

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		Gender	
Surname			
First Name(s) in full			
Main Telephone No.		Mobile No.	
Email			
Date of Birth		Nationality	
National Insurance No.		Passport No.	
House Name or No.		Street	
Town/City			
County		Postcode	
Time at address			
FOR JOINT ACCOUNTS ONLY - DETAILS OF SECOND ACCOUNT HOLDER			
Title		Gender	
Surname			
First Name(s) in full			
Main Telephone No.		Mobile No.	
Email			
Date of Birth		Nationality	
National Insurance No.		Passport No.	
House Name or No.		Street	
Town/City			
County		Postcode	
Time at address			
Relationship to first-named account holder			

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1.2 A body corporate or other non-individual (e.g. limited company, partnership, trust, charity or other)

Full Legal Name					
Trading Name (if different from full legal name)					
The Legal Entity Identifier (LEI)					
Legal Form	Limited Company	Charity	Trust	Partnership	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 registered address)					

PERSONS AUTHORISED TO INSTRUCT ON THE ACCOUNT			
	1st Person	2nd Person	3rd Person
Capacity (trustee/director etc.)			
Surname			
First Name(s)			
Date of Birth			
Nationality			
Telephone No.			
Email			

Please provide details of who is required to instruct on the account. for example, any one of the above, any two of the above, all of the above, or other (please specify):

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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.	
IF APPLICABLE	
Introducing Third Party Name	
Address	
Individual Contact Name(s)	
Email(s)	
Telephone No.	

3. CLIENT BANK ACCOUNT DETAILS

Name of Bank	
Account in Name of	
Sort Code	
Account number	
FOR JOINT ACCOUNTS ONLY - BANK DETAILS OF SECOND ACCOUNT HOLDER	
Name of Bank	
Account in Name of	
Sort Code	
Account number	

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4. PORTFOLIO SELECTION

For Ethical Bespoke Portfolios Only:

Please select the portfolio type you wish us to create and manage for you. (A summary of the portfolio types can be found in Appendix I).

Cautious	Cautious Balanced	Moderate Balanced	Moderate	Dynamic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Cash/Treasury Management Portfolios Only:

Cash Management Portfolio	For cash management portfolios, please ensure you have submitted your required investment parameters such as duration or credit limits, and/or have reviewed the investment proposal provided.
<input type="checkbox"/>	

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 maybe 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').

This is a standalone document available from the King & Shaxson Asset Management Website.

It is therefore in your interest to complete the VBIQ. 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 £500,000)

£ ,000 in the form of cash

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

WE HAVE PROVIDED A STANDALONE DOCUMENT WHICH NEEDS TO BE COMPLETED IN ORDER TO INSTRUCT TRANSFERS IN, INCLUDING CASH AND IN SPECIE TRANSFERS.

A SEPARATE DOCUMENT IS REQUIRED TO BE COMPLETED PER EVERY DIFFERENT ASSET MANAGER/PRODUCT PROVIDER YOU WISH TO TRANSFER IN FROM.

IT IS ALSO RECOMMENDED THAT THE BENEFICIAL OWNER OF THE PORTFOLIO(S) CONTACT THEIR OUTGOING PROVIDER TO ADVISE THEM THAT THEY ARE TRANSFERRING THEIR PORTFOLIO TO KING & SHAXSON ASSET MANAGEMENT, WHOSE AGENT IS PERSHING SECURITIES. THIS WILL PROVIDE US AND OUR CUSTODIAN AUTHORITY TO CONTACT THE SEEDING ASSET MANAGER.

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
- Quarterly Valuations
- Tax Information (e.g. consolidated tax voucher and capital gains)

9. INCOME

Do you wish to receive income from your investments?

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

a) All income generated

b) % of income generated

%

c) A fixed amount of money

£

How often do you wish to receive the income? (select one of the following)

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. United States Tax Reporting Form - W8 Form (for portfolios with equity allocated)

A W-8 Form is used by non-US citizens/residents when receiving US income, such as dividends or interest. It allows for the foreign individual to claim a reduction, or exemption, from US withholding tax due to an income tax treaty between the UK and US. Without the form, it is not possible to own US assets such as equities.

There are different forms available, with the most common being for individuals (W8-Ben) and non-individuals (W8-Ben-E). Please ensure the most appropriate form is completed. These can be obtained through the IFRS website.

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11. DECLARATION AND SIGNATURE FOR INDIVIDUAL(S)

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

- I. The details given in this form are correct and I will inform you immediately of any changes
- II. 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.
- III. I agree to my investments being registered in accordance with the provisions of the Custody provisions of the Agreement.
- IV. 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 possible and accept that my account will be closed.
- V. 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	

12. 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 we 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 possible 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-named account holder (if applicable)	
Title (Director, Trustee etc.)	
Date	

13. KNOW YOUR CUSTOMER IDENTIFICATION

The information required from each individual applicant that is not an existing investor with King & Shaxson Asset Management Limited is listed below:

- A certified copy of a valid passport, driving licence or identification card bearing evidence of the applicant's identity. (Certified by a police officer, a qualified accountant, a practicing solicitor, an IFA or other person acceptable to the Company);
- and**
- An original certified true copy of an item bearing evidence of the applicant's address (e.g. council tax bill, bank statement, utility bill (not mobile phone), mortgage statement).

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 authorise an IFA or other third party to instruct us on your behalf we will 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	NO
Changes to information supplied by you in the Values Based Questionnaire		
Changes to existing portfolio composition (investment objectives, acceptable risk preferences, restrictions etc.)		
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 K&S account (This would include annual and ongoing 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.		
Acceptance of Ad-hoc charges.		
Please provide details below of adviser charges (if any) applicable to your King & Shaxson portfolio.		
Amount or % of annual (ie ongoing) charge currently agreed with the IFA/Third Party to be taken from your K&S account. VAT will be applicable to ongoing adviser fees, so please indicate if the % charge is inclusive or exclusive of VAT.		
Amount of initial fee currently agreed with the IFA/Third Party to be taken from your K&S account. Please indicate if there is VAT applicable to this charge (if you have any doubts, please speak to your adviser).		

OTHER INSTRUCTIONS

3. CONFIRMATION AND ACCEPTANCE

Name:	
Signature:	
Date:	

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King & Shaxson Asset Management Registered Office

King & Shaxson Asset Management Limited (Reg. No. 3870667) has its registered office at 1st floor, 155 Fenchurch St, London EC3M 6AL. The Company is registered in England and Wales and is part of the PhillipCapital Group. King & Shaxson Asset Management Limited (FCA Reg. No. 823315) is authorised and regulated by the Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN.

APPENDIX 1

Details of risk profiles for a bespoke portfolio

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	5%	0-30%
Debt	40%	25-75%
Property	15%	0-30%
Infrastructure	10%	0-25%
Equity	30%	20-45%

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%	0-20%
Debt	30%	15-50%
Property	12.5%	0-30%
Infrastructure	12.5%	0-25%
Equity	40%	30-60%

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

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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%	0-15%
Debt	20%	10-35%
Property	12.5%	0-25%
Infrastructure	12.5%	0-25%
Equity	50%	40-75%

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

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%	0-15%
Debt	10%	5-20%
Property	10%	0-20%
Infrastructure	10%	0-20%
Equity	65%	50-90%

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%	0-15%
Debt	5%	5-20%
Property	5%	0-20%
Infrastructure	10%	0-20%
Equity	75%	50-90%

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