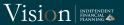


## INVESTMENT MANDATE INSTRUCTION FORM









Please complete this form to provide us with as much information as you can to open an account with us. It is important that all the questions are answered, as incomplete forms will delay the opening of your account. The more information you share, the more easily we will be able to match our investment service to your requirements.

If you do not understand anything in these documents, please ask your investment manager for further information and guidance. Please inform us immediately if your circumstances change as this may affect the suitability of any investment decision or recommendation we make.

to your requirements.				
Discretionary Portfolio Service (DPS)  This is our discretionary investment management service where, depending on any restriction you choose to apply, your investment manager has full authority to manage your investments without prior reference to you.		Please indicate if the policy is personally, owned by a pensio	n fund, or co	rporate entity;
		Trust (other than pension for Please complete Part B, C a	unds) -	iid i
DART AL DOND DETAIL C		Pension Fund - Please cor	nplete Part B	B, D and F
PART A: BOND DETAILS		A Corporate Entity - Pleas	se complete F	Part B, E and F
Policyholder's name:  Offshore life company:		Please describe the source or invested with Quilter Cheviot. for evidence of source of fund	Please note	that we may ask
Offshore life company reference:				
BOND TYPE The bond type will depend on the insurance ( product.  Non Personalised Personalised	Company			
Delegation  BOND VALUE		ORIGINAL SOURCE OF OVER	RALL WEALT	'H USED TO
What is the approximate amount being invest portfolio and what is the base currency for the		Please tick all applicable source that we may ask for evidence some cases. Please answer for	of source(s) c	of wealth in
Value: C	urrency:		First applicant	Second applicant
Purpose of the bond: e.g. for inheritance tax planning, income tax p	lanning etc.	Employment* Investment or savings Inheritance** Family trust** Business ownership or sale*** Property		

Other\*\*\*

#### **APPLICATION FORM** - OFFSHORE BOND



*If employment, please state the nature of the business	Title:
(from which your wealth derives), if this is not your current occupation:	
	Surname:
	Previous surname if changed, or any alias that has ever been used:
**If inheritance or family trust, please state the full name	Forename(s):
of the deceased, settlor or donor (as applicable), their relationship to you and their primary source of wealth. If	
this source of wealth derives from any activities abroad,	Date of birth:
please state which country(ies):	DD MM YYYY
	Mobile telephone number:
	·
	National Insurance number:
***If sale of business or other, please specify the details and give	Nationality (if you hold dual nationality please give
name of business, activities and the country of operation:	both countries):
	Country of birth:
	CONTACT DETAILS
Describe briefly how the Settlor/Pension Fund Member/ Individual/asset contributor(s) derived their wealth	Permanent residential address (we are unable to accept a
(including occupation/business and geographical locations,	'care of' or post box):
where applicable).	
	Postcode:
	Preferred correspondence address (if this is not the
	permanent residential address):
PART B:	Postcode:
POLICYHOLDER DETAILS	Email:
Capacity:	
Trustee	
Personal Bondholder	
Corporate Entity (provide Director's details)	



