



## **Bespoke Portfolio Service**

### **Application Form**

**Applicant(s) name(s):**

**I / We apply to invest £**  **in the Bespoke Portfolio Service**

### **INCOME REQUIREMENTS**

Please indicate whether you wish to take an income from your investment

REINVEST (No income to be distributed)       DISTRIBUTE (Please complete the section below)

### **DISTRIBUTION OF INCOME**

Please indicate the frequency and amount of income you wish to have paid out from your investment portfolio

#### **Quarterly Options**

Variable Quarterly Dividend Payment

Fixed Quarterly Income Payment

Amount of Fixed Quarterly Income Payment £

Please specify when you would like the Quarterly Income Payments to start from

18 January  18 April  18 July  18 October

#### **Monthly Option**

Fixed Monthly Income Payment

Amount of Fixed Monthly Income Payment £

Please indicate when you would like the Monthly Income Payments to start from

18<sup>th</sup> of  (month)

**Please provide specific income distribution requirements (i.e.: amount(s) and from which portfolio(s) to be paid) in the notes section at the back of this form.**

If income has been requested it will be sent directly to your Bank or Building Society account by BACS (Bankers Automated Clearing System).

#### **Bank / Building Society Details**

Name and Address of Bank or Building Society (Incl. Postcode)

Account Sort Code

Account Number

Account Name

Building Society Roll / Ref Number

## BPS - Specific Instructions

[Empty box for specific instructions]

### ***Please be Aware***

*The value of investments can go down as well as up and, as a consequence, the value of your portfolio at any given point in time cannot be guaranteed. Upon withdrawal or transfer of your portfolio you may not realise the sum originally invested. Past performance cannot be relied on and is not necessarily a guide to future returns.*

*Before investing in the Balkerne Asset Management Bespoke Portfolio Service, we recommend that you read the Key Features, Terms & Conditions and Schedule of Charges (Costs) as applicable to this service as they provide details of the terms, risks and costs under which the investment(s) will be managed. In the event that you do not understand any aspect of the Key Features, Terms & Conditions or Schedule of Charges (Costs), you should ask further questions of your Financial Adviser in order to seek clarification.*

### **CLIENT DECLARATION:**

I / We confirm that the details contained in this application form are accurate and true and are in accordance with my / our objectives and attitude to investment risk as discussed with my / our financial adviser and the Balkerne Asset Management Chief Investment Officer. I / We further confirm that I / we have been given sufficient time and opportunity to read and consider the Bespoke Portfolio Service Key Features, Terms & Conditions and Schedule of Charges (Costs) and appreciate the terms, risks and costs under which the investment(s) will be managed.

By signing the declaration below you consent to the Balkerne Asset Management Order Execution Policy and to Balkerne Asset Management (or any affiliate, as the case may be) effecting transactions on your behalf which may be outside a regulated market or multilateral trading facility.

#### **APPLICANT 1**

#### **APPLICANT 2**

**Signature**

[Signature box for Applicant 1]

[Signature box for Applicant 2]

**Date**

[Date box for Applicant 1]

[Date box for Applicant 2]

**Print Full Name**

[Print Full Name box for Applicant 1]

[Print Full Name box for Applicant 2]

**Bespoke Stocks & Shares ISA – Client name:** [redacted]

I apply to subscribe £ [redacted] to a Bespoke Stocks & Shares ISA for the tax year ending 5 April [redacted] and each subsequent year until further notice.

**INCOME REQUIREMENTS**

Please indicate whether you wish to take an income from your investment

REINVEST (No income to be distributed)       DISTRIBUTE (Please complete the section below)

**DISTRIBUTION OF INCOME**

Please indicate the frequency and amount of income you wish to have paid out from your investment portfolio

**Quarterly Options**

Variable Quarterly Dividend Payment

Fixed Quarterly Income Payment

Amount of Fixed Quarterly Income Payment £ [redacted]

Please specify when you would like the Quarterly Income Payments to start from

18 January  18 April  18 July  18 October

**Monthly Option**

Fixed Monthly Income Payment

Amount of Fixed Monthly Income Payment £ [redacted]

Please indicate when you would like the Monthly Income Payments to start from

18<sup>th</sup> of [redacted] (month)

**Please provide specific income distribution requirements (i.e.: amount(s) and from which portfolio(s) to be paid) in the notes section at the back of this form.**

If income has been requested, it will be sent directly to your Bank or Building Society account by BACS (Bankers Automated Clearing System).

