

# EMBARK PLATFORM

## 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.

### 1 DISCRETIONARY INVESTMENT MANAGER DETAILS

Firm Name:

Email Address:

Telephone Number:

Fax Number:

Legal Entity Identifier (LEI):

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

Companies House Registration Number:

Place of Incorporation:

### 2 ADDRESS OF PRINCIPAL PLACE OF BUSINESS

Address:

Postcode:

### 3 FCA AUTHORISATION

FCA Authorisation Number:

### 4 MODEL PORTFOLIO OPTIONS

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

Minimum Model Cash Allocation (%):<sup>1</sup>

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

**5 BANK ACCOUNT FOR PAYMENT OF DISCRETIONARY INVESTMENT MANAGER CHARGES**

Account Name:

Account Number: | | | | | | | | | | Sort Code: | | | | | | | | | |

Bank Name:

Bank 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.

**6 ADMINISTRATION ACCOUNT USER DETAILS**

**User 1**

Title:

First Name: Surname:

Email Address: Date of Birth: | D | D | M | M | Y | Y |

Individual FCA Number:

**User 2**

Title:

First Name: Surname:

Email Address: Date of Birth: | D | D | M | M | Y | Y |

Individual FCA Number:

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

**7 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.

Signature: 

Name: Date: | D | D | M | M | Y | Y | Y | Y |

Position:

# DUE DILIGENCE QUESTIONS

1. Can you supply your Pillar 3 Disclosure Document?  Yes, Included  No

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?  Yes  No

Provider:

Details:


3. Do you have any relationships with firms that could be deemed as a conflict of interest?  Yes  No

If so, how is this disclosed to your customers?  
Please enclose a copy of your Conflicts of Interest Policy.

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  No

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 your main regulator, as well as details of any other regulator.

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

Date:	Name of Regulator:	Details:
D   D   M   M   Y   Y		
D   D   M   M   Y   Y		
D   D   M   M   Y   Y		
D   D   M   M   Y   Y		

11. Do you have a formalised policy for complaint handling (including incident logging and reporting)? If yes, please include a copy of your complaint handling policy.  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, or enclose copies of the relevant policy.

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

## Notes

Empty box for notes.