

# Private Client Application

Discretionary Management Agreement

## Key information for applicants

This application constitutes part of the Terms and Conditions and forms the basis on which Close Brothers Asset Management will provide discretionary managed services to you as a client.

No investment is without risk so as a primary function of this application process we are aiming to capture and accurately record the following information:

1. Your investment objectives and financial priorities
2. Your attitudes to risk and your capacity for loss
3. Your experience as an investor

For further information on risk please ensure that you have read and understood the document titled “**Understanding your investments**” prior to completing this application form.

We have a regulatory obligation to manage your investments in the way which we believe is best suited to your financial situation (for example, considering your income requirements or capacity to sustain loss) and therefore it is important to note that **all of the questions** in this form are **mandatory**. Incomplete forms will be returned which may cause delays to the account opening process.

Please ask your Close Brothers Investment Manager any questions you may have in relation to this process, to ensure that we are recording information completely and accurately.

For the avoidance of doubt, and in the absence of instructions to the contrary, we shall assume that joint accounts hold the assets as **Joint Tenants**.

### Important information

The Investment Manager who will manage your portfolio will operate on a bespoke basis and will tailor the investment portfolio to meet your individual requirements. Recognising the subjective nature of the bespoke service, this does mean that performance may vary between both clients and individual Investment Managers responsible for managing portfolios with similar objectives.

Full account name 

## Applicant 1

Full name (including title) Home address Date of birth Nationality (if applicable please detail all) Home telephone 

Previous address

If you have been at the above address for less than 3 years

Mobile telephone Email address National Insurance number 

Please indicate below which documents this applicant will require (O= Online, H = Hard copy by post)

☐☐

Quarterly statements

☐☐

Contract notes

☐☐

Tax pack

## Applicant 2

Full name (including title) Home address Date of birth Nationality (if applicable please detail all) Home telephone 

Previous address

If you have been at the above address for less than 3 years

Mobile telephone Email address National Insurance number 

Please indicate below which documents this applicant will require (O= Online, H = Hard copy by post)

☐☐

Quarterly statements

☐☐

Contract notes

☐☐

Tax pack

## What is your investment priority?

2

☐

### Higher income

Portfolios within this category seek to generate a higher level of income. In such portfolios income is the priority and thus the allocation to interest or income generating assets will usually be higher.

☐

### Capital appreciation

Portfolios within this category seek a return primarily from capital appreciation of assets. In such portfolios income is not a priority and thus the allocation to interest or income generating assets will usually be lower.

☐

### A combination of income and capital appreciation

Portfolios within this category seek a return from a combination of income and capital returns.

**Do you have any wider investment objectives/requirements that are not covered by the three options above? Please provide details.**

**Valuations will include a measure of how the portfolio has performed using an appropriate method of evaluation. This will be by comparison with a range of indices which we consider relevant to your portfolio.**

**If you have a specific benchmark you wish to compare your portfolio to please detail below.**

**Please indicate the base currency for your portfolio**

☐

Sterling (£)

☐

US Dollar (\$)

☐

Euro (€)

Other

## What is your risk profile?

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In order for you to ascertain the level of risk you wish to take please read the document titled '**Understanding your investments**' and indicate below which profile is suitable.

☐

### Lower

The priority of lower risk portfolios is to reduce volatility and the chances of any permanent capital loss on the portfolio. This profile will hold a higher proportion in lower risk assets and it should be understood that this is likely to reduce the portfolio's ability to achieve capital growth over the longer term.

☐

### Medium

The priority of medium risk portfolios is to make long term gains and to take advantage of the greater long term returns that may be available from higher risk assets. The increased weighting in higher risk assets is likely to increase the volatility of returns which can be mitigated to a degree by holding a spread of different investment types.

☐

### Higher

The priority of higher risk portfolios is to maximise long term capital growth. The portfolio is likely to be predominantly comprised of higher risk assets which will in turn increase the volatility of returns and increase the likelihood of permanent loss of capital. The capital value of a higher risk portfolio may fluctuate significantly over time.

Approximately, what percentage of the total assets are invested in this portfolio?

☐

&lt;10%

☐

10%

☐

20%

☐

30%

☐

40%

☐

50%

☐

60%

☐

70%

☐

80%

☐

90%

☐

&gt;90%

☐

n/a

What are the sources of funds for this portfolio? (Please tick all that apply)

☐

Savings

☐

Income

☐

Asset sale

☐

Inheritance

If the source of funds is none of the above, please detail below.

