

DISCRETIONARY INVESTMENT MANAGER SET-UP FORM

This document forms part of the contract between us and a discretionary investment manager wishing to manage investments on the Embark platform on behalf of our clients. Any terms defined in the Discretionary Investment Manager Terms of Business shall also apply to this document. This document must be signed by somebody duly authorised to bind the discretionary investment manager.

SECTION 1:

DISCRETIONARY INVESTMENT MANAGER DETAILS

Firm Name:

Email Address:

Telephone Number:

Fax Number:

LEI Number:

Type of Legal Entity:
(e.g. Ltd, PLC)

Companies House
Registration Number:

Place of Incorporation:

ADDRESS OF PRINCIPAL PLACE OF BUSINESS

Address:

Postcode:

FCA AUTHORISATION

FCA Authorisation Number:

MODEL PORTFOLIO OPTIONS

Minimum Days Between Automated
Rebalances (0-30 days):

Minimum Model Cash Allocation (%):¹

¹ Model portfolio charges will be automatically paid from cash held. A minimum of 0.5% cash allocation is required.

BANK ACCOUNT FOR PAYMENT OF DISCRETIONARY INVESTMENT MANAGER CHARGES

Account Name:

Account Number:

Sort Code

Bank Name:

Address:

Postcode

Frequency of Deduction and Payment (choose 1):

Monthly

Quarterly

Half-yearly

Yearly

Please note that fees will be paid on the 25th in line with your chosen frequency and deducted 5 days prior to the payment date.

ADMINISTRATION ACCOUNT USER DETAILS

USER 1

Title:

First Name:

Surname:

Email Address:

Date of Birth:

Individual FCA Number:

USER 2

Title:

First Name:

Surname:

Email Address:

Date of Birth:

Individual FCA Number:

Please note that two administration account users are required to enable authorisations.

SECTION 2:

DECLARATION

I am duly authorised to sign this form and to make the following declarations on behalf of the discretionary investment manager:

- The discretionary investment manager has received a copy of the Embark Discretionary Investment Manager Terms of Business and copies of all other documents referred to in this document, including the Discretionary Investment Managers Terms of Use, as forming part of the contract, and hereby agrees to be bound by them in all respects.
- The information provided in this Discretionary Investment Manager Set-Up form is true, accurate and complete.
- The discretionary investment manager hereby applies for you to provide the services, and authorises you to set up and administer the discretionary investment manager Accounts, in accordance with the Embark platform Discretionary Investment Managers Terms of Business and all other documents referred to in the Discretionary Investment Manager Terms of Business as forming part of the contract.

Signed:

Name:

Date:

Position:

Due diligence questions

Please complete the questions below. If you require more space, please use Notes page provided at the back of this document.

1. Can you supply your Pillar 3 Disclosure Document? Yes Included

Do you outsource or sub-contract any integral functions of your model portfolio service to third party suppliers? If so, please state to whom and provide information on how you oversee these arrangements.

Provider:

Details:

2. Do you provide or receive inducements to and from third parties?

Provider:

Details:

3. Do you have any relationships with firms that could be deemed as a conflict of interest? If so, how is this disclosed to your customers?

Provider:

Details:

4. Do you have a formalised governance framework and policy? Yes No

If so, please provide evidence of this and state who is responsible for the overall governance of your firm.

5. What controls do you have in place to ensure the correct operational processes are followed when running your model portfolios?
(Please note that we may ask for copies of these documents)

Details:

6. Please can we see an example customer brochure and communication regarding the model portfolio service? Yes Included

7. Please indicate the permissions your firm has from the regulator and whether there are any restrictions to these permissions.

Permissions:

Restrictions:

8. Has your firm been subject to any visits, investigations, enforcement action or censure by a regulator or professional body? Yes No

If yes, please provide full details.

Details:

9. Is the Financial Conduct Authority your main regulator? Yes No

If not, please provide details of the regulator.

10. When was the last review conducted by each regulator and what were the findings of these reviews?

Date:

Details:

11. Do you have a formalised policy for complaint handling (including incident logging and reporting?)

Yes

No

12. How many complaints have you received in the last 12 months (as a total and as a proportion of your existing clients)? And of these complaints how many (in % terms) have been upheld in the client's favour; rejected; and are still to be investigated?

Total Complaints:

Proportion:

Total Upheld:

Total Rejected:

Investigating:

13. Please provide details of any complaints received in the last 12 months including nature of complaints, root causes and action taken to resolve.

14. How many Financial Ombudsman Service referrals have you received in the last 12 months and of these how many have been upheld and how many are outstanding (as a total)?

Total Referrals:

Total Upheld:

Outstanding:

15. In respect of operations, does the company have a formulated policy for identifying and rectifying systemic failures?

Yes

No

If so, please provide details of this process.

16. How do you characterise the target market for your model portfolio services?

Notes: