



# TIME:Advance

An innovative approach to Inheritance Tax

## TOP UP APPLICATION FORM

### How to complete this form:

- Please ensure you have read and understood the TIME:Advance Brochure and Application Pack.
- Please answer all questions in black ink, using BLOCK CAPITALS and mark relevant boxes with a tick (✓).

### Checklist

Before submitting the Application Form please confirm the following:

#### The investor has:

- Read and understood the TIME:Advance Brochure and Application Pack
- Completed Part 1 of the application form (sections 1 to 4)
- Read and signed the declaration in section 4 of Part 1 (page 4)
- Arranged payment via cheque or CHAPS / BACS using the correct payment reference – see 'Cheques and transfers' section to the right.

#### The adviser has:

- Completed Part 2 of the Application Form (sections 5 to 9)
- Read and signed the declaration in section 9 of Part 2 (page 5)
- Completed the necessary verification of identity requirements which is either:
  - A. Complete and sign section 8 of the Application Form on page 5
  - or B. Provide a copy of their firm's IVC for the investor
  - or C. Provide a certified copy of the investor's passport or driving licence **AND** a certified copy of a recent (less than three months old) utility bill. This can't be a mobile phone bill – see 'Certifying documents' section to the right.

### Power of Attorney applications (where relevant):

If previous applications have been made with an attorney in place and there have been no changes to the Power of Attorney document or to the registered attorney details previously provided, we will use the same details for this application. Otherwise, please follow the guidance notes below for registering any new attorneys or making changes to details we hold on file:

- In addition to Parts 1 and 2, the Attorney(s) should complete Part 3 of the application form on page 6
- A certified copy of the Power of Attorney document must be provided (each page must be certified)
- The Adviser to provide for each Power of Attorney a completed verification of identity requirements, which is either:
  - A. Complete and sign section 11 of the Application Form on page 6
  - or B. Enclose an IVC for each Attorney
  - or C. A certified copy of each Attorney's passport or drivers licence **AND** a certified copy of a recent (less than three months old) utility bill. This can't be a mobile phone bill – see 'Certifying documents' section to the right.

### Identity Verification Certificate (IVC)

- An IVC may be used to confirm your adviser has completed the necessary verification of identity requirements. Advisers can either supply a copy of their firm's IVC or complete section 8 on page 5.

### Certifying documents

Certified copies of original identity documents should be photocopies or scans, with the following certification wording added to each page: "Certified to be a true copy of the original as seen by me".

The document must be signed by an appropriate person i.e. an independent professional person who is not a relative of the investor, for example: a GP, accountant, teacher, solicitor or the investor's employer. In addition to the certification wording (above) the certifying individual should provide their full name and business contact details.


### Cheques and transfers

- Cheques should be made payable to 'TIME Advance'.
- Cheques must come from the investor's personal account. We do not accept cheques from business accounts.
- Bankers' drafts or building society cheques must specifically mention the investor's name.
- CHAPS and BACS payments should be sent to the following account and please ensure you reference the investor's name and the letters "TA":
  - **Sort code:** 23-05-80 **Account number:** 15244027
  - Bank:** Metro Bank PLC
  - Branch:** 1 Southampton Row, London, WC1B 5HA
  - Account Name:** TIME Advance
- Please note, cheques can take up to 8 business days to clear, BACS bank transfer 3 business days and CHAPS bank transfer 1 business day. All funds must be cleared two days before the dealing day.



### What happens next?

- We will confirm receipt of your application form and payment usually within two business days.
- Shares in the underlying Portfolio Company will be purchased at the next available dealing date. We aim to deal twice a month.
- Confirmation of shares purchased in the Portfolio Company will normally be sent within two business days.
- Once your funds are invested we'll send you regular valuation statements.

### Return your completed form and documents to:

 TIME Investments, 338 Euston Road, London NW1 3BG

### Any questions?

 Please speak to your adviser or call the TIME Investments Client Services team on **0845 600 1213**  
 or email: **enquiries@time-investments.com**

We can't give investment or tax advice, but we are happy to answer questions about the application process.

## TOP UP APPLICATION FORM : PART 1 - FOR COMPLETION BY INVESTOR

\* Please provide the following if these details have changed from your original application. If you provide new information on this page this will replace any information you have previously supplied.

### 1 Investor's contact details

Title _____	* National Insurance Number _____
Forename(s) _____	* Nationalities held _____
Surname _____	* Country of tax residency _____
* Address _____	* Daytime Telephone Number _____
_____	
_____	
* Postcode _____	

### 2 About your Subscription

**Subscription Amount:**

£ \_\_\_\_\_

(Total including Adviser Initial Fee. Please note the minimum top up Subscription is £10,000).