**Bank / Building Society Details**

Name and Address of Bank or Building Society (Incl. Postcode)

[redacted]

Account Sort Code [redacted]

Account Number [redacted]

Account Name [redacted]

Building Society Roll / Ref Number [redacted]

## Bespoke Stocks & Shares ISA - Specific Instructions



### **Please be Aware**

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#### **I declare that:**

- All subscriptions made, and to be made, belong to me.
- I am 18 years of age or over.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a Cash ISA and a Stocks & Shares ISA in the same tax year.
- I have not subscribed and will not subscribe to another Stocks & Shares ISA in the same tax year that I subscribe to this Stocks & Shares ISA, and
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Balkerne Asset Management if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- The details contained in this application form are accurate and true and are in accordance with my investment objectives and attitude to investment risk as discussed with my financial adviser. I further confirm that I have been given sufficient time and opportunity to read and consider the Bespoke Stocks & Shares ISA Key Features and Terms & Conditions and appreciate the terms, risks and costs under which the investment(s) will be managed.

#### **I authorise Balkerne Asset Management:**

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
- To make on my behalf any claims to relief from tax in respect of ISA investments.

#### **I agree to the ISA Terms and Conditions.**

**I declare that this application form has been completed to the best of my knowledge and belief.**

Signature

Date

Print Full Name



# Application to transfer your existing ISA(s) to the Balkerne Asset Management Bespoke Stocks & Shares ISA

Name of Account Manager (1)  Account No

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note that such transfers must be the whole amount saved in the current tax year in the ISA, up to the day of transfer.

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

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## Instruction to Existing ISA Account Manager (1)

### Name and address of your current ISA Account Manager

Name

Account No

Address  
(Incl. Postcode)

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note the transfer must be the whole amount saved (right up to the day of transfer)

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

I request you to transfer the above mentioned ISA(s) to Balkerne Asset Management, 1 Balkerne Hill, Colchester, Essex, CO3 3FG. Where applicable, I request you to sell the appropriate investments held in my account, as detailed, before transfer and send a cheque(s) for the proceeds to the above address. Cheques should be made payable to "Balkerne Asset Management Client's Account". If you have any queries with these instructions please contact the Transfer Department (Tel: 0808 200 0808) at Balkerne Asset Management.

Signature

Print Full Name

Date





# Application to transfer your existing ISA(s) to the Balkerne Asset Management Bespoke Stocks & Shares ISA

Name of Account Manager (2)  Account No

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note that such transfers must be the whole amount saved in the current tax year in the ISA, up to the day of transfer.

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

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## Instruction to Existing ISA Account Manager (2)

### Name and address of your current ISA Account Manager

Name

Account No

Address  
(Incl. Postcode)

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note the transfer must be the whole amount saved (right up to the day of transfer)

Is a previous tax year ISA to be transferred? YES  NO

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Print Full Name

Date



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Amount of Fixed Quarterly Income Payment £ [redacted]

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**Monthly Option**

Fixed Monthly Income Payment

Amount of Fixed Monthly Income Payment £ [redacted]

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18<sup>th</sup> of [redacted] (month)

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**Bank / Building Society Details**

Name and Address of Bank or Building Society (Incl. Postcode) [redacted]

Account Sort Code [redacted]

Account Number [redacted]

Account Name [redacted]

Building Society Roll / Ref Number [redacted]

## Bespoke Stocks & Shares ISA - Specific Instructions

### **Please be Aware**

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#### **I declare that:**

- All subscriptions made, and to be made, belong to me.
- I am 18 years of age or over.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to a Cash ISA and a Stocks & Shares ISA in the same tax year.
- I have not subscribed and will not subscribe to another Stocks & Shares ISA in the same tax year that I subscribe to this Stocks & Shares ISA, and
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Balkerne Asset Management if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- The details contained in this application form are accurate and true and are in accordance with my investment objectives and attitude to investment risk as discussed with my financial adviser. I further confirm that I have been given sufficient time and opportunity to read and consider the Stocks & Shares ISA Key Features and Terms & Conditions and appreciate the terms, risks and costs under which the investment(s) will be managed.

