

# Bespoke Portfolio Service

Application Pack for a Self Invested  
Personal Pension (SIPP)

Suitability Responsibility: Professional Adviser



BROOKS MACDONALD

## Completing this Application Pack

Welcome to Brooks Macdonald Asset Management Limited (**Brooks Macdonald**). This is an Application Pack for the Brooks Macdonald 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 5 and 7 to 17.

**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 for the BPS
- advising you on Investment Objectives and Risk Profile

**Brooks Macdonald is responsible for:**

- creating and managing the BPS Portfolio 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 and 18 in order to:

- confirm appointment as 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 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**'.

## 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

## Combined Accounts

If you have two or more BPS accounts you might want us to manage them as a single portfolio. For example, you may have a BPS individual account in your own name and a Self Invested Personal Pension (SIPP).

We can manage these as Combined Accounts.

**Managing several accounts as a single Combined Account may be advantageous as:**

- we can create a Combined Account portfolio designed to achieve a single investment profile
- the assets will be retained in the account into which they were deposited
- the type of assets each portfolio might own can reflect the tax treatment applicable to different types of account as long as, when viewed together, all the investments in the Combined Account reflect the single investment profile

We will ask each client to confirm the investment profile applicable to the Combined Account and we will invest the assets in the Combined Account so that they are consistent with that investment profile. However, the assets in each individual client's account will not be invested to meet any particular investment profile. Consequently, the investment performance of each client account may be very different from the performance of the other client accounts.

**The following types of account are eligible to be managed as part of a Combined Account:**

- individual account(s) for either spouse or civil partner
- joint accounts held by married couples or civil partners
- SIPPs and Offshore Bonds

**Please refer to the Client Investing Guide for more information about Combined Accounts**

If you wish to open a Combined Account, please tick:

As well as the appropriate Application Pack for the other accounts, we will also require a Combined Accounts Confirmation form to be completed. Your Brooks Macdonald Investment Manager or your Professional Adviser will be able to discuss this with you further.

Each account that participates in a Combined Account may contain more higher risk or lower risk investments than it would if it was managed separately. Investment gains and losses will not be distributed evenly across each participating account.

Similarly, because it forms part of a Combined Account, your individual portfolio could contain more illiquid investments than it would if it was managed separately and it may contain more illiquid investments than other portfolios forming part of the Combined Account.

## 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, eg pension):                      £

Other income (please specify source):                      £

Estimation of net worth

*(assets eg pension/property/ investments  
minus liabilities eg 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.

**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

Our BPS provides a portfolio designed to meet your specific investment requirements. We will provide you with a detailed investment proposal that will set out the type of investment portfolio we will construct so that it is consistent with your investment requirements.

Where you wish to split your accounts across differing investment profiles, we will provide you with a BPS Additional Account form to confirm the different investment profile.

Where you have indicated that you wish us to manage your assets as part of a Combined Account it is important to understand that the investment profile you choose in this Application Pack will be applied to the Combined Account which will be managed as a whole. Your individual portfolio, when viewed in isolation, may not meet the Combined Account's Investment Objective, Risk Profile or time horizon.

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

### Investment Objectives

Please tick **one** box below to indicate the outcome that you wish your portfolio to achieve:

**Income**

You want an investment portfolio designed to produce a regular income. Growing the value of your portfolio is less important to you than achieving a steady income.

**Growth**

You want to grow the value of your investment portfolio over time. Producing a level of income is less important than increasing the value of your investment portfolio.

**Income & Growth**

You want your portfolio to produce a level of income and to increase in value over time.

Do you envisage drawing a tax free lump sum, buying an annuity or drawing an income from the pension in the short term?

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.

## Time horizon

The time horizon defines the period of time over which you wish us to invest.

Some investment types are more suitable if held for a period of years: a typical Brooks Macdonald portfolio is intended for clients who plan to invest for at least five years. It is therefore important for us to understand how long you intend to keep your investment portfolio.

Please note, for new accounts, if you have a time horizon of less than 3 years, then you will need to seek advice from a Professional Adviser who is authorised to give advice as none of the products and services offered by Brooks Macdonald will be suitable for your needs.

A number of different factors may be relevant in choosing your time horizon, including your overall financial situation and your retirement date. You should consider how likely it is that you will want to sell some of your portfolio in order to cover a particular financial commitment in the future.

Please indicate your time horizon below by ticking **one** box:

3-5 years

5-10 years

More than 10 years

## This investment

Please give further details about the money you wish to invest.

