

Wealth Management Service  
Discretionary Management Agreement  
Self-Invested Personal Pension (SIPP)  
Small Self-Administered Scheme (SSAS)  
and other Pension Schemes

**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 Services team a call and they will also be very happy to help. **Please note that the fields marked with an asterisk (\*) are mandatory, and that we will be unable to finalise your application should these fields be incomplete.**

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. Pension scheme details

Name of scheme:

Scheme member's name:

Pension account number (if known):

Legal Entity Identifier (LEI)\*:

Please tick the following box if you require us to apply to the London Stock Exchange for an LEI on your behalf:

Type of scheme (e.g. SIPP, SSAS, QROPS etc):

Pension trustees:

Address:

  
  

Postcode:

Telephone:

Email address:

Trustee contact:

If applicable, is the pension scheme in drawdown?

Yes  No

If yes, please indicate the annual amount being drawn down:

If no, when are income benefits likely to commence?

Are contributions currently being made to the scheme?

Yes  No

If yes, what level of contributions are expected in the current tax year net of tax? Please note that we may require proof of earnings.

If no, are contributions expected to commence in the near future? If so, please provide further information.

Have the pension scheme trustees been advised of your intention to appoint us to manage your pension assets?

Yes  No

## 2. Scheme member details

Title:

Forenames:

Surname:

Permanent residential address:

Address:

  
  

Postcode:

## 2. Scheme member details cont.

Previous address (If less than three years at the above address):

  

Postcode:

Home telephone:

Mobile:

Work telephone:

Home email address:

Work email address:

Date of birth\*:

Country of birth\*:

Nationality\*:

Country of tax residence\*:

National insurance number\*:

Tax Identity Number (TIN) / Unique Taxpayer Reference (UTR)\*:

Marital status:

## 3. Employment details

What is your employment status?

- Employed (full time)  
 Employed (part time)  
 Self-employed  
 Retired

Other (please specify):

If you are employed, at what age do you expect to retire?

If you are retired, what was the nature of your work prior to retirement:

If you are employed, please complete the following:

Current employer:

Address:

  
  

Postcode:

Length of service:

Position held:

Nature of work:

#### 4. Income

What are your current annual pre-tax earnings, from your employment or profession, including any paid or anticipated bonus or dividend?

Please provide details of any other sources of current or anticipated household income (please provide approximate annual amounts, before tax):

Pensions:

Investments:

Bank interest:

Other (please specify):

#### 5. Expenditure

Please provide details of any major household expenditure (please provide approximate annual amounts):

Mortgage:

Other loans:

School fees:

Other (please specify):

  
  


From where do you expect to meet the above expenditure? (Please tick the most relevant box(es))

- Employment income
- Savings
- Employment income and savings
- This investment portfolio

Do you expect any major changes to your household income or expenditure in the near future?

- Yes
- No

If yes, please provide further details:

  
  


#### 6. Assets

Please provide details of your primary household assets (approximate values will be sufficient):

Main residence:

Other property:

Investments (shares, funds, ISAs etc):

Pension fund assets:

Other (please specify):

#### Cash reserves

It is important that you retain sufficient cash reserves to meet shorter term liabilities. Excluding any cash that you intend to commit to an investment portfolio, what is the extent any surplus cash currently held on deposit by you?

**7. Liabilities**

Please provide details of your primary household liabilities (approximate values will be sufficient):

Mortgage outstanding:

Mortgage term outstanding (years):

Is this a repayment or interest only mortgage?

Value of mortgage outstanding on any other properties:

Mortgage term outstanding (years):

Is this a repayment or interest only mortgage?

**8. Initial portfolio**

What is the initial value the scheme member will be investing with us?

Do you expect to add money to the portfolio in the future?

- Yes
- No

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

- Surplus income
- Accumulated cash reserves
- Transfer of existing investments
- Inheritance
- Sale of property assets

Other (please specify):

**9. Origin of wealth**

Please indicate below the origin of your wealth together with a brief explanation. Please note that we may require evidence to support the origin of the money being invested.

- Accumulation of savings from employment earnings

(please provide details of the period over which savings have been accumulated, the nature of employment and the duties performed).

- Inheritance

(please provide information relating to the nature of the inheritance, when this occurred and from whom, and how the capital was accumulated).

- Sale of an asset (e.g. property)

(please describe the details of the asset, length of ownership and the means of the original purchase)

- Sale of business

(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 money being invested)

**10. Bank details**

**Primary bank account details**

Payments of income or capital by us from the scheme's portfolio will only be remitted to the trustees 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 (QROPS only)**

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

Name of bank:

Address:

Postcode:

SWIFT/IBAN/ABA/CHIP Code(s)

      

Account name:

        

Currency:

**11. Correspondence**

We produce comprehensive valuation reports every three months during January, April, July 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 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:

## 12. Financial adviser

Do you 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

Are you happy for us to disclose and discuss information relating to your personal circumstances and your 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 for them to login?