**INVESTMENT EXPERIENCE** 

#### **EMPLOYMENT AND BUSINESS INTERESTS**

If you are employed in any capacity please give details below. Otherwise, please indicate your previous occupation or state if you have not been employed previously.	Your answers to these questions will enable us to determine your familiarity with particular types of services and investment matters relevant to our services, and the associated risks. Please refer to the risk warnings outlined in Annex 1 of our terms and conditions booklet (or on our website https://www.quiltercheviot.com/risk-factors), for further explanation.
Are you retired from all employment activities (including consultancy)?	Please indicate the level of experience and understanding you have of investment matters by providing the following information.
Yes No	For trustees and authorised signatories, please give the following information, based on your collective experience.
Are you a director or significant senior manager of a Public Limited Company?	Relevant Experience
Yes No No	Please indicate how long you have previously held an investment portfolio and the type of services you received:
If yes, list which company(ies) and company(ies) positions:	This is a first time investment
	Discretionary Advisory Execution Service Service Only
	Under 5 Years
	5 to 10 Years
Are you or have you ever been employed in the financial services industry?	Over 10 Years
Yes No	If Discretionary, did the service you used provide a central
If yes, please provide details:	model? Yes No Unsure
	Relevant Investments  Please tick which of the following investments you consider yourself to be familiar with from your previous investment
Are you an individual, in the UK or abroad, who has held	experience: Government/Corporate bonds
a prominent public function (for example senior politician, senior government, judicial or military official, senior	Quoted equities
executive of state owned corporation, important political	Unit Trusts/Open Ended Investment Companies or SICA
party official). Or have you ever been connected, directly or indirectly (for example by blood, marriage or business/	Venture Capital/Private equity
financial link) to such an individual?	Structured products
Yes No No	Unquoted investments
If yes, please state their position and/or connection:	Unregulated collective investments  Unregulated hedge funds
	Do you have experience using derivatives (including options) warrants, leveraged or unregulated investment products?
	Yes No
Does your employer (if any) need to receive contract notes?	If yes, please give average value, frequency, period and
Yes No	reason (e.g. hedging or speculation):
If yes, please provide details:	



Please indicate any relevant education:	EMPLOYMENT AND BUSINESS INTERESTS
	If you are employed in any capacity please give details below. Otherwise, please indicate your previous occupation or state if you have not been employed previously.
POLICYHOLDER 2/TRUSTEE'S/COMPANY DIRECTOR'S DETAILS	
Title:	Are you retired from all employment activities (including consultancy)?
	Yes No No
Surname:	Are you a director or significant senior manager of a Public
	Limited Company?
Forename(s):	Yes No
	If yes, list which company(ies) and company(ies) positions:
Date of birth:	
DD MM YYYY	
Mobile telephone number:	
	Are you or have you ever been employed in the financial services industry?
National Insurance number:	Yes No
	If yes, please provide details:
Nationality:	
Country of birth:	
	Are you an individual, in the UK or abroad, who has held
CONTACT DETAILS	a prominent public function (for example senior politician, senior government, judicial or military official, senior
Permanent residential address (we are unable to accept a	executive of state owned corporation, important political
'care of' or post box):	party official). Or have you ever been connected, directly or indirectly (for example by blood, marriage or business/
	financial link) to such an individual?
	Yes No No
	If yes, please state their position and/or connection:
Postcode:	
Preferred correspondence address (if this is not the	
permanent residential address):	
	Does your employer (if any) need to receive contract notes?
	Yes No
	If yes, please provide details:
Postcode:	
Email:	

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MEMBERS DETAILS IF HELD BY A PERSONAL PENSION Name:	Preferred correspondence address (if this is not the permanent residential address):
Address:	
	Postcode:
	Email:
Postcode:	
Date of birth:	
DD MM YYYY	EMPLOYMENT AND BUSINESS INTERESTS  If you are employed in any capacity please give details
Retirement date or expected retirement date:	below. Otherwise, please indicate your previous occupation
DD MM YYYY	or state if you have not been employed previously.
POLICYHOLDER 3/TRUSTEE'S/COMPANY DIRECTOR'S DETAILS	
Title:	Are you retired from all employment activities (including
	consultancy)?
Surname:	Yes No No
	Are you a director or significant senior manager of a Public Limited Company?
Forename(s):	Yes No
	If yes, list which company(ies) and company(ies) positions:
Date of birth:	
DD MM YYYY	
Mobile telephone number:	
	Are you or have you ever been employed in the financial
National Insurance number:	services industry?
	Yes No No If yes, please provide details:
Nationality:	ii yes, piease provide details.
Country of birth:	
	Average and individual in the LUC or charged trube has hald
CONTACT DETAILS	Are you an individual, in the UK or abroad, who has held a prominent public function (for example senior politician,
Permanent residential address (we are unable to accept a 'care of' or post box):	senior government, judicial or military official, senior executive of state owned corporation, important political
	party official). Or have you ever been connected, directly
	or indirectly (for example by blood, marriage or business/ financial link) to such an individual?
	Yes No No
Postcode:	



