

Wealth Management Service  
Discretionary Management Agreement  
Company

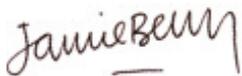
I am delighted that you have decided to take this next step in becoming a client of Bordier (UK). Our Discretionary Management Agreement (DMA) comprises a number of important documents that will need to be completed by you so that we can open your new account.

In this modern world we are all required to provide information and identification documents when financial or legal matters are involved, whether it is opening a bank account or applying for a new passport. Our industry is no different, but this should come as no surprise given the importance of the service that we provide.

Although some of these questions might feel intrusive we are asking them so that we can fully understand your circumstances. This will enable us to provide you with the best service possible and to make sure we are managing your investments in a suitable manner. It is therefore vital that we know as much about you as possible to ensure that we can achieve this. I should also mention that if your circumstances do change at any point you must let us know as soon as possible as it may influence how we are managing your investments.

We have tried to make this form as clear and concise as we possibly can, so I hope that you find it easy to complete. However, if you have any questions please let your Investment Manager know. Alternatively, please give our Client Service team a call and they will also be very happy to help.

Once again I would like to welcome you to Bordier (UK) and I hope this marks the start of a long and happy association between us.



**Jamie Berry**  
Chairman

## 1. Company details

Full name of Company:

Address:

Postcode:

Telephone:

Email address:

Contact:

Company registration number:

## 2. Director details

Please list any additional directors separately:

FIRST DIRECTOR Title:

Forenames:

Surname:

Address:

Postcode:

SECOND DIRECTOR Title:

Forenames:

Surname:

Address:

Postcode:

THIRD DIRECTOR Title:

Forenames:

Surname:

Address:

Postcode:

FOURTH DIRECTOR Title:

Forenames:

Surname:

Address:

Postcode:

### 3. Shareholders

Please show percentage of shares held by each shareholder in space below

### 4. Company background

Please provide a brief outline of how and when the company was created, and for what purpose: (Please continue in the notes section at the end of the document if this space is insufficient)

Do you expect any changes in the nature of the Company in the near future?

Yes  No

If yes, please provide further details

### 5. Taxation

Does the Company have any capital losses that should be taken into consideration by us when managing the Company's portfolio?

Yes  No

If yes, please provide details:

Are there any specific tax issues that may have a bearing on the investment strategy we adopt for the Company?

Yes  No

If yes, please provide details:

### 6. Time horizon

Over what time period do the directors expect to commit capital to an investment portfolio?

- Short term (2-4 years)  
 Medium term (5-10 years)  
 Long term (over 10 years)

Is further capital likely to be added to the portfolio in the future?

Yes  
 No

If yes, please indicate the likely origin of additional funds for investment:

- Further settlement into Company  
 Transfer of existing investments  
 Sale of property or other assets held by the Company

Other (please specify)

Other than regular payments of income to the Company (see section 10), do the directors expect to need any capital from the portfolio?

- Yes  
 No

If yes, please provide details and likely timescale:

## 7. Initial portfolio

What is the initial value of the portfolio?

What is the initial composition of the portfolio?

- Cash only  
 Existing securities only  
 Mixture of cash and securities

If cash is being transferred, please provide details of the bank(s) or firms from which cash will be transferred to us?

If existing securities are being transferred, please provide details of where securities will be originating from (e.g. Company's own name/name of existing investment management firm/contact)

Where the initial portfolio will comprise an existing portfolio of securities and/or cash, please attach a list or up to date valuation of the investments currently held. For each investment, please also provide details of the original purchase dates, costs and any other relevant information to assist the Manager in establishing the portfolio in a timely manner.

## 8. Origin of wealth

We are required to establish the origin of the wealth that the directors are entrusting to us for management. Please indicate below the origin of the wealth together with a brief explanation. Please note that we may require evidence to support the origin of the capital being invested.

Please complete one or more of the following boxes:

Accumulation of profits from earnings over previous years (please provide details of the period over which they have been accumulated).

Sale of an asset by the Company (e.g. property) (please describe the details of the asset, length of ownership and the means of the original purchase)

Sale of a business by the Company (please describe the nature of the business, the length of your involvement with it and brief details of the capital released)

Other (please provide full details as to the date, nature and origin of the investment)

## 9. Authorities

From whom are we authorised to accept instructions regarding the operation of this account, including payment of capital and/or income, and changes to the portfolio's objectives and risk profile?