I enclose a cheque drawn on a UK clearing bank or building society for the Subscription Amount made payable to "TIME Advance" with the completed Application Form;

OR

I will transfer the above funds via electronic funds transfer into the following bank account referenced with my name and the letters "TA".

Account name: **TIME Advance**  
 Sort code: **23-05-80** Account No. **15244027**  
 Bank name: Metro Bank PLC, 1 Southampton Row, London WC1B 5HA.

**Investor's bank details**

Please provide details of the bank account that you would like future proceeds to be paid into:

\* Name of Bank \_\_\_\_\_

\* Sort Code \_\_\_\_\_

\* Account Number \_\_\_\_\_

\* Account Name \_\_\_\_\_

**Please note that for Subscriptions made by a trust, the Deferred Annual Management Fee is payable annually in arrears.**

### 3 Adviser's Fees

The Adviser has agreed with the Investor the following fees:

1) an Adviser Initial Fee of \_\_\_\_\_ % of the Subscription Amount

OR

a fixed sum of £ \_\_\_\_\_, to be deducted from the Subscription Amount before investment; and.

2) an Adviser Ongoing Fee of \_\_\_\_\_ % per annum of the value of the Portfolio at the relevant time, to be payable quarterly in arrears and funded through the sale or redemption of Shares held within the Portfolio.

**Please ensure that the percentage or amounts stated include VAT if applicable.**



## TOP UP APPLICATION FORM

### 4 Appointment of Adviser, TIME and Custodian

**By completing and signing this Application Form:**

- I confirm that I have received a complete copy of the Application Pack containing the Services Guide, Portfolio Management Agreement, Risks, Glossary and Custody Agreement section and have read and understood its contents, including the risks explained in the Brochure and the fees and charges described in the Brochure and Glossary, and that I have not relied on any other statement, representation or warranty made or given by TIME.
- I (the Investor) appoint the Adviser as my agent with express authority to enter into the Portfolio Management Agreement and provide all ongoing instructions to TIME and receive copies of communications relating to TIME:Advance on my behalf.
- I understand that my relationship with the Adviser concerning TIME:Advance is governed by this Application Form and the Adviser’s terms of business with me. I understand therefore that if I wish to terminate the Adviser’s appointment, I must serve written notice on the Adviser in accordance with the Adviser’s terms of business with me. I agree to notify TIME immediately in writing if I terminate this appointment or if the Adviser ceases to act for me for any other reason (such as retirement or insolvency). Failure to notify TIME may lead to the Adviser continuing to receive fees with respect to the Portfolio. I acknowledge that in the event that I terminate this appointment without appointing a replacement, TIME is not obliged to accept new instructions from me directly and is entitled to rely on any previous instructions submitted by the Adviser.
- I instruct the Adviser to appoint TIME as my agent with express authority to enter into the Custody Agreement. I authorise TIME to provide and receive all communications with and instructions to the Custodian and to take any actions under the Custody Agreement on my behalf, including whether to substitute the Custodian from time to time.
- I agree to inform TIME of any changes to the bank account details provided in the Application Form and the Adviser of any changes to my domicile or residence for tax purposes and to provide the Adviser upon request with any information which the Adviser, TIME or the Custodian may be required to provide to HMRC or any other governmental, regulatory or tax authority from time to time.
- I acknowledge that my application to subscribe to TIME:Advance is subject to approval, including the satisfactory completion of identification and verification checks, and may be revoked at any time for any reason or if the information in the Application Form is or becomes incorrect or misleading. I acknowledge that TIME and the Custodian may from time to time use third party agencies to verify the identity of me as an Investor or Attorney. I acknowledge that, in compliance with the FCA Rules, telephone calls may be recorded.
- I understand that, as highlighted in the Risks section of the Brochure, share values can go down as well as up and I may get back less than my original subscription. I understand that past performance does not provide an accurate guide to future performance.
- I recognise that the extent and value of any tax advantages or benefits arising from the use of tax-advantaged services such as BR relief, will vary according to my personal individual circumstances, and that the levels, bases and practice of taxation may also change. I acknowledge that TIME has not provided me with taxation advice nor advised me on the initial or continued suitability of investments to be held through TIME:Advance.
- I understand that if I wish to cancel my Subscription into TIME:Advance, I must instruct the Adviser to do so within 14 days of the date this Application Form is submitted by my Adviser to TIME.
- I understand that the Adviser may direct TIME to use my Subscription and to realise such proportion of the Portfolio as is necessary to pay any fees payable to the Adviser as set out in Part 1 of the Application Form.
- I authorise TIME to process all personal information provided by me in this Application Form in accordance with the Data Protection Act 1998 and TIME’s privacy policy, which is available on TIME’s website, for the purposes of: managing the Portfolio; providing related services; and complying with anti-money laundering requirements and other Applicable Law. I agree that my personal information may be shared with the Custodian and associates of TIME in connection such purposes and that TIME may also disclose my personal information where required to do so by Applicable Law or by any regulatory or governmental body or law enforcement agency.
- I represent and warrant that I am not classified as a specified US person under the definition of FATCA. I also agree that I have a duty to inform TIME if at any time I hold shares in TIME:Advance that my status changes so that I would become a specified US person.

