

Bespoke Portfolio Service

Additional Bespoke Portfolio
Service (BPS) Account

Suitability Responsibility: Professional Adviser



BROOKS MACDONALD

Additional Bespoke Portfolio Service (BPS) Account

This form should be used where the client wishes to open an additional Account in the same name, but with a different investment profile or designation. For example, you wish to open an additional Account in the name of your SIPP; the new additional Account will have a different investment profile than your original Account.

This form should only be used in conjunction with a full Application Pack which must be completed prior to opening an additional Account.

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

Current BPS Account details

First client name:	Account number(s) <i>(for existing clients only):</i>
Second client name <i>(if applicable):</i>	Account number(s) <i>(for existing clients only):</i>

New BPS Account details

Initial investment amount: £

Anticipated further investments: £

New account name:

Type of client Account

Individual	Joint	Self Invested Personal Pension	Offshore Bond
Small Self Administered (Pension) Scheme	Trust	Company	Charity

Confirmations

Fees and charges

(please tick to confirm)

I/We confirm that fees and charges should be applied to the additional Account exactly as specified in relation to the current BPS Account identified above. I/We consent to Adviser charges being paid from the additional Account.

Operation of the Account

(please tick to confirm)

I/We confirm the additional Account should be operated in exactly the same way as the current BPS Account identified above. Any authority given for any person in relation to my/our main Account should be extended to cover the additional Account.

Reporting documentation

(please tick to confirm)

I/We confirm that additional copies of valuation statements and/or annual tax packs should be provided in exactly the same way as the current BPS Account identified above.

Please note: If you wish to treat the additional Account differently from the main Account, please contact Brooks Macdonald and we will send you the relevant additional forms to be completed.

Combined Account

Please confirm if you wish this Account to be combined with any of your existing Accounts:

Individual

Joint

Self Invested Personal Pension

Offshore Bond

Please note that if you have decided to combine this Account, a Combined Account Confirmation form will need to be signed by all participants in the Combined Account.

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.

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.

If the investment is intended to meet a specific purpose such as the purchase of a house, school fees or medical costs, please provide details including the amount and the estimated date required:

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

Understanding risk

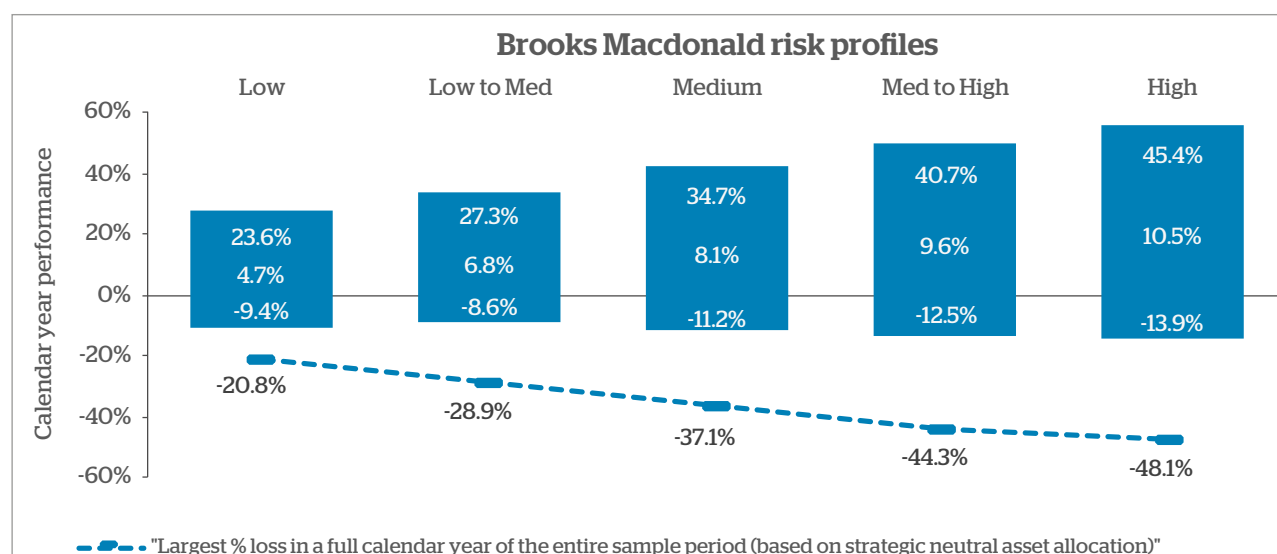
All investments involve a degree of risk. Investments which provide higher returns typically have higher risks. Taking more risks increases both the possibility that you might lose money and the amount of money that you might lose. You should never accept more risk than you are comfortable with.

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, the asset class composition of which 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:

Instructions relating to income

In this section you are requested to give instructions relating to payment of income from your additional BPS Account.

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:

Either: all income **or** £

 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 this Account 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 using the bank account details which you previously provided.

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.

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

To see the latest versions of our Terms and Conditions and Client Investing Guide, please visit the 'Bespoke Portfolio Service' page of our website, www.brooksmacdonald.com/am.

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. 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.

Signature:

Date:

Full name:

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 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)