- Any two directors  
 Any of the directors individually  
 All directors only

Others, please specify

## Payments

Unless otherwise specified, we will register all assets forming the Portfolio for the benefit of the Company, and any cheque or other payment will only be made to the Company. If you wish to make alternative arrangements, please provide details below:

## 10. Income payments

How should income produced by the portfolio be treated?

- Paid out
- Accumulated on an Income account
- Reinvested

If income is to be paid out, payments will be made to the Company's chosen bank account(s) on a quarterly basis in the portfolio currency. We can arrange for the actual income received each quarter to be paid (this will fluctuate from quarter to quarter) or a fixed amount based on the anticipated income for a complete year. Please specify the preferred arrangement opposite:

- Quarterly - actual amount
- Quarterly - fixed amount
- Other arrangement (please contact Manager)

### Regular income payments

Detail here any specific income payments that are to be made and to whom

Payee	Amount Required
Payee	Amount Required

## 11. Bank details

### Company bank account details

Payments of Income or Capital by us from the scheme's portfolio will only be remitted to the Company as requested by them. Payments will be made by cheque or bank transfer.

Name of bank:

Address:

Postcode:

Sort code:

Account no.

Account name:

### International bank account details

Please enter the bank details that you may wish to use to make occasional payments to you. This must be a bank account in the Company name.

Name of bank:

Address:

Postcode:

SWIFT/IBAN/ABA/CHIP Code(s)

Account name:

Currency:

## 12. Custody and registration of investment

Investments will automatically be registered in the name of our client nominee Company. There may be certain circumstances where investments are registered in the name of an external nominee, for example where the Company's investments are held within an investment bond or similar wrapper. Where the investments are registered in our nominee, we will automatically retain documents of title for safekeeping. Similarly, where investments are held in the name of an external custodian, documents of title will be retained by that custodian and the directors must notify us of the authority we will have, if any, to deal with the appointed custodian.

If an external custodian is to be used, please tick this box and provide further details below:

## 13. Payment of our management fees

We will automatically create both Income and Capital accounts for the Company and will deduct our periodic management fees from cash held within the Company's portfolio (unless agreed otherwise).

Please indicate from which account our management fees should be deducted:

- No preference
- Capital account only
- Income account only

## 14. Offshore custody and treatment of capital and income

This section applies only to accounts where custody and/or bank accounts must be held offshore.

We can arrange for the custody of the Company's assets and bank accounts to be held offshore. Note that this may involve an additional charge, details of which are available separately.

Is it necessary for the custody of the assets to be held outside the UK?

- Yes
- No

If yes, please provide further information here:

Is it necessary for capital and income associated with the portfolio to be held in bank accounts outside the UK?

- Yes
- No

If yes, please provide further information here:

Is there any special treatment regarding the segregation or remittance of income and capital items?

- Yes
- No

If yes, please provide further information here:

### 15. Correspondence

We produce comprehensive valuation reports every six months during April and October. These valuations include summaries of assets and cash held, cash movements, dividend and interest payments, purchases and sale transactions and corporate actions. We provide your periodic reports as well as all other correspondence to you online, via your secure access to our webserver, with copies to your financial adviser and/or accountant as directed by you. When reports are ready to view, we will send you an email informing you of this. Within the library system, all of your information will be saved in annual folders. These will be stored in perpetuity and are both easy to access and read. You can view these securely online and print all or part of them should you so wish. You may also view your portfolio online via our web-based valuation service. All information will be viewable via a computer, laptop or other mobile device, including your mobile phone.

If you have elected to receive any form of correspondence from us, you will be informed via email. In order for you to be informed via email that the reports are ready to be viewed on our secure online webserver we will need the most up to date email address.

Name:

Email:

Name:

Email:

Name:

Email:

Any other correspondence requirements:


### 16. Financial adviser

Do the directors have a financial adviser?

- Yes  
 No

If yes, please provide details below:

Firm name:

Primary contact:

Address:


Postcode:

Telephone:

Email address:

Has a professional adviser recommended our services to you?

- Yes  
 No

Is the company happy for us to disclose and discuss information relating to their investments with your financial adviser?

- Yes  
 No

All correspondence, including periodic reports, tax reports and general personal correspondence is accessible through our secure online webserver. Are you happy for us to supply access to the adviser/accountant in order for them to login?