Which year did you start using discretionary investment management services?

Which asset classes have you had experience of directly or via discretionary investment management services?

☐

Fixed interest

☐

Equities

☐Funds &  
Investment trusts☐Exchange  
traded products

What is your anticipated investment time horizon?

☐

0 – 5 years

☐

5 – 10 years

☐

10+ years

If you have a more specific time horizon please provide details below.

The table shown below details real returns from various asset classes over different holding periods. It would suggest that in order to generate higher real returns through time it is necessary to increase the proportion of more “risky” (or volatile) assets. The question all investors must ask themselves is: What level of risk are they willing to tolerate to achieve a certain level of return?

Real (after inflation) investment returns by UK Asset Classes (% per annum)

Asset Class	2008	2009	10 years	20 years	50 years
Equities	-30.5	25.9	1.2	4.8	5.3
Gilts	11.7	-3.3	3.9	5.9	3.1
Corporate Bonds	-11.0	15.8	1.6		
Index-Linked	-2.1	3.1	4.0	5.0	
Cash	4.2	-1.7	0.2	2.1	1.6

Source: Barclays Capital 2012

In light of the 2008 figures shown above, to what extent would a significant fall in the value of this portfolio have a material impact on your lifestyle?

☐

Little to no impact

☐

Low

☐

Medium

☐

High

If you have any investment or ethical restrictions, please detail below. (eg. PLC directorships)

To help us manage your portfolio effectively, it is important to gain a comprehensive understanding of your financial situation. Please provide as much information as possible.

Income (Estimated per annum)	Jointly Held?	Applicant 1	Applicant 2
Salary / Other earnings	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Investments	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Occupational pension(s)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Assets (Estimated total value)		Applicant 1	Applicant 2
Property (est.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Securities (Equities, Bonds, etc.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bank deposit(s)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Pension fund(s)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other (Nat. Savings, Premium Bonds, etc.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Liabilities (Estimated total value)		Applicant 1	Applicant 2
Mortgage(s)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Bank loan(s)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other regular outgoings (eg. Car loans, credit cards, etc.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

### Dependents

Please detail any dependents who should be considered in regard to the management of your portfolio

Name	<input type="text"/>	DoB	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	DoB	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	DoB	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	DoB	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	DoB	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Employment and tax status

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	Applicant 1	Applicant 2
Occupation (if retired, please state your previous occupation)	<input type="text"/>	<input type="text"/>
Employment status	Employed <input type="checkbox"/> Retired <input type="checkbox"/> Other <input type="text"/>	Employed <input type="checkbox"/> Retired <input type="checkbox"/> Other <input type="text"/>
Marginal tax rate (Basic, Higher or Additional)	<input type="text"/>	<input type="text"/>
Carried forward tax losses	<input type="text"/>	<input type="text"/>
Country of residence	<input type="text"/>	<input type="text"/>
Country of domicile	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>	<input type="text"/>
Country of tax residence 1	<input type="text"/>	<input type="text"/>
Tax Identification Number 1*	<input type="text"/>	<input type="text"/>
Country of tax residence 2	<input type="text"/>	<input type="text"/>
Tax Identification Number 2*	<input type="text"/>	<input type="text"/>

\* If you do not have a **Tax Identification Number** then please put **n/a** in the box above.

## Income requirements

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Are you aware of any current or future liabilities that may need to be met, even in part, from this portfolio? If Yes, please provide details.

☐ Yes ☐ No

Do you require a regular income and/or capital payments to support your financial commitments? (eg. School fees, living expenses)

☐ Yes ☐ No

If Yes, then approximately how much per annum?

## Relevant information

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If there is any other information which you would consider to be relevant to the management of your portfolio please provide details here.

(eg. Do you have other investment portfolios we should be aware of when managing your portfolio?)

