

Pension Fund Client Financial Profile and Instructions

CAM Reference

Name of Account

Pension Administrator

The information and instructions you supply in this document are essential for us to provide you with a portfolio that meets your needs – please complete all spaces.

Please note that all information provided will be dealt with in strict confidence.

1 Pension Fund Members' Details

PLEASE COMPLETE **ALL** SPACES

Member 1

Title: Mr/Mrs/Miss/Other: _____

Full Name _____

Date of Birth _____

Occupation _____

Address _____

Town/City _____

Post Code _____

Email Address _____

Telephone Numbers (Please tick preferred)

Home _____

Business _____

Mobile _____

Fax _____

Children _____

Date of Birth

/ /

/ /

/ /

/ /

Other Dependants _____

Member 2

Title: Mr/Mrs/Miss/Other: _____

Full Name _____

Date of Birth _____

Occupation _____

Address _____

Town/City _____

Post Code _____

Email Address _____

Telephone Numbers (Please tick preferred)

Home _____

Business _____

Mobile _____

Fax _____

Children _____

Date of Birth

/ /

/ /

/ /

/ /

Other Dependants _____

We may contact you from time to time regarding our other products and services which we consider to be of specific interest to you. However, if you would prefer not to receive this information, please tick this box

NAME AND ADDRESS OF PENSION ADMINISTRATOR

Name _____

Address _____

Telephone No _____

2 Your Time Horizon

Please tick this box if you anticipate utilising all (or a significant part) of your capital within the next five years.

If YES, please provide details

3 Your Investment Objectives and Risk Tolerance

Please read the following notes and select your primary investment objective and desired level of risk in the matrix on the next page.

PRIMARY INVESTMENT OBJECTIVE – GROWTH, INCOME OR BALANCED

Please note that the income produced varies considerably in different types of investments and stocks. In general, an investment portfolio paying out a higher level of income may well deliver lower long-term capital growth. When deciding whether income, capital growth or a balanced portfolio is your priority you should consider your current circumstances. If your situation changes in the future and you require to rely on your investments for income then an adjustment can be made at that time to produce more income from your portfolio.

The 'Capital Growth Priority' selection: This will result in a portfolio with the focus on generating capital growth. In order to achieve this, a greater proportion of your investment is likely to be in equities and less in fixed interest investments. This may result in greater fluctuation in short-term value but should produce greater long-term total returns.

The 'Income Priority' selection: This selection is likely to result in a portfolio containing a higher proportion of fixed interest investments. On this basis it is likely to fluctuate less in the short-term and achieve a lower long-term, real, capital growth.

Selecting a balance between Income and Growth: This will produce a portfolio that is a blend of the income and growth strategies.

RISK TOLERANCE

Historically the returns from investment in equities have outperformed the returns from government bonds or cash. (Source: Barclays Equity Gilt Study 2007.) However, the value of equities has fluctuated much more widely over short time periods. It is, therefore, important we match the selection of your investments to your particular circumstances and risk tolerance.

Perception and understanding of risk varies widely but we have set out below what we, at Cornelian Asset Managers, view as the components of Low, Low/Medium, Medium and High Risk portfolios. We cannot attempt to predict the future performance of portfolios selected but can only provide a view of the extent to which the value of these investment portfolios may fluctuate based upon the assets that they invest in. Shares and bonds fluctuate in value and, therefore, there will be fluctuations in whichever risk level is selected. In order to provide some context, we have set out below different risk levels and relate these to the movement in stock markets.

A LOW risk portfolio will be constructed mainly using assets that we regard as low risk with some medium and high risk assets based on our internal risk classifications. In order to achieve a low risk relative to other portfolio selections a significant percentage of a low risk portfolio is likely to be invested in investment grade bonds and cash with less in shares. The combination of these assets into a portfolio will result in a portfolio that could be expected to decline less than stock markets as a whole in a falling market but increase less than stock markets in a rising market.

A LOW/MEDIUM portfolio will be constructed using assets in our low, medium and high risk categories. This is likely to vary from our low risk portfolio by having a greater weighting towards shares and less in bonds or fixed interest products. This combination of assets is expected to result in a portfolio that fluctuates less than overall stock markets.