- Yes  
 No

In order to provide online access, we will need an email address to supply their login details. Please provide the professional advisers most suitable email address

Name:

Email:

Any other correspondence requirements:

Address:

Postcode:

Telephone:

Facsimile:

Email address:

## 17. Accountant

Firm name:

Primary contact:

Address:

Postcode:

Telephone:

Facsimile:

Email address:

Other (please sepcify)

Firm name:

Primary contact:

## 18. Verifying the directors identity and address

We are required to confirm the identity of directors in order to comply with international anti-money laundering legislation. It is therefore necessary for us to have documentary evidence of their identity and private address. This requirement can be met by providing us with one document from each of the boxes detailed alongside. In addition, we may search databases and other forms of public record (such as the Companies House register or electoral register) in order to verify the information you have given us.

Please produce one document from each of boxes A and B within this section.

Please state below the documents that are being provided to us to verify the identity and private address of each applicant:

### FIRST DIRECTOR:

Please state here the documents you are providing to us to verify your identity and private address:

Director name:

Identity verification:

Address verification:

## SECOND DIRECTOR:

Please state here the documents you are providing to us to verify your identity and private address:

Director name:

Identity verification:

Address verification:

## THIRD DIRECTOR:

Please state here the documents you are providing to us to verify your identity and private address:

Director name:

Identity verification:

Address verification:

## FOURTH DIRECTOR:

Please state here the documents you are providing to us to verify your identity and private address:

Director name:

Identity verification:

Address verification:

Please tick here if a professional adviser will be providing verification of the directors identity:

The following documents must be produced for each director.

Please produce one document from each of boxes A and B overleaf (that is two documents to be produced per director)

### A - Identity verification

- Current signed passport
- Residence permit issued by Home Office to EU Nationals
- Current Photo-card Driving Licence
- Current full UK Driving Licence Note: A provisional driving licence is not acceptable
- Self-employed in the Construction Industry - tax exemption certificate with photograph of holder (Forms C155, C156 or SC60)
- Inland Revenue Tax Notification
- Firearms Certificate
- Benefit Book or original notification from the Benefits Agency confirming the right to benefits

### B - Address Verification

- Local authority tax bill for the current year
- Bank, building society or credit union statement or passbook containing current address
- Recent utility bill (not more than 3 months old) or certificate from supplier confirming the arrangement to pay for the service on pre-payment terms (e.g. by direct debit). Note: a mobile phone bill is not acceptable
- Current Photo-card Driving Licence (if not produced for A)
- Current full UK Driving Licence (old version) (if not produced for A). NB. A provisional driving licence is not acceptable
- Mortgage statement for the current year from a recognised lender
- Solicitor's letter confirming recent house purchase or land registry confirmation (in such cases we will also need to verify the previous address)
- Local council rent card or tenancy agreement

Note: If you are sending the documents to us by post, please do not send the originals. We will only accept by post copies certified by a lawyer, bank or other regulated professional person, or if you are a non-UK resident, by an embassy, consulate or high commission.

**19. Objectives and risk profile**

We encourage all investors to form their own judgement as to the level of investment risk that they are prepared to take to achieve their investment objectives. However, to assist with this decision, we have compiled a document entitled 'An investors guide to risk & suitability'. Before completing the following section, we strongly recommend that you read this document. Should you have any questions or be in any doubt about how to complete the following section, you should contact us or your professional adviser. Attention is also drawn to the Risk Warnings accompanying the Agreement.

Have the directors read and understood the document entitled "An investors guide to risk & suitability"?

Yes  
 No

If no, please explain how the directors have reached their decision regarding your appetite for investment risk:

Purchasing, selling or subscribing for investments involves risk and some types of investment involve greater risk than others. The table below brings together the Company's primary investment objectives with its risk profile and will enable us to exercise our discretion in a way which is suitable for you.

It is quite possible that the objectives and risk profile will change over time. Once selected, we will confirm these objectives to the directors in an opening letter, in our periodic reporting and during contact with the directors. However, if the directors are aware that their broad objectives have changed or that the risk profile we are adopting for the portfolio is no longer appropriate, the directors should advise us as soon as possible.

**Instructions:**

- Please select a Primary Objective which best represents the Company's current financial situation;
- Reading across the table, please select a Risk Profile (having studied the five risk profiles outlined in the separate document entitled 'An investors guide to risk & suitability');
- Tick the appropriate box. Please tick one box only.

**Focus on Growth - Primary Objective**

Preserving existing wealth in real terms over longer term  
 Risk Profile - Lowest to Highest

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Building wealth in real terms over longer term

Risk Profile - Lowest to Highest

1	2	3	4	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Focus on Income - Primary Objective**

Generating income and preserving existing wealth in real terms over longer term

Risk Profile - Lowest to Highest

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Generating income and building wealth in real terms over longer term

Risk Profile - Lowest to Highest

1	2	3	4	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note that the shaded boxes above reflect Primary Objective and Risk Profile combinations which we deem to be inappropriate.

