

# KING & SHAXSON

## ACCOUNT OPENING FORM FOR PERSONAL DISCRETIONARY SERVICE

Please answer all applicable questions. We may not be able to open your account where information is missing.

Please write clearly in **BLOCK CAPITALS**. We will assume that joint accounts are held in equal proportions between the applicants.

### 1. YOUR DETAILS

Are you applying for an account as:

- an individual (or individuals for joint accounts)? If yes, go to box 1.1
- a body corporate or other non-individual (e.g. limited company, partnership, trust, charity or other?). If yes, go to box 1.2

#### 1.1

Title		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname			
First Name(s) in full			
Tel No (daytime)		Tel No (evening) (if different from daytime)	
Mobile No			
Email			
Date of Birth		Nationality	
National Insurance No.		Passport No.	
House Name or No.		Street	
Town/City			
County		Postcode	
Time at address	years	months	
<b>FOR JOINT ACCOUNTS ONLY – DETAILS OF SECOND ACCOUNT HOLDER</b>			
Title		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname			
First Name(s) in full			
Tel No (daytime)		Tel No (evening) (if different from daytime)	
Mobile No			
Email			
Date of Birth		Nationality	
National Insurance No.		Passport No.	
House Name or No.		Street	
Town/City			
County		Postcode	
Time at Address	years	months	
Relationship to first-named account holder			

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**1.2**

Full Legal Name			
Trading Name (if different from full legal name)			
Legal Form			
Limited Company <input type="checkbox"/> Charity <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>			
If 'Other' please describe			
Registered Company or Charity No.			
Country of registration/incorporation/formation			
Street and No.			
Town/City			
County		Postcode	
Trading Address (if different from the registered address)			
<b>Persons authorised to instruct on the account</b>			
	<b>1st Person</b>	<b>2nd Person</b>	<b>3rd Person</b>
Capacity (trustee/director etc.)			
Surname			
First Name(s)			
Date of Birth			
Nationality			
Telephone No.			
Email			
Instructions may be given by: <input type="checkbox"/> Any one of the above <input type="checkbox"/> Any two of the above <input type="checkbox"/> Other (specify)			

**2. INDEPENDENT FINANCIAL ADVISOR ('IFA') AND/OR OTHER INTRODUCING THIRD PARTY DETAILS**

IFA Name			
Street and No.			
Town/City			
County		Postcode	
Individual Contact Name(s):			
Email(s)			
Telephone No.			
FCA Firm Registration No.			
<b>IF APPLICABLE</b>			
Introducing third party name			
Address			
Individual Contact Name(s):			
Email(s)			
Telephone No.			

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**3. YOUR BANK ACCOUNT DETAILS**

Name of Bank	
Account in Name of	
Sort Code	
Account Number	
<b>FOR JOINT ACCOUNTS ONLY – BANK DETAILS OF SECOND ACCOUNT HOLDER</b>	
Name of Bank	
Account in Name of	
Sort Code	
Account Number	

**4. PORTFOLIO SELECTION**

Please select the portfolio type you wish us to create and manage for you. (A summary of the portfolio types is attached at Appendix I).

Cautious
  Cautious Balanced
  Moderate Balanced
  Moderate
  Dynamic

**5. REFINEMENT OF RISK WITHIN PORTFOLIO SELECTION**

We recognise that even within a more conservative portfolio selection type investors may wish to take a limited element of additional or higher risk. If you wish to add an element of higher risk to your portfolio please indicate this below by ticking one of the available boxes (referring to the portfolio type you have chosen above).

‘Higher risk’ means risk of a type described in the ‘Dynamic’ risk description at Appendix I.

If you do not complete this section we will assume you do NOT wish to add any additional element of risk to the standard portfolio type you have selected.

Where boxes are blocked out this is because either (i) we do not consider that the portfolio should take more than this level of high risk or (ii) the portfolio is already taking at least this degree of risk.

% of portfolio by value which may be invested in high risk investments	Cautious	Cautious Balanced	Moderate Balanced	Moderate	Dynamic
Up to 5%					
Up to 10%					
Up to 15%					
Up to 25%					
Up to 50%					
Up to 75%					
Up to 100%					

**6. INVESTMENT PREFERENCES – IMPORTANT REMINDER**

In addition to the risk profile of the portfolio selected by you above we will invest in accordance with the ethical preferences selected by you in the Values Based Investment Questionnaire (‘VBIQ’). It is therefore in your interest to complete the VBIQ. In this connection, we remind you that to the extent you do not complete the VBIQ we will adopt the most cautious approach in creating and maintaining the portfolio type selected by you.