**Quarterly income instructions**

A – Reinvest income into capital account

☐

B – Pay out income to bank details shown below

☐**Nominated bank details**

Bank name

Sort code

 -  - 

Account name

Account number

Reference for payments

**Standing order / Nominated bank account**

Bank name

Sort code

 -  - 

Account name

Account number

Reference for Payments

Amount (standing orders only)

£ Frequency (standing orders only)  
(monthly, quarterly, annually)Day of month  
(e.g. 15th)**Standing order / Nominated bank account**

Bank name

Sort code

 -  - 

Account name

Account number

Reference for Payments

Amount (standing orders only)

£ Frequency (standing orders only)  
(monthly, quarterly, annually)Day of month  
(e.g. 15th)



We will contact you at the address(es) shown in Section 1: 'About you' at the start of this document. If you require us to send copy correspondence to any professional advisers please complete the appropriate boxes shown below and select which documents they will require.

[Please note that only one original Consolidated Tax Voucher and Certificate of Interest is issued.]

**Additional address****Full name (including title)****Address****Contact number****Email address** (required for online documents)**Relationship** (Adviser, Solicitor, Accountant, Other)**Please indicate below which documents are required** (O= Online, H = Hard copy by post)☐ ☐ Quarterly statements ☐ ☐ Contract notes ☐ ☐ Tax pack**Additional address****Full name (including title)****Address****Contact number****Email address** (required for online documents)**Relationship** (Adviser, Solicitor, Accountant, Other)**Please indicate below which documents are required** (O= Online, H = Hard copy by post)☐ ☐ Quarterly statements ☐ ☐ Contract notes ☐ ☐ Tax pack**Additional address****Full name (including title)****Address****Contact number****Email address** (required for online documents)**Relationship** (Adviser, Solicitor, Accountant, Other)**Please indicate below which documents are required** (O= Online, H = Hard copy by post)☐ ☐ Quarterly statements ☐ ☐ Contract notes ☐ ☐ Tax pack

If you require more additional addresses please photocopy this page.

Use this list to check that you have completed your application form in full and enclosed all relevant documentation.

**Please ensure that you have:**

- ✓ **Signed this Discretionary Management Agreement in Section 12**
  - Please ensure that all authorised signatories sign and that the box stating the number of signatories required for payments is completed.
  - If you require more authorised signatories than available signatory boxes, please copy Section 12 and complete accordingly.
- ✓ **Completed all sections of this Application Form.**
  - Please ensure that you have taken extra care to complete all questions within this application with particular focus on sections 1 to 8.
- ✓ **For each signatory enclosed a certified and verified black and white copy of at least **one** document from section “A” and an original copy of at least **one** document from section “B” below:**
  - A. Evidence of Client Name
    - Current full signed passport
    - Current UK/EU photo driving license
    - Current Full UK driving license (old style)
    - Firearms certificate
  - B. Evidence of address
    - Most recent mortgage statement
    - Current local authority tax bill
    - Bank / Building social / credit union statement or passbook
    - Utility Bill dated within the previous 3 months
    - Current EU / UK photo driving license
    - Current Full UK driving license (old style)
  - Certification must be by a registered Professional (e.g. Lawyer, Accountant, Banker, Doctor).
  - Please be aware that we will conduct electronic anti-money laundering checks using an electronic reference agency.
- ✓ **Read and understood the document titled ‘Understanding your investments’**
- ✓ **Signed the document titled ‘Discretionary Fees and Charges Schedule’**
- ✓ **Completed and signed the enclosed W-8BEN form** (where relevant)
- ✓ **Read and understood the document titled ‘Online Service Terms and Conditions’** (where relevant)

I/We confirm that we have read and understood the document titled 'Understanding your investments' and read and agree to the 'Discretionary Management and ISA Terms and Conditions'.

**Signature - Applicant 1****Online access**☐ Yes ☐ No

Name (BLOCK CAPITALS)

Date

**Signature - Applicant 2****Online access**☐ Yes ☐ No

Name (BLOCK CAPITALS)

Date

In order to authorise payments and charges to your account please specify the number of signatories required

**Please note that if you do not indicate this information we shall assume that we will accept instructions from any single signatory to the account.**

### **London office**

Close Brothers Asset Management  
10 Exchange Square  
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London  
EC2A 2BY

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Fax: +44 (0)20 7426 4707

### **Manchester office**

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Fax: +44 (0)161 238 9499

**Email: [bespoke@closebrothers.com](mailto:bespoke@closebrothers.com)**

**[www.closebrothersbespoke.com](http://www.closebrothersbespoke.com)**