- Yes  
 No

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:

  
  

## 13. Select an investment objective and risk profile

We encourage all investors to form their own judgment as to their investment objectives and the level of investment risk that they are prepared to take to achieve those objectives. Purchasing, selling or subscribing for investments involves risk and some types of investment involve greater risk than others. To assist with this decision, we have compiled a risk and suitability guide. 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 you read and understood the Bordier UK risk and suitability guide?

- Yes  
 No

If no, please explain how you have reached your decision regarding your investment objective and appetite for investment risk:



## 14. Investment objective

Which of the following Primary Objectives best represents the your investment objectives for your portfolio. (Please tick only one box):

- To grow the your capital
- To obtain an income from your capital

## 15. Investment strategy and risk profile

Having studied and understood the Bordier UK risk and suitability guide or if the you have made a decision independent of our guide, which of the following five strategies and corresponding risk profiles (ordered lowest to highest) do you think is most appropriate. (Please tick only one box):

- Defensive Strategy (Risk profile 1)
- Cautious Strategy (Risk profile 2)
- Balanced Strategy (Risk profile 3)
- Growth Strategy (Risk profile 4)
- Adventurous Strategy (Risk profile 5)

## 16. Currency and currency risk

What currency would you like your portfolio to be managed in? This currency will be used as the base currency for your 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 Bordier UK risk and suitability guide, which provides further guidance on the level of currency risk for each Risk Profile.

## 17. Investment restrictions

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

- Yes
- No

If yes, please provide further information here:

If you 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.

## 18. Time horizon

How long do you intend to hold the portfolio?

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

## 19. Income payments

How should income produced by the portfolio be treated?

- Paid out
- Reinvested

If income is to be paid out, payments will be made to your chosen bank account 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)

Note: If the value of income required is greater than the value of income received into the portfolio, then it will be necessary to sell investments to meet the shortfall. Using capital could lead to an erosion of the portfolio value if the portfolio's growth rate does not exceed the rate of any capital withdrawal.

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

- Yes
- No

## 20. Understanding of financial markets

Which of these categories best describes your general understanding of financial markets?

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

What level of experience do you 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

## 21. Affordability and suitability

If you have large borrowings (e.g. mortgage) and other debts, have you considered reducing these or paying them off rather than establishing an investment portfolio?

- I/we have no significant borrowings.
- I/we do have borrowings, but believe that long-term investment returns will outweigh the interest cost of this debt.
- I/we do have outstanding borrowings, but expect these to be paid off from other sources.

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

- Not dependent
- Partially dependent
- Totally dependent

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

- Not dependent
- Partially dependent
- Totally dependent

**22. Impact of major market correction**

If there were a major stockmarket correction of more than 20% in any one year, which of the following best describes the impact of this event on your 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 my overall wealth and I am/we are reliant upon it to provide for my/our financial needs. A major fall in stockmarkets is likely to have a big impact on my/our lifestyle and longer-term financial needs. I/We 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 my/our overall financial wealth and I am/we are somewhat dependent upon it to provide for my/our longer-term financial needs. A major fall in stockmarkets may cause me/us to reassess my/our objectives and alter how I/we allocate my/our capital to investments.
- The portfolio is a relatively important part of my/our overall financial position, but its success is not critical to either my/our day-to-day priorities or long-term financial needs. I/We can take a relatively long-term view and I/we would be prepared to wait for stockmarkets to recover.
- This portfolio forms a small part of my/our total financial assets, so a major fall in markets is unlikely to cause any change to my/our long-term financial needs. I/We 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:

**23. Verifying your identity and address**

We are required to confirm the identity of beneficiaries/trustees to comply with international anti-money laundering legislation. It is therefore necessary for us to have documentary evidence of your 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) to verify the information you have given us.

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

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

Identity verification:

Address verification:

**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).
- HM Revenue and Customs tax notification.
- Firearms certificate.
- Evidence of entitlement to a state or local authority-funded benefit, tax credit, pension, educational or other grant.

### B - Verifying your identity and address

- 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 three 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). Note: 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.

### 24. Special category data consent

New standards introduced by the European Union, the General Data Protection Regulation ("GDPR"), defines certain types of information as "special category data", which we require your consent to hold. We also require the authority of the scheme provider to hold this information.

During meetings and discussions with you, we may record certain information that is relevant to how we provide our services to you. This information may pertain to your:

- Health
- Political opinions
- Religious beliefs
- Trade union memberships
- Children

This information may be recorded to help us ensure that we provide you with the highest levels of client service and the most appropriate investment strategy. You have the right to

ask us not to record this information and may withdraw your consent at any time by contacting [dataprotection@bordieruk.com](mailto:dataprotection@bordieruk.com). This information will never be sent to third parties.