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## 7. ASSETS TO BE INVESTED

Please indicate the approximate amount you will be investing at this stage and in what form (NB this must be at least the minimum amount of £150,000)

£ \_\_\_\_\_,000 in the form of cash

£ \_\_\_\_\_,000 in the form of existing holdings of shares, bonds etc.

Where you wish to transfer existing holdings of securities such as shares and bonds we will send you guidance as to how this can be done and liaise with you as necessary

## 8. COMMUNICATIONS

Portfolio information and related communications will be available to view online by you and the IFA/third party advisor responsible for introducing you to us. Information available online may be downloaded or printed by you. This information will include:

- Current portfolio summary information
- Contract notes regarding individual trades
- Semi-annual valuations
- Tax information (e.g. consolidated tax voucher and capital gains)

## 9. INCOME

Do you wish to receive income from your investments?  Yes  No

If yes, please select/complete one of the following:

- a) All income generated
- b) \_\_\_\_\_% of income generated
- c) A fixed amount of £ \_\_\_\_\_

How often do you wish to receive the income?

Monthly  Quarterly  Semi-annually  Annually

When do you wish to start receiving income? / /

### IMPORTANT NOTES:

- Withdrawing income generated by your portfolio will impact its future growth.
- Where you select a fixed amount which exceeds income generated it may not be possible to pay you the income without selling part of your portfolio holdings which will thereby reduce the capital available.

## 10. DECLARATION AND SIGNATURE FOR INDIVIDUAL(S)

By signing this Account Opening Form I declare and confirm that:

- The details given in this form are correct and I will inform you immediately of any changes
- I have received the Agreement for Provision of Discretionary Management Services (the 'Agreement') and agree to be bound by its terms. In particular, I have read and understood the 'Risk Warning' and 'Division of responsibility for ensuring suitability' appendices to the Agreement.
- I agree to my investments being registered in accordance with the provisions of the Custody provisions of the Agreement.
- I am not a U.S. person for the purposes of U.S. Federal income tax and I am not acting for, or on behalf of, such a person. If I become a U.S. person I will notify you as soon as practicable and accept that my account will be closed.
- You may use my information to conduct identity, credit and other relevant checks and may share the information with relevant third parties to do so

Signature

Date

Signature of second-named account holder (if applicable)

Date



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**11. DECLARATION AND SIGNATURE FOR A BODY CORPORATE, TRUST,  
CHARITY, OTHER**

By signing this Account Opening Form we declare and confirm that:

- I. The details given in this form are correct and we will inform you immediately of any changes
- II. We have received the Agreement for Provision of Discretionary Management Services (the 'Agreement') and agree to be bound by its terms. In particular, we have read and understood the 'Risk Warning' and 'Division of responsibility for ensuring suitability' appendices to the Agreement.
- III. We agree to our investments being registered in accordance with the provisions of the Custody provisions of the Agreement.
- IV. We are not a U.S. person for the purposes of U.S. Federal income tax and are not acting for, or on behalf of, such a person. If we become a U.S. person we will notify you as soon as practicable and accept that our account will be closed.
- V. You may use our information to conduct identity, credit and other relevant checks and may share the information with relevant third parties to do so.
- VI. We have all necessary legal capacity and authorisation to enter into this Agreement

Signature

Title (Director, Trustee etc.)

Date

Signature of second authorised signatory (if applicable)

Title (Director, Trustee etc.)

Date

## Appendix I

### PORTFOLIO TYPES

#### 1. Cautious (formerly Secured)

A 'cautious' risk level is the lowest risk objective offered by King & Shaxson and portfolios managed in this way will prioritise low volatility and capital preservation over return and performance. The objective is to provide a return in excess of cash but with a low level of risk to capital.

It will still invest in assets that can fall in value and capital is still at risk. It should not be considered a cash fund.

The portfolio will be diversified with a large portion held in fixed income as well as larger, more secured equities and from time to time a substantial element of the portfolio may be held in cash.

The target asset allocation range for this objective is:

Asset	Neutral level	Range
Cash	10%	5% - 50%
Debt	35%	25%-75%
Property	15%	5%- 30%
Equity	35%	25%-50%
Other	5%	0% - 10%

This portfolio is suitable for investors with a low risk tolerance seeking stability.