If yes, please state their position and/or connection:	Nationality:
	Country of birth:
Does your employer (if any) need to receive contract notes?	CONTACT DETAILS
Yes No	Permanent residential address (we are unable to accept a
If yes, please provide details:	'care of' or post box):
MEMBERS DETAILS IF HELD BY A PERSONAL PENSION	Postcode:
Name:	Preferred correspondence address (if this is not the permanent residential address):
Address:	
Additess.	
	Destroyle
	Postcode:
Postcode:	Email:
Date of birth:	EMPLOYMENT AND BUSINESS INTERESTS
Retirement date or expected retirement date:	If you are employed in any capacity please give details below. Otherwise, please indicate your previous occupation or state if you have not been employed previously.
POLICYHOLDER 4/TRUSTEE'S/COMPANY	
DIRECTOR'S DETAILS	
Title:	
	Are you retired from all employment activities (including consultancy)?
Surname:	Yes No
	Are you a director or significant senior manager of a Public
Forename(s):	Limited Company?
	Yes No
Date of birth:	If yes, list which company(ies) and company(ies) positions:
DD MM YYYY	
Mobile telephone number:	
National Insurance number:	



Are you or have you ever been employed in the financial services industry?
Yes No No If yes, please provide details:
il yes, piedse provide details.
Are you an individual, in the UK or abroad, who has held a prominent public function (for example senior politician, senior government, judicial or military official, senior executive of state owned corporation, important political party official). Or have you ever been connected, directly or indirectly (for example by blood, marriage or business/financial link) to such an individual?
If yes, please state their position and/or connection:
Does your employer (if any) need to receive contract notes?  Yes No No lift yes, please provide details:
il yes, piedse provide details.
MEMBERS DETAILS IF HELD BY A PERSONAL PENSION Name:
Address:
Postcode:
Date of birth:    DD
Retirement date or expected retirement date:



#### **PART C:**

### FOR OFFSHORE BONDS WRITTEN IN TRUST

	DD/MM/YYYY	%
	DD/MM/TTTT	/0
	DD/MM/YYYY	%
	DD/MM/YYYY	%
	DD/MM/YYYY	%
f there are any classes of bene grandchildren), please give de		
Does this bond represent more capital? (excluding principal re		or's
Date of establishment:		
Place of establishment:		
Nature and purpose of trust:		
s there a protector? If so, plea	se give full name and a	ddress
Full name of settler/founder:		
Do any of the settler, protector residential or financial links wit Jersey, Guernsey or the Isle of Yes No	h a country outside the	e UK,
f yes, please give details:		

Are any of the settler, protector or beneficiaries an individua
in the UK or elsewhere who hold or has held a prominent
public function (for example senior politician, senior
government, judicial or military official, senior executive of
a state owned entity, important political party official)? Are
any, or have any, been connected with, directly or indirectly
(for example by blood, marriage or business/financial link)
such a person?
Yes No

such a person?	
Yes No	
f yes, please state their names and position and/or association:	

#### PART D:

## FOR PERSONAL POLICYHOLDERS AND PENSION FUND MEMBERS

#### FINANCIAL BACKGROUND

Your financial adviser has recommended that an offshore bond is a suitable product for you. We therefore require the following section to be completed to ensure that our service is suitable for you and the decisions and advice that we give are appropriate.

Any information given here is to help us to assess your personal and financial circumstances so that we can match the investment management service accordingly. This information will not be used for marketing purposes.

If you are unsure where to obtain the information, your investment manager can help complete this section. Asset values and liabilities need only be approximate and summary information is acceptable.



ASSETS	FIRST OR SOLE APPLICANT		SECOND APPLICANT	
	Personally held assets	Your share of jointly held assets	Personally held assets	Your share of jointly held assets
Main Residence	£	£	£	£
Other Property	£	£	£	£
Personal Pension fund	£	£	£	£
INVESTMENTS HELD OU	TSIDE QUILTER CHEVIO	т		
Investments	£	£	£	£
Stocks & Shares ISA	£		£	
Cash ISA	£		£	
Cash Deposit	£	£	£	£
INVESTMENTS MANAGEI	D BY QUILTER CHEVIOT			
Value	£	£	£	£
TOTAL				
	£	£	£	£
Details of other assets, please give values if available:				
Which of the above will fund the Quilter Cheviot account that you are opening?				