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

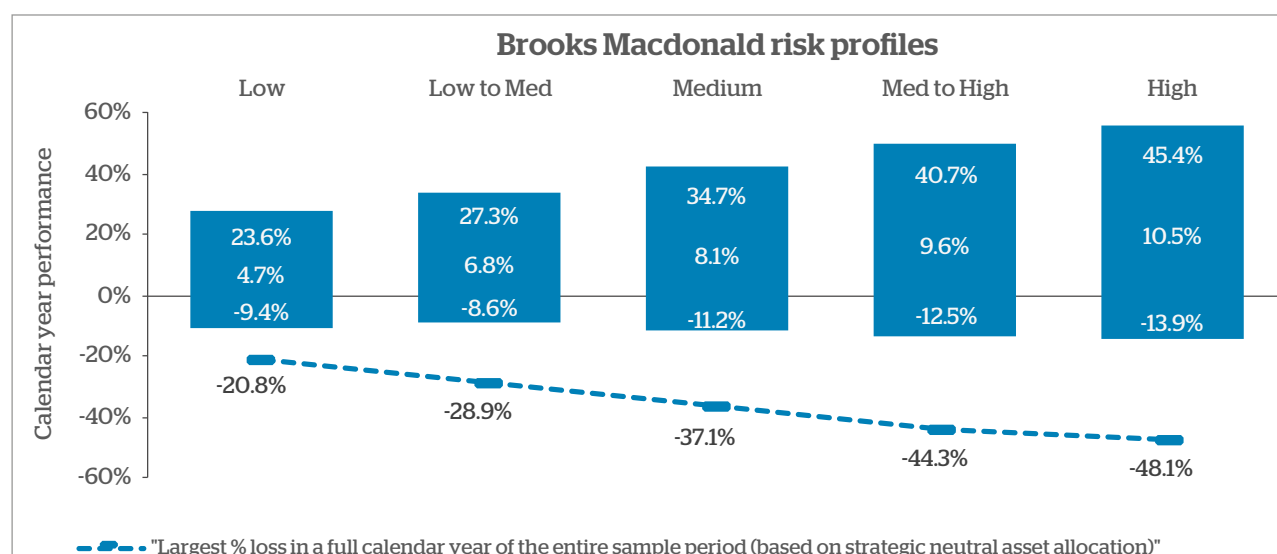
All investments involve a degree of risk. Investments which provide higher returns typically have higher risks. Taking more risks increases both the possibility that you might lose money and the amount of money that you might lose. You should never accept more risk than you are comfortable with.

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. 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

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 Risk

**minimum 3-year time horizon**

- you are a cautious investor seeking to protect your wealth
- you are more interested in avoiding losing money than in maximising potential investment gains
- you are prepared to tolerate small fluctuations in the value of the portfolio in order to achieve greater investment returns than a bank or building society deposit
- equity exposure is likely to range between 0-30%

### 2. 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%

### 3. 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%

### 4. 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%

### 5. High Risk

**minimum 5-year time horizon**

- you aim to maximise your investment returns over the long term
- you are prepared to be fully invested in equities or other higher risk investments to achieve the highest possible investment returns
- you are willing to sustain and can afford substantial investment losses over a prolonged period of time

## Investment profile confirmation

**We will now ask that you re-confirm the investment profile selections that you have made on the previous pages.**

The table below records the different possible investment profile outcomes, for Risk Profile, Investment Objectives and Time Horizon. Please tick **one** box in each column, checking that you have made the same selection for each element as before.

Please speak to your Professional Adviser if your investment profile is not available.

Risk Profile	Investment Objectives	Time Horizon
Low	Income	3 - 5 years
Low/Medium	Growth	5 - 10 years
Medium	Income & Growth	10 years +
Medium/High		
High		

### Investment requirements

For our core investment service we utilise a guidance portfolio appropriate to your Risk Profile, of which the asset class composition is determined by our Asset Allocation Committee. Our Investment Managers use the guidance portfolios as a reference point for construction of your investment portfolio. In some instances, your portfolio investment requirements may fall outside the boundaries of our guidance portfolios, however Brooks Macdonald can construct and manage a fully bespoke portfolio especially designed to meet your requirements.

Please record below any specific investment requirements, such as asset classes you wish us to include or to avoid. We will not be able to accept any instructions that are unclear, imprecise, not compatible with your investment profile or that may impair our ability to manage your portfolio according to your investment profile.

In addition, your Professional Adviser will review these requirements to ensure your portfolio is suitable for you.

**Your specific investment requirements:**

### Investment preferences (that do not relate to ethical investments)

Please describe any investments that you wish to avoid. This may be either because you are associated with the company or have a large position in a stock elsewhere. We will make our best efforts to avoid such investments, however we cannot guarantee that we will avoid any particular investment if we purchase collective investments for you.

Please complete our separate Responsible Investment Service Application Addendum if you are wanting to avoid certain sectors or businesses for ethical reasons.

**Your specific investment preferences:**

## 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. 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.**

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.

Please do refer to this, before ticking the below.