#### 2. Cautious Balanced (formerly Cautious)

A 'cautious balanced' risk objective will take a more balanced approach to risk and return. The emphasis will still be on lower volatility and capital preservation but more risk will be taken to seek a higher level return and performance. The objective is to provide a higher return as well as income and capital growth.

The portfolio will hold about half of its assets in larger equities and the other half will be in fixed income, property, cash and other assets.

The target asset allocation for this objective is:

Asset	Neutral level	Range
Cash	5%	5% - 20%
Debt	25%	20%-40%
Property	15%	10%- 30%
Equity	50%	40%-60%
Other	5%	0% - 10%

This portfolio is suitable for investors who are willing to take a limited degree of risk in order to achieve better long term returns.

#### 3. Moderate Balanced (formerly Balanced)

A 'moderate balanced' risk objective will also take a balanced approach but place more emphasis on capital and income growth over the long term. Portfolios will still be invested in a diverse portfolio of assets.

The portfolio will hold between half and three quarters of its assets in equities with the rest invested in fixed income, property, cash and other assets.

The target asset allocation for this portfolio is:

Asset	Neutral level	Range
Cash	5%	5%-15%
Debt	15%	10%-25%
Property	15%	10%-25%
Equity	60%	50%-75%
Other	5%	0%-10%

This portfolio objective is suitable for investors who can tolerate a moderate degree of volatility.

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### 4. Moderate

A 'moderate' risk objective will focus on a more equity based portfolio with the objective of long term capital and income growth. Although the portfolio will include other assets the focus will be on equities.

The portfolio will be mainly invested in equities and property with some debt, cash and other assets.

The target asset allocation for this portfolio is:

Asset	Neutral level	Range
Cash	5%	5%-15%
Debt	10%	10%-25%
Property	10%	10%-25%
Equity	70%	50%-75%
Other	5%	0%-10%

This portfolio objective is suitable for investors who can tolerate volatility in their portfolio.

### 5. Dynamic

This risk profile is for those who seek to achieve high returns and are willing to take a high degree of risk to achieve it. It will mainly consist of equities including higher risk equities. These may include smaller more focussed companies listed on markets such as AiM. This risk profile, in seeking higher returns, will take a high degree of risk with your capital.

The target asset allocation for this portfolio is:

Asset	Neutral level	Range
Cash	5%	5%-15%
Debt	5%	0%-15%
Property	5%	0%-25%
Equity	80%	60%-100%
Other	5%	0%-20%

This portfolio is suitable for high risk investors who can accept large capital losses in the search for a higher return.

# KING & SHAXSON

## AUTHORITY TO ACCEPT INSTRUCTIONS FROM YOUR IFA OR OTHER THIRD PARTY ACTING ON YOUR BEHALF

### 1. PURPOSE OF THIS AUTHORISATION

Where you have been introduced to us and/or have an ongoing client relationship with an IFA (independent financial advisor) or other third party you may wish us to accept instructions and other communications from that person regarding your account. If this is the case, please indicate which types of instruction or communication we may accept.

Please note that where you authorize an IFA or other third party to instruct us on your behalf we can accept no liability for any harm, loss or damage that may result from our acting upon that instruction.

### 2. TYPES OF INSTRUCTION OR COMMUNICATION

	YES we may accept	NO we may not accept
Changes to information supplied by you in the Values Based Questionnaire (investment objectives, acceptable risk preferences, restrictions etc.)		
Changes to existing portfolio composition		
Changes in financial standing data (bank account details, assets, source of funds)		
Changes in non-financial standing data (e.g. name, address, email, telephone number)		
Creation of additional account		
Transfer or closure of existing account		
Change of income payment instructions (e.g. whether you want to be paid monthly, quarterly, etc., how much or what percentage of available income you want to be paid etc.)		
Payments to IFA/third party from your account (This would include annual, ongoing and ad hoc charges you wish us to pay using available cash or by liquidating part of your portfolio holdings and using the cash proceeds). If you answer 'Yes' to this question we recommend that you provide additional information in the boxes below		
• Amount of annual charge currently agreed with the IFA/third party		
• Amount of other recurring charges currently agreed with the IFA/third party		
• Ad hoc charges (please answer 'yes' or 'no')		
• Other instructions		

### 3. CONFIRMATION AND ACCEPTANCE

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_