

## INTRODUCED INDIVIDUAL APPLICATION FORM

Please answer the questions on this and any associated forms as comprehensively as possible as we will rely on this information when managing your portfolio. A suitability assessment will be carried out by your financial adviser prior to the account being opened and may be revised at any time given changes in your circumstances or preferences. This form and the attached Terms of Business together constitute our agreement with you and are hereafter referred to as “the Agreement”. The Agreement is made between R.C. Brown Investment Management PLC (RCBIM) (registered office: 1 The Square, Temple Quay, Bristol BS1 6DG. Registered in England No. 2489639) and the person or organization named as “the Client” in the declaration below.

### Personal Details

First Applicant	Second Applicant
Title	Title
First Name(s)	First Name(s)
Surname	Surname
Home Address	Home Address
Postcode	Postcode
Telephone	Telephone
Date of Birth	Date of Birth
Country of Birth	Country of Birth
Country of Residence (for tax purposes)	Country of Residence (for tax purposes)
National Insurance Number (or other tax ID if non-UK)	National Insurance Number (or other tax ID if non-UK)
Marital Status	Marital Status
Number and ages of dependants	Number and ages of dependants
Employment Status	Employment Status
Occupation	Occupation
Are you a Director of a quoted company?    Yes / No	Are you a Director of a quoted company?    Yes / No
Tax rate	Tax rate

**First Applicant**

**Joint Applicant**

Total annual income	Total annual income
Sources of income	Sources of income
Total annual expenditure	Total annual expenditure
Annual disposable income	Annual disposable income
Total assets	Total assets
Total investments	Total investments
Total liabilities	Total liabilities
Emergency funds	Emergency funds
Net assets	Net assets
Net assets available for investment	Net assets available for investment

**Investment Details**

What is the approximate value of the investments you wish RCBIM to manage?

Cash (£)
Existing investments (£)
Total (£)

If the investments are registered in the your own name please provide full details in Appendix 6.  
If you are transferring your portfolio from another investment manager please give their details here:

Firm Name:	
Address:	
Telephone:	Account Number(s):

**Timescale**

Over what term are you willing to invest your money? If you know of any dates when you will need to realize some or all of your investments please give details here:

**Source of Funds**

In order for us to comply with current Anti Money Laundering regulations please describe how you originally acquired the funds underlying your investments (e.g. inheritance, sale of property, retirement lump sum, savings etc):

### Experience & Expertise

What understanding, knowledge and experience of investments do you have?

### Investment Constraints

If you have any ethical constraints or other instructions which you would like us to comply with when managing your portfolio please give details here (Note: it may not be possible to apply restrictions for Managed Fund portfolios, where the investments in the underlying funds are not determined by us):

### Income Requirements

Do you require a specific level of income from your portfolio?

Yes

No

If Yes what is the net annual amount required: £

(Please ensure that you select an Investment Model which will support this level of income)

Please indicate whether you wish the income from the portfolio to be:

Reinvested / Paid into your account

Please specify the frequency:      Monthly / Quarterly / Half yearly / Annually

Bank account to which payments should be made:

Bank or B/Society Name & Address:

Account Name:

Account Number:

Sort Code:

### ISA Subscriptions

**ISA**

**Junior ISA**

Have you taken out an ISA for the current tax year?

Yes / No

Yes / No

If No, would you like us to deduct funds from your portfolio to invest in an ISA?

Yes / No

Yes / No

Would you like to transfer a stocks and shares ISA to RCBIM from another provider?

Yes / No

Yes / No

**Investment Strategy and Risk Profile (For AIM / IHT portfolios, please see separate Appendix 10 for risk definitions)**

Our range of investment strategies is detailed below. Please ask your financial adviser to select the most suitable model for us to follow when managing your investment portfolio:

Strategy	Risk Profile	Equity-based Assets %	Fixed Assets %	Description
<input type="checkbox"/> Growth	High	80-100	0-20	This strategy is designed purely for capital growth and as such returns may be volatile especially in the short term.
<input type="checkbox"/> Balanced Growth	Medium High	75-95	5-25	This strategy prioritises capital growth over income and as such returns may be volatile especially in the short term.
<input type="checkbox"/> Balanced	Medium	65-85	15-35	This strategy is designed to achieve a balance of income and capital growth over time.
<input type="checkbox"/> Cautious Balanced	Moderate	55-75	25-45	This strategy is designed to generate an income which can grow modestly in real terms over time whilst retaining the potential for modest capital growth.
<input type="checkbox"/> Cautious	Moderate Low	40-60	40-60	This strategy is designed to produce a reasonably high level of income without unduly restricting the potential for capital growth.
<input type="checkbox"/> Conservative	Low Moderate	30-50	50-70	This strategy seeks to prioritise income over capital growth and as a consequence capital growth is likely to be modest over the longer term.
<input type="checkbox"/> Defensive	Low	20-50	50-80	This strategy seeks to produce a modest long term real return, from a portfolio with relatively low volatility characteristics.