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LIABILITIES	FIRST OR SOLE	APPLICANT	SECOND A	APPLICANT
	Personal liability	Your share of joint liabilities	Personal liability	Your share of joint liabilities
Mortgage	£	£	£	£
Method of repayment			Repayment date	YYYY
Other liabilities	£	£	£	£
Method of repayment			Repayment date	YYYY
GROSS INCOME PER ANI	NUM FIRST OR SOLE	APPLICANT	SECOND A	APPLICANT
Employment	£		£	
State pension	£		£	
Other pensions	£		£	
Savings including expected income from				
assets transferred to or held by Quilter Cheviot	£		£	
Other*	£		£	
TOTAL INCOME	£		£	
*If other, please give detai	ls:			
Notes:				
FUTURE CIRCUMSTANCE	- c			
	es to your circumstances	s in the future, or are the	re factors that we need to	take into consideration
· -		nild, expenditure on depe	endants such as school fee	s):
Financial (e.g. inheritance,	bonus, significant capita	l withdrawal):		
Health. If in poor health ple	ease give details:			



PART E: FOR CORPORATE ENTITIES	Date of incorporation.	
DETAILS OF THE CORPORATE/PARTNERSHIP/CLUB/		
FRIENDLY (OR OTHER) SOCIETY	Registered address:	
Full registered name:		
	Postcode	
Type of account:  Commercial entity		
Personal investment holding company	Telephone:	
Other	Operating address (if different):	
If other, please specify:		
Nature of business/activities:	Postcode	
	Principal shareholders:	
		%
		%
If registered with a financial services regulator, please provide the reference number:		%
		%
Location of activities, if not UK:	Please give the full name(s) of the benefic	ciai owner(s):
	Reason for using a legal structure to hold assets:	investments/
Are there any overseas offices?  *Yes No  *If yes, please give details:		
	Can the company issue bearer shares? Yes No	
Registration number:	Are there any bearer shares in issue? Yes No	
Country of incorporation:	For an offshore company/onshore compa offshore entity, please complete all of the	
country of morporation.	Does the company form part of a multi-la ownership?  Yes No	

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Reason(s) for using an offshore company?	
Was professional advice sought on the creation and/or structure of this company?  Yes No	
If yes, then please give full name, company address, and profession of adviser.	

#### **PART F: INVESTMENT STRATEGY**

The following questions will help us recommend and implement a suitable long-term investment strategy.

It is important that you keep us informed of any changes to your circumstances or objectives so we can review the strategy.

#### YOUR INVESTMENT OBJECTIVE

Please select one of the following as your main objective:
Capital Growth - the principal objective is to grow the capital value of the portfolio.
Capital Growth and Income - the objective is to grow the capital value of the portfolio, as well as generating some degree of income from the portfolio.
Income - the principal objective is to generate income from the portfolio

#### **UNDERSTANDING RISK**

Obtaining an investment return higher than cash deposits will involve taking risk. To meet your longer-term objectives, you may have to be prepared to take on a higher level of risk than you have historically.

The key risks of our services are outlined here: https://www.quiltercheviot.com/risk-factors/. Risk associated with investments can take many different forms, including:

- The sensitivity to various market events or economic factors, including changes to interest rates and inflation
- The chance of irregular or unusual investment returns, particularly in times of economical crisis
- The likelihood of temporary or permanent loss of capital or income
- The possible lack of liquidity, meaning that in certain market circumstances, it might not be possible to sell a particular investment.

Completing the information and questions in this section will help us assess your risk profile. We have divided the questions into two parts:

