06.25)