**20. Income required**

If either 'Generating Income' option has been selected, is there a specific level of income the directors are expecting the portfolio to produce?

- Yes
- No

If yes, please specify the annual gross amount of income the directors require or the gross income yield:

Gross income:

Gross yield %

Are you happy for us to withdraw capital to meet any shortfall in the actual income received from the underlying investments?

- Yes
- No

(Note: using capital will lead to erosion in the value of your portfolio if the portfolio's growth rate does not exceed the rate of any capital withdrawal)

**Currency and currency risk**

What currency would the directors like their portfolio to be managed in? This currency will be used as the base currency for their valuations and influence the strategy we adopt for the portfolio. Please tick one only:

- Sterling
- Euros
- US dollars

Other (please specify)

Please refer to the document entitled 'An investors guide to risk & suitability', which provides further guidance on the level of currency risk for each Risk Profile:

**Investment restrictions**

Are there any investment restrictions which apply or the directors wish to apply to the portfolio (e.g. no UK situs assets to be held)?

- Yes
- No

If yes, please provide further information here:

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If the directors do not impose any limit on our discretion we will assume that there are no such restrictions. You should note that we will use a mixture of investments with varying degrees of risk to meet your overall stated objectives.

**21. Understanding of financial markets**

Which of these categories best describes the director's general understanding of financial markets?

- None/limited
- Moderate
- Good
- Very good
- Expert

What level of experience do the director's have of investing in stockmarkets?

- None/limited (0-2 years)
- Moderate (3-5 years)
- High (6-20 years)
- Significant (over 20 years)

Please state whether this experience has been through self-managed stockmarket investments or via investments arranged by a professional adviser?

- Self - managed
- Professionally arranged

## 22. Suitability

Answers to the following questions will help us better understand the nature of the Company and how appropriate it is for the Company's investments to be professionally managed:

What percentage of the Company's overall assets does this portfolio represent?

What is your primary motive for establishing an investment portfolio or having a portfolio professionally managed?

- To provide an immediate source of income
- To provide an increased capital sum over time to pass to beneficiaries
- To provide an immediate income and increased capital sum over time from which additional income can be paid
- To provide an increased capital sum over time from which income can be paid in the future
- To provide an increased capital sum over time to repay debts

How dependent is the success of this investment portfolio in meeting short-term financial goals?

- Not dependent
- Partially dependent:
- Totally dependent:

How dependent is the success of this investment portfolio in meeting longer-term financial goals?

- Not dependent
- Partially dependent:
- Totally dependent:

## 23. Impact of major market correction

If there were a major stockmarket correction of more than, say, 20% in any one year, which of the following best describes the impact of this event on the Company's overall wealth and your reaction to such a fall? (Note: it is quite possible that a portfolio's income levels would be unaffected by such a fall in stockmarkets).

Please tick one box below that most closely matches your profile:

- The portfolio forms a significant part of the Company's overall wealth and the Company is reliant upon it. A major fall in stockmarkets is likely to have a big impact on the Company's financial position. The Company would need to place the capital on a much more secure footing to prevent any further decline in value:
- The portfolio is a key part of the Company's overall financial wealth and it is somewhat dependent upon it. A major fall in stockmarkets may cause the Company to reassess its objectives and alter how the Company allocates its capital to investments:
- The portfolio is a relatively important part of the Company's overall financial position, but its success is not critical to either day-to-day priorities or long term financial needs. The Company can take a relatively long term view and would be prepared to wait for stockmarkets to recover:
- This portfolio forms a small part of the total financial assets, so a major fall in markets is unlikely to cause any change to the long term financial position. The Company can take a long term view and may consider adding to the portfolio to take advantage of such stockmarket weakness.

Please provide any additional information or clarification below:

## 24. Schedule of fees and charges

This Schedule of Fees and Charges should be read in conjunction with our Terms of Business and forms part of the Client Agreement.

All fees and charges are subject to VAT as appropriate.

### Annual Management Charges

We reserve the right to levy a minimum Annual Management Charge of £3,000 per annum plus VAT.

On the first £1,000,000	1.00%
On the next £1,000,000	0.75%
On the next £1,000,000	0.50%
On the next £2,000,000	0.30%
Thereafter	0.20%

Annual management fees are expressed as a percentage of the value of assets entrusted to us for portfolio management and they are charged monthly in arrears, unless otherwise agreed.