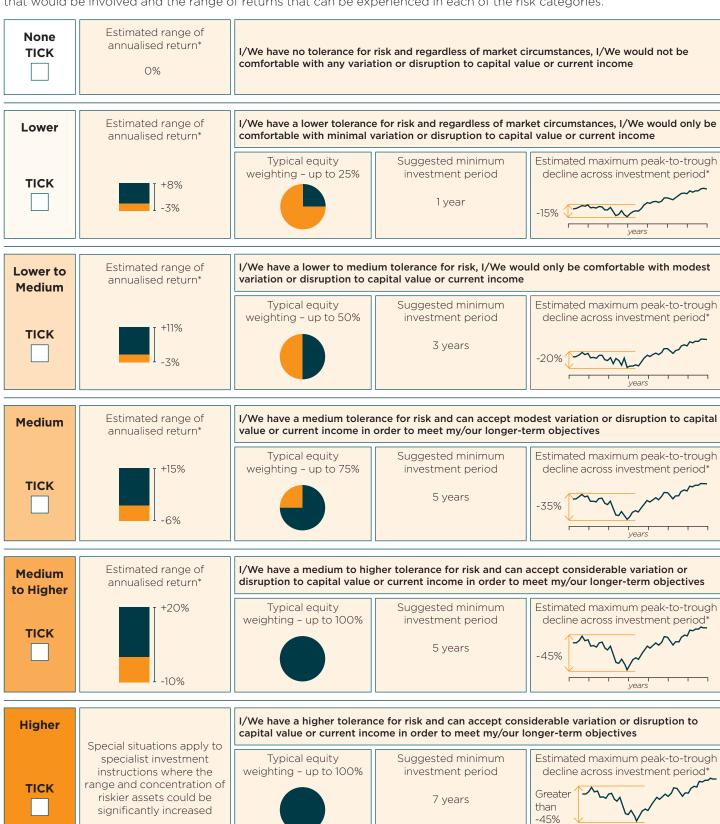
- Willingness to accept risk in the portfolio this is sometimes called your Risk Tolerance
- Your ability to bear loss this is sometimes referred to as your Risk Capacity and is a function of your broader financial circumstances.



#### YOUR WILLINGNESS TO ACCEPT RISK

#### The Quilter Cheviot 'Understanding Your Investment Portfolio' document must be read for further guidance.

Please select the risk category that most closely matches your tolerance to risk and minimum time period for the investment portfolio we will be managing for you. Please tick **one** box only. The tables below provide guidance on the level of equities that would be involved and the range of returns that can be experienced in each of the risk categories.



<sup>\*</sup> Source: Quilter Cheviot. These figures are for illustrative purposes and represent estimated pattern of return for each risk profile. Past performance is not indicative of future performance and actual performance may vary.



#### YOUR ABILITY TO BEAR LOSS

matches your circumstances:

It is important that we are trying to ascertain your ability to bear investment losses, in the broader context of your overall current financial situation and standard of living.

Please select one of the following which most closely

I/we have NO ability to bear investment losses. Any losses to the value of the portfolio would have an unacceptable impact on my/our overall financial position and standard of living. I/we have a LOW ability to bear investment losses. In extreme circumstances, falls in the value of the portfolio of up to 20% would not have a material impact on my/our overall financial position and standard of living. I/we have a MODERATE ability to bear investment losses. In extreme circumstances, falls in the value of the portfolio of up to 35% would not have a material impact on my/our overall financial position and standard of living. I/we have a SIGNIFICANT ability to bear investment losses. In extreme circumstances, falls in the value of the portfolio in excess of 35% would not have a material impact on my/our overall financial position and standard of living. POTENTIAL RISK TO YOUR INCOME Are you intending to withdraw income from this portfolio within the timeframe of your selected risk category? If yes, please select one option that most closely matches your circumstances: Your withdrawals from this portfolio are your primary source of income for essential expenditure.

N.B. If your expected withdrawals from the Quilter Cheviot portfolio are required to meet your living costs, we recommend you speak to a financial adviser before engaging us, as our service may not be appropriate.

both essential and non-essential expenditure.

Your withdrawals from this portfolio will supplement

Your withdrawals will provide income for non-essential

Any withdrawals are surplus to your regular needs for

your primary source of income for essential

expenditure.

expenditure.