Or

Manage the portfolio in accordance with the bespoke strategy outlined in my Investment Management Proposal

**Real Assets** are higher risk investments and may include UK and Overseas Equities, Property, Hedge Funds, Commodities and Private Equity where the risk of capital loss is potentially high.

**Fixed Assets** are lower risk investments and may include Government Bonds, Corporate Bonds, Preference Shares and Cash on Deposit where the risk of capital loss is low, but not impossible.

Please note that all of the above models contain equity-based investments which will fluctuate in value and you may not get back the amount originally invested. If you have any doubts about the suitability of these investments please consult your financial adviser before proceeding.

**Portfolio Composition**

Please select one of the following:

- Managed Fund portfolio**  
Minimum investment £15,000 invested in a range of broadly diversified managed funds and cash.
- Directly Invested Portfolio**  
Minimum investment £250,000 invested in a combination of equities, fixed interest securities, managed funds and cash.
- AIM / IHT portfolio**  
Minimum investment £50,000 please also complete Appendix 10

**Portfolio Style**

Please select one of the following:

- Core Portfolio range**  
UK biased portfolios (up to 85% UK Equity, up to 40% Overseas Equity)
- Overseas Focused Portfolio range**  
Overseas biased portfolio (up to 45% UK Equity, up to 85% Overseas Equity)  
Risk warning: For UK based sterling investors, the greater exposure to overseas markets and potential currency movements, may increase the overall risk profile.

**Suitability Declaration (for Adviser use only)**

I confirm that

(a) I have carried out an assessment of the suitability of RCBIM's discretionary management service for this client and made a personal recommendation to proceed;

(b) I have selected the above investment strategy and carried out an assessment of its suitability for this client, taking into account all necessary information including their knowledge and experience, financial situation including capacity for loss, investment objectives and attitude to investment risk;

(c) These suitability assessments will be reviewed by me at regular intervals and I will notify RCBIM immediately if any changes are required.

IFA Name

IFA Signature

Date

**RC Brown Secure Portal**

The **RC Brown Secure Portal** provides a safe and user-friendly way to access account valuations, view reports, and send and receive communications online. Please provide your e-mail address below, and your Secure Portal access will be created.

First Applicant Name:

Email address:

If this is a joint account, and you would like each user to have their own separate login details, please insert additional information below:

Second Applicant Name:

Email address:

If you **do not** wish to have Secure Portal access, and wish for all correspondence and reports to be sent via post, please tick the following box

**Instructions for Correspondence**

All correspondence and reports will be sent to you in accordance with the options selected above. Copies of your reports will be sent to your adviser via the RC Brown Secure Portal.

If there are any other parties to whom you wish correspondence to be sent, or parties who require access to your valuations via the Secure Portal, please indicate below:

Name:

Email (via Secure Portal):

Address (via post):

**Other Information**

If you know of any information which may affect our management of the portfolio and which is not covered elsewhere in this form, please give details here:

If your portfolio is taxable please give details of any taxable gains you have realised, or intend to realise, in the current tax year:

## FEES

Client Name(s):

### 1. Investment Management Fees (VAT will be added at the applicable rate)

Please tick **ONE** of the following fee options:

<p><b>Portfolio Value</b></p> <p>£15,000 to £375,000</p> <p>£375,000 and over</p>	<p><b>Option 1 - Performance Fee</b></p> <p><input type="checkbox"/> 0.625%</p> <p><input type="checkbox"/> 0.40%</p> <p>Plus 20% of the portfolio's annual return in excess of 4%</p>	<p><b>Option 2 - Conventional Fee</b></p> <p><input type="checkbox"/> 1.25%</p> <p><input type="checkbox"/> 0.80%</p>
<p><b>AIM / IHT portfolio</b></p> <p>£50,000 and over</p>	<p><b>AIM / IHT portfolio</b></p> <p>1.25% <input type="checkbox"/> There is an initial set up charge of £500 plus VAT levied on AIM IHT portfolios in addition to the standard first year ad valorem fee</p>	

### Notes

- a) Fees are calculated calendar monthly and charged according to the total portfolio value at the month end.
- b) All fee options are INCLUSIVE of trading, custody and administration costs.
- c) Portfolios close to / at the threshold will only switch once the value has moved as follows:
  - Rising portfolios will have to have gone above £385,000 before switching
  - Decreasing portfolios will have to have gone below £350,000 before switching

### 2. Index-Linked option

<p><b>Would you like to Index-link your fee?</b></p> <p>Fixed Index-Linked fee is calculated as either Option 1 or 2, but fixed at outset and increased annually by RPI (as determined by table RP02 issued by the Office for National Statistics). Adjusted for inflows and outflows.</p>	<p>Please delete as appropriate</p> <p>Yes / No</p>
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### 3. Adviser's Fees (VAT may be added at the applicable rate)

In addition to the above charges, an initial and/or ongoing service charge may be paid by you to the adviser who introduced you to us. The amount agreed between you and your adviser is:

<p><b>Initial</b></p>		<p>To be debited from your portfolio</p>	<p>Please delete as appropriate</p>
<p><b>Ongoing</b></p>		<p>To be debited from your portfolio</p>	<p>Yes / No</p>

### 4. Managed Funds

Investments in managed funds (OEICs) may be subject to charges by the underlying provider including an annual management charge. We will negotiate these on your behalf and therefore they will vary. Full details are available on request.

### 5. Other Fees (VAT may be added at the applicable rate)

We do not normally charge for reports or other work undertaken for you or your adviser, but we reserve the right to do so if we would incur unreasonable costs or are asked to act outside the normal scope of our services. On termination of this agreement we reserve the right to charge for liquidating or transferring investments out of our nominee account at £5 per line for electronic transfers and £10 per line for certificated.

**General Data Protection Regulation (GDPR) / Data Protection Act 2018:** RCBIM take your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us. From time to time, we may also need to contact you to provide you with details of changes to our services. In order to meet our regulatory obligations, we will retain information about you and the advice we provide for only as long as we are required to by FCA regulations. In providing our service we may share your information with associated companies, service providers, their agents and regulators. We will endeavour to ensure that your information is only used in line with your instructions and our strict policies on confidentiality. Some recipients may be based in other countries where standards of data protection may be different. Wherever possible we will make sure that you have the same levels of protection as in the UK. We will not contact you to market other services to you unless you request us to and we will only pass on your details to other agencies where we have a legal or regulatory duty to do so. In signing our application form to become a client you are giving your consent to us using your personal data for the purposes specified. You may withdraw your consent at any time by writing to us at 1 The Square, Temple Quay, Bristol, BS1 6DG or by emailing us at [enquiries@rcbim.co.uk](mailto:enquiries@rcbim.co.uk)

**Checklist**

Please tick the type of account(s) you wish to open with RCBIM:

- ISA** Please complete Appendices 1 & 2 (as appropriate)
- Junior ISA** Please complete Appendices 1A & 2A (as appropriate)
- Self Invested Personal Pension (SIPP)** Please complete Appendix 3
- Offshore Bond** Please complete Appendix 4
- Onshore Bond** Please complete Appendix 5
- Private Individual (taxed portfolio)** Please complete Appendix 6
- AIM / IHT Portfolio Service** Please complete Appendix 10

**If you are investing cash:**

- Please enclose a cheque payable to RC Brown Client Money Account.

**If you are transferring a portfolio from another manager:**

- We will prepare a Letter of Authority for you to sign authorising the transfer and send this to the ceding manager on your behalf.

**If you are transferring investments registered in your own name:**

- Please provide as much detail as possible about the investments in Appendix 6 including acquisition dates and purchase costs if possible. We will use this information to calculate your capital gains tax position. Please also attach your share certificates and/or managed fund statements.

**Declaration**

I/we, the "Client", hereby appoint R.C. Brown Investment Management PLC (RCBIM) to manage my/our portfolio in accordance with the terms of this Agreement. I/we understand that, by signing this form, this will constitute an agreement between us incorporating the information contained in the Client Application Form and the Terms of Business. I/we confirm that the information provided in this form is correct and I/we undertake to notify my/our adviser promptly of any changes to the information. I/we confirm that I/we have read and understood RCBIM's Terms of Business. I/we agree that RCBIM may contact me/us as provided for within the Terms of Business and that RCBIM may undertake checks in order to verify my/our identity in accordance with anti money laundering and financial crime regulations.

**Tax Residency Self Certification**

Please indicate ALL countries in which you are resident for the purposes of that country's income tax

Country of Tax Residency	Tax Identification Number (TIN) or other relevant tax identification number (e.g. UK National Insurance Number)	No TIN

- I undertake to advise R. C. Brown Investment Management PLC (RCBIM) promptly of any change in circumstances which causes the information contained herein to become incorrect or incomplete and to provide RCBIM with an updated declaration within 30 days of such a change in circumstances.
- I am aware that in certain circumstances RCBIM will be obliged to share this information with UK tax authorities, who may pass it on to other tax authorities.
- I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete.

**First Applicant**

**Joint Applicant**

Name	Name
Signature	Signature
Date	Date

Instructions in respect of the portfolio must be given in writing in accordance with the signing authorities enclosed. We may at our discretion accept email instructions but we reserve the right to confirm these with you by telephone or letter for security reasons. The effective date of this Agreement will be notified to you as part of the initial valuation when the assets are received.

**Head Office:**

1 The Square, Temple Quay, Bristol BS1 6DG

**tel:** 0117 925 6073

**fax:** 0117 925 3790    **email:** [enquiries@rcbim.co.uk](mailto:enquiries@rcbim.co.uk)    **www.rcbim.co.uk**

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