#### **I authorise Balkerne Asset Management:**

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
- To make on my behalf any claims to relief from tax in respect of ISA investments.

#### **I agree to the ISA Terms and Conditions.**

**I declare that this application form has been completed to the best of my knowledge and belief.**

Signature

Date

Print Full Name

# Application to transfer your existing ISA(s) to the Balkerne Asset Management Bespoke Stocks & Shares ISA

Name of Account Manager (1)  Account No

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note that such transfers must be the whole amount saved in the current tax year in the ISA, up to the day of transfer.

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

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## Instruction to Existing ISA Account Manager (1)

### Name and address of your current ISA Account Manager

Name

Account No

Address  
(Incl. Postcode)

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note the transfer must be the whole amount saved (right up to the day of transfer)

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

I request you to transfer the above mentioned ISA(s) to Balkerne Asset Management, 1 Balkerne Hill, Colchester, Essex, CO3 3FG. Where applicable, I request you to sell the appropriate investments held in my account, as detailed, before transfer and send a cheque(s) for the proceeds to the above address. Cheques should be made payable to "Balkerne Asset Management Client's Account". If you have any queries with these instructions please contact the Transfer Department (Tel: 0808 200 0808) at Balkerne Asset Management.

Signature

Print Full Name

Date



# Application to transfer your existing ISA(s) to the Balkerne Asset Management Bespoke Stocks & Shares ISA

Name of Account Manager (2)  Account No

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note that such transfers must be the whole amount saved in the current tax year in the ISA, up to the day of transfer.

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

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## Instruction to Existing ISA Account Manager (2)

### Name and address of your current ISA Account Manager

Name

Account No

Address  
(Incl. Postcode)

Is your current tax year ISA to be transferred? YES  NO

If "YES" please note the transfer must be the whole amount saved (right up to the day of transfer)

Is a previous tax year ISA to be transferred? YES  NO

If "YES" please select one of the following options:

Whole of tax year to be transferred

Part of tax year to be transferred

If "Part of tax year" please specify tax year and amount:

Tax year

Amount £

Tax year

Amount £

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Signature

Print Full Name

Date





## FINANCIAL ADVISER REMUNERATION AGREEMENT

I/We confirm that I/we have received advice relating to this investment and hereby request Balkerne Asset Management to pay my/our adviser charge directly to my/our Financial Adviser as detailed below.

This arrangement is to remain in place until I/we give my/our instructions in writing to Balkerne Asset Management that this arrangement should be cancelled; or I/we cease to be an investor / investors with Balkerne Asset Management.

### Amount of Adviser Agreed Remuneration:

1. Initial Adviser Agreed Remuneration of [ ] % of funds invested, which equates to the sum of £ [ ] (Estimated where the transfer of funds / stocks is not specifically known).

### PLUS

2. An Annual Portfolio based Ongoing Adviser Charge of [ ] % of funds held, paid in quarterly instalments.

### Financial Adviser Details:

Full Address and Postcode of  
Financial Adviser

Adviser FCA Registered Number

Adviser Telephone Number

Adviser Email

**Adviser Signature**

Date

Print Adviser Name

### Declaration and Client Signatures:

I / We agree and authorise Balkerne Asset Management to pay my / our Financial Adviser the agreed adviser charges as detailed above.

#### APPLICANT 1

#### APPLICANT 2

**Signature**

Date

Print Full Name



Notes:

20 horizontal purple lines for notes.

**Income Requirements (amount(s) & from which portfolio(s) to be paid)**

8 horizontal purple lines for income requirements.