#### **FINANCIAL ADVISER**

If you have a financial adviser, please complete their details below.		
Name:		
Name of organisation:		
Address:		
Postcode:		
rostcode.		
Telephone number:		
Regulator (eg FCA):		
Registration number:		
Financial adviser email address (if known):		
Please note that it is our standard practice to grant online access to the organisation named above so that your financial adviser can view your portfolio(s) via our online portal. Such access may be granted to any individual adviser named above as well as other staff at their organisation who assist in the provision of their service to you so may include support and administrative staff and/or other regulated advisers. If you have any questions about this please contact your Investment Manager.		
Please tick below if you would like us to send your financial adviser copies of the following:		

Quarterly Investment report



#### **SPECIAL CATEGORY DATA**

In any contact we have with you it is possible that you may disclose sensitive information to us that is described as Special Category Data (SCD) under the General Data Protection Regulation. For us to be able to capture this data and then process it to make investment decisions or otherwise manage your account in your best interest we need your explicit consent. We will not specifically ask you about all the types of SCD described below but, if you think any of them are relevant to the investment decisions we make on your behalf, then it is in your interests to inform us.

#### What is SCD?

SCD is more sensitive personal information about an individual; for example their race or ethnic origin, political opinions, religious or philosophical beliefs, health, trade union membership, genetics and biometrics.

We will only process SCD that you tell us about and, only then, if we believe it is relevant to the services we provide to you.

#### What categories of SCD do we collect?

The types of SCD that we are most likely to collect from you are listed below. We only collect this information to tailor your investment portfolio to your specific requirements (if any) or to otherwise provide our services to you as agreed. We may collect:

- · information about your health; and
- information that may identify your philosophical beliefs, for example if you wish to exclude investments on ethical grounds.

#### Why do we collect this data?

We collect this information to ensure that we provide you with an investment service that meets your specific requirements and is most appropriate for your individual circumstances.

#### How do we collect the data?

When we first meet you, we will carry out a full fact-find and collect personal data that may include some SCD (as described above). We may also collect SCD during any regular review meetings or when you complete one of our application forms.

#### Your consent

You can withdraw your consent at any time, but if you do so, we may not be able to continue to provide you with an investment service that meets your specific requirements.



#### ACCEPTANCE AND SIGNATURE (to be signed by the Policyholders. If the policy is held by a personal pension both the policyholder and the pension member should sign)

Please complete, sign and date the boxes to the right to:

- acknowledge that Quilter Cheviot is required to hold certain information and documentation (including personal information) on the policyholder(s) and consent to the Bond Provider providing any such information or documentation that Quilter Cheviot may reasonably request to Quilter Cheviot.
- confirm that all the information in this form is accurate, complete, can be relied upon, and that my/our investment objectives are as set out in this application form.
- confirm our acceptance of the Schedule of Charges and cost and charges information agreed with Quilter Cheviot and the Bond Provider.
- acknowledge receipt of a copy of the Quilter Cheviot terms and conditions and risk disclosures.
- agree to the terms for online access as detailed in the Quilter Cheviot terms and conditions.
- confirm receipt of the Quilter Cheviot 'Understanding Your Investment Portfolio' document; and
- confirm that the Bond Provider is Quilter Cheviot's client, and the legal and beneficial owner of the portfolio, and the person who will instruct Quilter Cheviot. The information provided by me/us in this form is to help Quilter Cheviot comply with the laws that apply (in particular regarding the suitability of the investment service), and it is not to allow me/us to influence or have the ability to select property or an index (directly or indirectly).
- If the policyholder has appointed Quilter Cheviot directly:
  - 1) confirm that you agree to this application form, our terms and conditions and risk disclosures.
  - 2) give consent to our order execution policy and list of execution venues, and to Quilter Cheviot (or an affiliate) effecting transactions outside a regulated market, multilateral trading facility or organised trading facility; and
  - 3) give consent to us sending notices (such as changing our terms and conditions) electronically, such as by an email attaching a document or linking to our website.

	By ticking this box you consent to us collecting,	
	processing and storing Special Category Data about	
	you as described in this form.	

#### **QUILTER CHEVIOT**

Senator House 85 Queen Victoria Street London EC4V 4AB

t: +44 (0)20 7150 4000 w: quiltercheviot.com



# Signatory 1: Date: Print name: Signatory 2: Date: Print name: Signatory 3: Date: Print name: Signatory 4:

Quilter Cheviot Limited is registered in England with number 01923571, registered office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB. Quilter Cheviot is a member of the London Stock Exchange and authorised and regulated by the UK Financial Conduct Authority.

Date:

Print name: