

Decumulation Investment Service as part of our Bespoke Portfolio Service

Application Pack for Individuals

Suitability Responsibility: Professional Adviser



BROOKS MACDONALD

For clients

Welcome to Brooks Macdonald Asset Management Limited (**Brooks Macdonald**). This is an Application Pack for the Brooks Macdonald Decumulation Investment Service (DIS) as part of our Bespoke Portfolio Service (BPS). As detailed within your Investment Proposal, as part of our DIS we will open two distinct accounts, the Short-Term Account which will be used to meet your shorter-term (within 7 years) income requirements and a Long-Term Account to invest for the longer term. This application will be used to open both accounts. 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 DIS as part of our BPS
- advising you on Investment Objectives and Risk Profile

Brooks Macdonald is responsible for:

- creating and managing the DIS as part of our 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 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 26 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 23 and 25 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 DIS 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 Long-Term Accounts for up to two individual accounts and one joint account, as well as a Short-Term Account, where required, **as long as the Risk Profile for each Long-Term 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 a Short-Term Account is required, please tick

Second individual applicant

Title: Forename(s):

Surname:

If a Short-Term Account is required, please tick

First joint account applicant

Title: Forename(s):

Surname:

Second joint account applicant

Title: Forename(s):

Surname:

If a Short-Term Account for the joint account is required, please tick

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.

Transfer of Cash/Investments

In operating the DIS there will be occasions when we will need to transfer cash and/or investments (for example upon establishment of the accounts) between the Long-Term Account and Short-Term Account. In signing this form, you agree that we may make these transfers at our discretion and without prior consent.

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: | | | | | | | | | |
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:

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 indicate the source(s) of your wealth (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):

First applicant self-certification of tax residency

Tax regulations¹ 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:

	Tax Identification Number/Social Security Number/National Insurance Number
Country/Countries of tax residency	

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

¹ The term 'Tax regulations' refers to regulations created to enable automatic exchange of information and include FATCA², various Agreements to improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD³ Common Reporting Standard for the Automatic Exchange of Financial Account Information.

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

³ 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 (<i>please specify</i>):	

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 indicate the source(s) of your wealth (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):

Second applicant self-certification of tax residency

Tax regulations¹ 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:

¹ The term 'Tax regulations' refers to regulations created to enable automatic exchange of information and include FATCA², various Agreements to improve International Tax Compliance entered into between the UK and its Crown Dependencies and its Overseas Territories and the OECD³ Common Reporting Standard for the Automatic Exchange of Financial Account Information.

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

³ 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 DIS provides a portfolio designed to meet your specific investment requirements as set out in your investment proposal. As highlighted earlier, this application will be used to open both a Short-Term Account and Long-Term Account – due to the differing characteristics of each of these accounts the below sections have distinct sections for Risk Profile, Investment Objectives and Time Horizon for both the Short-Term Account and Long-Term Account.

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 Account

Income

As highlighted within your Investment Proposal, the Short-Term Account 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 DIS, the Short-Term Account 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 and from when this should start.

Date you wish to start drawing an income:

Year	1	2	3	4	5	6	7
Amount							

The number of the year refers to the number of years after the date you have requested that income is required. So, if the effective date is May 2020, year 1 refers to the 12 months from May 2020, year 2 the 12 months from May 2021 and so on and so forth.

Should any of the income requirements fall within 2 years of the account opening date then these monies may be held in cash. Please note however that we do not levy fees for cash held within the Short-Term Account.

Please give an indication of your anticipated income requirements beyond the 7 years detailed:

Investment profile

Investment Objectives: Long-Term Account

Growth

As highlighted within your Investment Proposal, the Short-Term Account 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 DIS and the research we have carried out to identify the optimum time horizons to hold certain asset classes for, the two portfolios have distinct time horizons.

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

The aim for the Long-Term Account 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 DIS 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

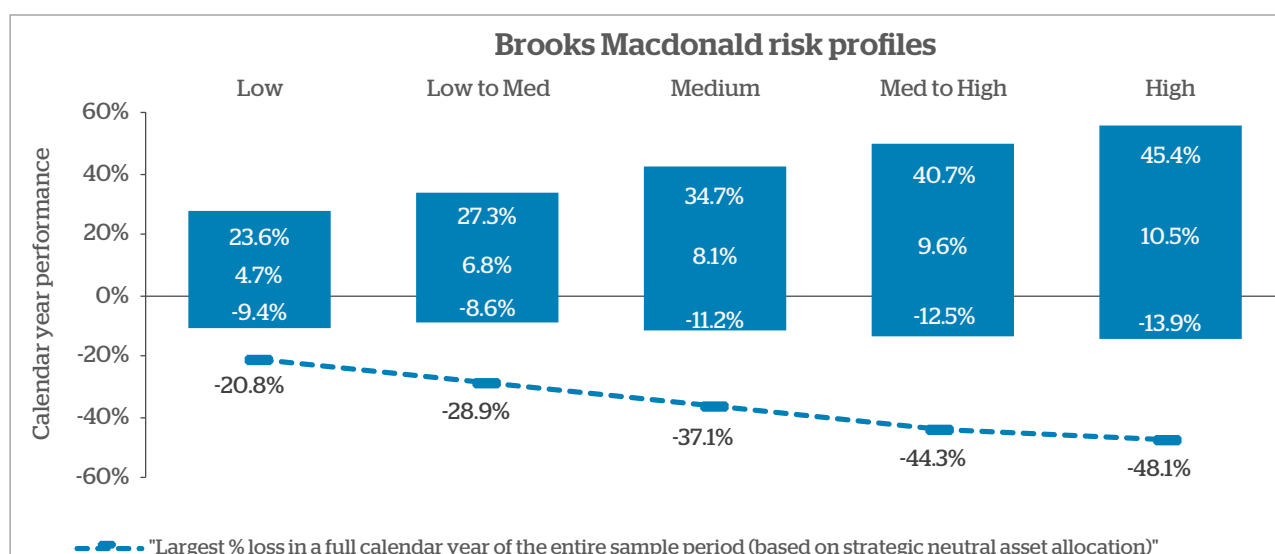
All investments involve a degree of risk. Investments which provide higher returns typically have higher risks. Taking more risks increases both the possibility that you might lose money and the amount of money that you might lose. You should never accept more risk than you are comfortable with.

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 Account

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. 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%

2. 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%

3. 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

Risk Profile: Short-Term Account

As the purpose of this account is to provide shorter-term income needs then the risk profile of this account should be lower than that set for your Long-Term Account. 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 account, 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

For the Long-Term Account 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.

Please note given the specific nature of the investments that we will purchase within the Short-Term Account we will not be able to avoid or include assets within this account. If this contravenes any instructions you have given us for the Long-Term Account we will inform you prior to opening the account as the DIS may not be appropriate for your needs.

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.

Whilst Brooks Macdonald can construct and manage a fully bespoke portfolio for your Long-Term Account portfolio, given the characteristics of the Short-Term Account and the assets we use to meet your income requirements, other than tailoring the solution to meet your specific income requirements, we are unable to meet any requests within this account to include or avoid any asset classes or specific investments.

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 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.

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

Operation of the account

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 3.

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:

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.

Please note that annual management fees will be based on both the Short-Term and Long-Term Accounts (i.e. total portfolio), but will only be taken from the Long-Term Account. In doing so, it will also exclude the value of any cash within the Short-Term Account.

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 23 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 DIS for the client in accordance with applicable requirements
- I have discussed the DIS 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:

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. Alternatively, please contact your Investment Manager at any time for full details.