A MEDIUM risk portfolio will be constructed using assets that we regard as low, medium or high risk brought together in a combination that could be expected to result in a portfolio that should decline less than stock markets in a falling market but may increase less or more than stock markets in a rising market.

A HIGH risk portfolio will also be drawn from assets that we regard as low, medium or high risk but put together in a more aggressive combination. This will result in a portfolio that may fluctuate more widely than stock markets.

Risk Rating of Assets

In order to ensure that we include the appropriate assets in your portfolio we apply a risk rating to each asset in which we invest. Some types of assets fall into a single risk category. For example we regard all UK Government Stocks as Low Risk and all investments in unlisted private companies as high risk. When we invest in shares or funds we assess the risk of that particular share or fund. For example, although we regard the majority of FTSE 100 stocks as low risk some may fall into the medium or, in extreme cases, high risk category. Our risk assessment of all holdings is monitored on a monthly basis. Please note that if we change our risk rating we will re-assess that security but this will not necessarily lead us to sell that security.

Assets held in Portfolios

The selection of assets and our assessment of the optimum proportion to match the risk selection will vary. However, in order to provide an indication of the mix that might occur the following table is included as an illustration:

Risk tolerance selected	LOW RISK ASSETS Eg: Cash, UK Government bonds, UK equities or managed funds assessed as low risk	MEDIUM RISK ASSETS Eg: Some UK equities, overseas equities, property	HIGH RISK ASSETS Eg: Equities in companies we classify as high risk, non investment grade bonds, some derivatives, geared products
Low	65%	30%	5%
Low/Medium	40%	50%	10%
Medium	25%	60%	15%
High	10%	70%	20%

Please select your desired level of risk and investment objective by ticking ONE of the blank boxes below

Risk Level	Growth Objective	Balance between Income & Growth	Income Objective
High	<input type="checkbox"/>	n/a	n/a
Medium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low/Medium	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Low	n/a	n/a	<input type="checkbox"/>

4 Special Investment Instructions

You may use this section to specify individual equities, assets or types of equities/assets that you wish to avoid. You also have the option to restrict the proportion of your investments made in a particular type of investment. In completing these selections please note that it is our policy to provide you with a diversified investment portfolio. If you choose to restrict investment in certain areas this will result in larger proportions of your investments being placed in other assets.

Do you want to restrict the types of investment that may be included in the portfolio or the markets in which transactions may be effected? YES/NO

Do you want to restrict the proportion of your portfolio that may be invested in any one investment or any particular type of investment? YES/NO

If you have answered YES to either of the above questions please provide details below:

5 Pension Bank Account Details

Bank Name

Bank Address

Sort Code

Account Name

Account Number

6 Income

If required, our investment manager will confirm the amount of income that can prudently be generated from your investments.

Would you like the income generated from your investments to be reinvested or paid out to you?

Reinvested – please proceed to section 7
OR

Paid out – please tick your preferred options below:

Balance of income account paid on a quarterly basis
to your designated bank account
OR

Fixed amount to be paid to your designated bank
account quarterly or monthly

£

Quarterly Monthly

Please be aware that if the income requested by you exceeds the income generated from your investments this may result in forced sales of investments and erosion of your capital.

IMPORTANT NOTES

Where you have elected to receive a fixed amount this must be agreed with Cornelian Asset Managers. Fixed payments are remitted by BACS on or around the 28th of the month direct to your designated account. Balance of income quarterly payments are remitted by BACS on or around the 14th of January, April, July and October again direct to the bank account specified.

We can only remit income or payments to the bank account you specify unless we receive your written instructions to send to a different account.

7 Your Financial Position and Commitments

ASSETS

(If assets are held jointly please include share in each name)

	Member 1	Member 2
Residence	£ _____	£ _____
Other property eg: second home	£ _____	£ _____
Investment portfolio	£ _____	£ _____
ISAs (if not included above)	£ _____	£ _____
Bank/Building Society Deposits	£ _____	£ _____
Life Policies (surrender value and/or death value)	£ _____	£ _____
Pensions	£ _____	£ _____
Share Options	£ _____	£ _____
Other	£ _____	£ _____
Do you expect to receive a lump sum?	YES/NO	YES/NO
If YES, please indicate your estimate of value and when	£ _____	£ _____