Example: On a £500,000 portfolio, a 1% fee would equate to £5,000 per annum plus VAT at 20% would give a total fee of £6,000 per annum. The fee would be charged in arrears in twelve monthly instalments of £500. The exact fee would be calculated at the end of each month so it will fluctuate depending on the prevailing value of the portfolio.

### Interest paid on cash balances

No interest is earned on cash held in your account at SEI.

### Transaction Charges

Maximum standard transaction charge	£50
Transactions with a value below £5,000	1% no minimum
Additional charge for transactions in shares	£25

Purchases of UK shares are also currently liable to government Stamp Duty at a rate of 0.5% of the consideration. Additional Stock Exchange or brokerage charges may also apply. Overseas securities may also be liable to additional fees.

### Other Charges

Regular payments to a designated bank account	Free of charge
Payments to HMRC	Free of charge
Ad hoc payments	£25 per payment
Ad hoc CHAPS payments	£50 per payment
In specie transfer to a third party	£75 per security
In specie transfer from a third party	£25 per security
Quarter up / probate valuations	£100 fixed charge plus £25 per line of stock
Replacement tax pack	£50 per pack
Change of reporting currency/ wrapper provider	£250 per portfolio
Provision of personal data under Data Protection Act (1998)	£10
Arrangement to attend a shareholder meeting or vote	£25 per meeting/vote

Any special custody requirements for certain securities, such as Eurobonds and overseas securities, may incur additional charges.

We may review our commissions, fees and charges for providing our services at any time and shall give you not less than one month's notice of any changes to them.

### Professional Adviser Remuneration

Please delete as appropriate

Ongoing annual fee payable to Professional Adviser	%	VAT Yes/No
Introductory fee payable to Professional Adviser	%	VAT Yes/No

Name of Professional Adviser:

Company name:

## 25. FATCA Declaration

HM Revenue and Customs (HMRC) require that all financial services firms identify whether their clients are "US Persons" under the US Foreign Account Tax Compliance Act (FATCA).

**A US person is:**

1. A US Citizen (wherever they are currently resident), or a US resident with lawful permanent resident status (Green Card holder)
2. A person with a US Birthplace (including if born in a US overseas dependency)
3. A person with a US residential address, or a US correspondence address (including PO Boxes)
4. A person with a current US telephone number
5. A person with a US address who holds power of attorney over a Portfolio
6. A person that has issued standing instructions to transfer funds to an account maintained in the US
7. A Company registered in the US, or which has a US address and/or telephone number
8. A trust, which has a settlor or any trustees, beneficiaries or other key individuals which meet 1-7 above

Are you a US Person, as defined above?

YES  NO

If YES, please state which applies

By signing this form (see Section 26) you warrant that the information given in this section is complete and correct, and understand that failure to disclose accurate information will have an impact on the management of your Portfolio, and might result in action being taken against you by HMRC.

**26. Agreement and declaration**

This agreement is made between:

Insert below the legal name in which the account should be managed

referred to in the Terms of Business forming part of this Agreement as "the Client"; and

Bordier & Cie (UK) PLC ('the Manager'), whose registered address is at 23 King Street, St James's, London SW1Y 6QY.

We confirm that the information in this document (incorporating Objectives, Risk Assessment and Suitability Questionnaire) is an accurate reflection of your financial circumstances and requirements. We will immediately advise Bordier (UK) of any material changes to this information in case they should have a bearing on the objectives or risk profile being used to manage your investment portfolio(s). We understand that if we do not advise Bordier (UK) of any changes, then the portfolio may be adversely affected by such inaction.

We the undersigned, having received and read the Terms of Business with the intention of being legally bound by the terms and having read and understood the 'An Investors guide to Risk & Suitability' which you have provided to us and hereby appoint you to provide such services to us and as may be agreed from time to time in respect of one or more Portfolios.

**DIRECTOR**

Director name:

Signature:

Date:

**Additional Notes:**

This Discretionary Management Agreement (incorporating Objectives, Risk Assessment and Suitability Questionnaire), should be signed and returned to the address below (or to your professional adviser). Please also include documents relating to the verification of your identity and address (where applicable) and any other relevant information relating to the operation of the account, such as valuation statements relating to existing investments.

**Client Services**

Bordier & Cie (UK) PLC

23 King Street, St James's, London SW1Y 6QY

Telephone: +44 (0)20 7667 6600

Facsimile: +44 (0)20 7930 2911

Email: [client.services@bordieruk.com](mailto:client.services@bordieruk.com)

Authorised and regulated by the Financial Conduct Authority,  
25 The North Colonnade, Canary Wharf, London, E14 5HS

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