This data will only be processed to provide services to you which you have requested and to comply with legal and regulatory requirements.

Please confirm whether you consent to us recording this data (please tick only one box):

Yes, I consent to Bordier UK processing special category data about me.

No, I do not consent to Bordier UK processing special category data about me.

### 25. Schedule of fees and charges

*This schedule of fees and charges should be read in conjunction with our Terms of Business and client information sheet, 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%. This would give a total fee of £6,000 per annum. The fee would be charged in arrears in 12 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

Interest is paid on client money whilst held with SEI at a rate of 0.4% below the Bank of England base rate. The current interest rate payable equates to 0.35%, which is calculated daily and is credited to your account gross every month. Please note, no interest is earned on money held directly with Bordier UK or with another custodian, or on foreign currencies.

## 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.*

## Withdrawal from international agreements within 12 months

*Due to the management, administrative and compliance costs involved in setting up an international client agreement, we levy a charge if an account which has been introduced to Bordier UK by firms or individuals not based in the UK is closed less than 12 months after the original sum for investment is received. The rate charged will be 1% (plus VAT if applicable) and will be based on the average value of the portfolio (observed monthly) over the period of investment. The charge will apply until the first anniversary of the investment.*

*Example: If the average value of the portfolio (observed monthly) was £500,000 a 1% fee would equate to £5,000 (plus VAT if applicable).*

## 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
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 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:

I confirm that the information in this document (incorporating Objectives, Risk Assessment and Suitability Questionnaire) is an accurate reflection of our 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 our 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.

I/We the undersigned, having received and read the Terms of Business with the intention of being legally bound by the terms, have read and agree to the Bordier UK Privacy Policy, and having read and understood the Bordier UK risk and suitability guide which you have provided to us and hereby appoint you to provide such services to me/us and as may be agreed from time to time in respect of one or more Portfolios.

Signed by scheme member

Full name:

Signature:

Date:

If you are transferring an existing portfolio of securities we would be grateful if you could send us an up to date valuation of the investments that also includes the purchase date and purchase cost of each investment. If appropriate we would be grateful if you could also provide an up to date capital gains tax report for the current financial year:

**26. To be completed by the scheme provider**

Our legal responsibilities for pension schemes lie with the pension trustees and therefore all instructions relating to the release of income or capital from the portfolio will normally only be accepted from the trustees.

In most cases, however, the trustees are happy for us to discuss and agree the investment strategy for the pension scheme with the underlying scheme Member. Therefore, please can you provide the appropriate authorities to accept instructions from the underlying scheme member regarding investment strategy or other instructions relating to the general management or direction of the portfolio by ticking the following box.

In the absence of any such authority, we will only accept instructions from the trustees.

How will you invest?

- Cash only
- Existing securities only (in specie)
- Mixture of cash and securities

If cash is being transferred, please provide details of the banks 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:

Custody of assets

The scheme assets will be automatically held by our nominated custodian unless you inform us otherwise. We can arrange for the custody of your assets and your bank accounts to be held offshore. This may involve an additional charge, details of which are available separately.

Is it necessary for the custody of your 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:

### Authority to use special category data

As outlined in Section 24, we may record certain types of information about the scheme member, defined by the General Data Protection Regulation as "special category data", to provide the requested services and to comply with legal and regulatory requirements.

We require the authority of the scheme provider to hold and process this information along with the consent of the scheme member.

- We provide authority to Bordier UK to process and hold special category data about the scheme member subject to the member's consent.

Are you a US person, as defined above?

- Yes  No

If Yes, please state which applies:

By signing this form (see Section 28) 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.

### 28. 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

This Agreement, which incorporates:

- The Manager's Terms of Business ("the Terms");
- The Manager's schedule of fees and charges;
- The Manager's Privacy Policy;

relating to a Portfolio (as described in the Terms) and such other documents as may relate to services provided by the Manager to the Client, in each case as amended or extended from time to time (the "Agreement"), sets out the terms and conditions on which you, the Client, (whether in a personal capacity or in exercise of a power of appointment or as the agent or nominee of another) appoint us, the Manager, to provide services to you.

I/We the undersigned, having read Section 25 schedule of fees and charges, with the intention of being legally bound by their terms, have read and agree to the Bordier UK Privacy Policy, and having read and understood the Bordier UK risk and suitability guide which we have provided to you hereby appoint you to provide such services to me/us as may be agreed from time to time in respect of one or more Portfolios.

### 27. 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.

Signed by scheme provider

Trustee name:

Signature:

Date:

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)

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CL3957/20180802/1.02