LIABILITIES

	Member 1	Member 2
Mortgages	£ _____	£ _____
Loans	£ _____	£ _____
Other	£ _____	£ _____

INCOME

	Member 1	Member 2
Salary (include regular bonus)	£ _____	£ _____
Self Employed earnings	£ _____	£ _____
Pensions	£ _____	£ _____
Investment Income	£ _____	£ _____
Other	£ _____	£ _____

TAX DETAILS

	Member 1	Member 2
Marginal Rate %	_____	_____
Residence	_____	_____
Domicile	_____	_____
If you are resident outside the UK please provide tax identification number OR Country and place of birth	_____	_____
Other information	_____	_____
	_____	_____
	_____	_____

WILLS/INHERITANCE TAX

Do you have a will?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES – date last reviewed	_____	_____
Have you undertaken inheritance tax planning?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES – date last reviewed	_____	_____

8 Instructions to us for Operating your Account

A copy of the information provided by contract notes is included in the periodic report from Cornelian.

If in **addition** to this, you wish to receive contract notes on a transaction by transaction basis please tick this box

If YES, would you like these sent to Member 1 Member 2 Pension Administrator

Reports will be sent to you automatically every six months. If you wish to receive quarterly reports please tick this box

(Quarterly reports incur an additional charge of £200 per annum plus VAT chargeable quarterly for portfolios under £1 million in value annually, as at 5 April)

ON-LINE VALUATION SERVICE

Do you wish to use the on-line valuation service?

Member 1

YES NO

Member 2

YES NO

If YES please select a password. This should be lower case between 6 and 8 characters in length. It may include letters and numbers but not spaces. This password will only control the ability to view your portfolio.

Email address for confirmation and set-up instructions (if different from section 1)

_____	_____
_____	_____

DETAILS OF YOUR PROFESSIONAL ADVISERS/THIRD PARTIES

Please complete below the details of your professional advisers and your instructions regarding reporting to them.

Please tick which of the following you wish us to provide to your professional advisers or other third party:

Duplicate contract notes (Please note that these will be sent at the same time as the original and will only be sent if you have elected to receive contract notes on a transaction by transaction basis)

Accountant

Lawyer

Other

Duplicate valuations

Year-end tax information (If you tick this section information will only be sent to your adviser unless otherwise specified)

Do you want the third party to access your on-line valuation?

NOTE: Duplicate valuations will automatically be sent to the Pension Administrator (if applicable).

Date of Pension Year End

NAMES AND ADDRESSES OF PROFESSIONAL ADVISERS/THIRD PARTIES

Name

Address

Telephone No

Professional capacity

Name

Address

Telephone No

Professional capacity

Name

Address

Telephone No

Professional capacity

Name

Address

Telephone No

Professional capacity

9 Further Information

Please provide any further information which you believe may be relevant to Cornelian Asset Managers in connection with the provision of our professional services, eg – are further contributions due to be made, expected date of retirement:

10 Anti-Money Laundering Requirements

When you open an account with Cornelian Asset Managers Limited, we are required by law to check your identity. In order to verify the information you provide we may make searches about you with a credit reference or fraud prevention agency; this will include information from the Electoral Roll. The agencies will record the details of the search whether or not your application proceeds. We may ask you to supply at least one original document of confirmation of your identity, address or both which we will use along with any checks we may perform. Any documents provided to us will be recorded and copied for audit purposes as part of our anti-money laundering requirements. Acceptance of these terms and conditions represents your permission for the Investment Manager to access this information.

11 Confirmation

I understand that current information is essential and confirm that the above information is correct and complete to the best of my knowledge. I also confirm that I will be responsible for advising Cornelian Asset Managers of any material change to my circumstances as described above as this may affect Cornelian Asset Managers' advice and recommendations.

Member 1 Name (Please print)

Member 2 Name (Please print)

SIGNED BY MEMBER 1

SIGNED BY MEMBER 2

DATE

DATE

FOR USE BY CORNELIAN ASSET MANAGERS ONLY

Reviewed by Fund Manager:

Action required YES/NO

Signed _____

Summary of action _____

Date _____

Compliance check:

Initials _____

Date _____

Evidence of the identity of the above client(s) has been obtained and we have identified the client:

Admin Check _____

MLRO _____

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