The annual management charge is an ongoing percentage of the total assets under management plus VAT. Please indicate below the annual management charge option that you have agreed for this service. Please choose only **one** box.

**Option 1: Annual Management Charge plus dealing**

**Option 2: Increased Annual Management Charge with no additional dealing 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 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 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 which 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 other than 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 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:

(TC874.6-R)

## Additional notes

Clients:

Office use only:



# Fee Schedule



BROOKS MACDONALD

## Fee Schedule

This document is referred to in Clause 14.9 of the Terms as the 'Fee Schedule'.

Our fees include charges for managing your investments, dealing charges and other administrative and regulatory charges. We offer different charging arrangements depending on your preference and the nature of your account. Our standard charges, and the charging options, are set out below.

The specific initial and annual management charges we have agreed with you are set out in your Investment Proposal and Welcome letter.

### Brooks Macdonald fees

#### Initial charge:

The maximum that you can be charged is:

- 3% + VAT on all new funds invested into your portfolio

#### Management charges:

You can choose whether to select an annual management charge plus dealing arrangement (Option 1), or a higher annual management charge with no additional costs for dealing (Option 2).

#### Option 1: Charges applicable

##### Annual management charge

- Maximum charge: 1.5% + VAT

##### Execution only charge

- If you decide to have an execution only element to your portfolio the ongoing charge for this service will be a maximum 0.4% + VAT plus dealing

##### ISA charges

- 0.50% + VAT on the first £30,000
- 0.10% + VAT thereafter

ISA charges are calculated on a six monthly basis and taken against the value of your ISA portfolio at as at the end of June and December.

##### Dealing charges - purchases and sales

###### UK

- 1% on the first £10,000 (minimum £15 per trade)
- 0.15% from £10,001 to £250,000
- 0.11% thereafter

###### Overseas

- 1% on the first £10,000 (minimum £65 per trade)
- 0.15% thereafter

Our annual management charge is calculated quarterly and taken against the value of your portfolio at the end of March, June, September and December.

#### Suitability (see Clause 4.4 e)

An additional charge will apply if Brooks Macdonald is to carry out the Suitability Functions described in clause 4.4(e) of the Terms.

#### Option 2: Charges applicable

##### Annual management charge

- Maximum charge: 2% + VAT

##### Execution only charge

- Not available

##### ISA charges

- None

##### Dealing charges - purchases and sales

- None

## Administration charges

### Administration charges applicable to all accounts

- All transactions are subject to an administration charge where we hold your assets in nominee - £15 per transaction
- Transfer of holdings to another institution (by CREST, electronically or into a paper share certificate) - £25 per security + VAT
- Conversion of share classes requested before transfer to another institution - £25 per security + VAT\*
- CHAPS payments - £10 per transaction
- Same day faster payments - £2.75 per transaction
- Historic valuation and Probate services – 0.2% of the value of the portfolio (minimum £100/maximum £250) + VAT

### Lifetime ISA specific administration charges

- Withdrawal of funds for purchase of first house - £250 + VAT
- Other withdrawal of funds - £50 + VAT

\*The availability of this is at the discretion of Brooks Macdonald and will only normally be offered where a sale would result in an adverse Capital Gains Tax (CGT) position for the client. Brooks Macdonald cannot offer guidance on the CGT impact of such transactions.

## Professional Adviser fees

If you have a Professional Adviser, they may charge fees in addition to the fees charged by Brooks Macdonald. Your Professional Adviser's initial and ongoing fees will be set out in the Application Pack and Brooks Macdonald can, if instructed to do so, facilitate the payment of such fees from your portfolio. Any fees you pay to your Professional Adviser from your portfolio will appear in your valuation.

## Regulatory fees

- Stamp duty: 0.5% payable on the purchase of UK shares (excluding certified shares on AIM and other recognised growth markets). Other rates may apply to shares listed outside the UK
- Panel of Takeovers and Mergers (PTM) levy: £1.00 on all transactions over £10,000, in shares of UK incorporated companies trading on a UK regulated market or multilateral trading facility
- Other charges may apply, depending on the country. Please ask for further details if required
- Legal Entity Identifier (LEI): £70 + VAT for a new LEI, maximum of £60 + VAT for a renewal of an existing LEI

## Variations

Brooks Macdonald may change the Fee Schedule as set out in this document from time to time and will notify you of any changes with a reasonable period of notice of at least 30 days before they are applied. Brooks Macdonald will only make changes for good reasons, including, but not limited to:

- reflecting legitimate increases or reductions in the cost of providing a service to you
- providing for the introduction of new systems, services, changes in technology and products
- reflecting a change in applicable law or regulation

## Interest Rates

We will publish our current rates of interest on our website at [www.brooksmacdonald.com/cashrates](http://www.brooksmacdonald.com/cashrates). Alternatively, please contact your Investment Manager at any time for full details.