Signature of Investor or Attorney

Name

Date



## TOP UP APPLICATION FORM : PART 2 - FOR COMPLETION BY ADVISER

\* Please provide the following if these details have changed from your original application. If you provide new information on this page this will replace any information you have previously supplied.

### 5 Adviser's contact details

Firm name \_\_\_\_\_ FCA Number \_\_\_\_\_

#### Authorised Individual:

Title \_\_\_\_\_ \* Address \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

\* Telephone \_\_\_\_\_

\* Adviser email \_\_\_\_\_

\* Administrator email \_\_\_\_\_

Please provide details of your bank account so that Adviser Fees can be paid to you via BACS.

Account Name \_\_\_\_\_ Sort Code \_\_\_\_\_

Account Number \_\_\_\_\_

Are you part of a network/service provider?  No  Yes if so which one: \_\_\_\_\_

### 6 Subscription

I/we wish to subscribe the amount stated by the Investor in Part 1, section 2 on page 2.

### 7 Growth or Regular Withdrawal Option

Growth Option – We wish the whole of the Portfolio (including any growth) to qualify for BR

OR

Regular Withdrawal Option – We wish the Investor to receive quarterly cash payments as follows:

3% per annum of the Net Subscription Amount; OR

\_\_\_\_\_ % per annum of the Net Subscription Amount as agreed with TIME

The first payment date for the Regular Withdrawal Option is:

January  April  July  October  Year

The default option of Growth will be assumed if neither the Growth or Income option has been ticked.



## TOP UP APPLICATION FORM : PART 2 - FOR COMPLETION BY ADVISER (CONTINUED)

### 8 Verification of Identity Confirmation

You can use this section to provide verification of identity for a private individual. If you do not complete this section you will need to supply a copy of your firm's IVC or certified copies of the Investor's identity documents.

#### Confirmation by Adviser

I/We confirm that:

- a) The information in Part 1 of this application form was obtained by me/us in relation to the Investor(s)
- and
- b) The evidence I/we have obtained to verify the identity of the Investor(s) and assess the purpose and intended nature of the Investor's investment through TIME:Advance meets the standard set out within the FCA rules, the Money Laundering Regulations 2007 (or, with effect from its implementation, The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017) and guidance for the UK Financial Services Sector issued by the Joint Money Laundering Steering Group.

Signature of Adviser
Name
Position
Date

### 9 Appointment of TIME

#### By completing and signing this Application Form we (the Adviser):

- Appoint TIME as portfolio manager in accordance with the terms of the Portfolio Management Agreement
- Represent and warrant that we are authorised or exempt from regulation under FSMA and permitted to advise on and arrange transactions in investments (the Adviser will need to contact TIME to provide separate confirmations in respect of non-UK business)
- Have received a complete copy of the Application Pack and have read and understood its contents, including the risks explained in the Application Pack and Brochure and the fees and charges described in the Brochure and Glossary
- Acknowledge that our application to subscribe to TIME:Advance as agent of the Investor is subject to approval, including TIME's authorised financial intermediary due diligence requirements, and may be revoked at any time for any reason or if the information in the Application Form is or becomes incorrect or misleading
- Appoint TIME to enter into the Custody Agreement on behalf of the Investor and accept the terms of the Custody Agreement in so far as they relate to us and nominate TIME for the purposes of providing and receiving communications and instructions thereunder
- Have verified the identity of the Investor and have advised the Investor on the suitability of investments to be purchased for the Investor through TIME:Advance, in accordance with Applicable Law. We will maintain records of our identity verification and suitability assessments for at least six years and will provide copies to TIME and the Custodian upon request
- We consent to TIME (and, in the case of anti-money laundering requirements, the Custodian) relying on us to:
  - verify the identity of the Investor in accordance with the FCA Rules, The Money Laundering Regulations 2007 (or, with effect from its implementation, The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017) and Joint Money Laundering Steering Group Guidance, as amended; and
  - assess the suitability for the Investor of investments to be purchased for the Investor through TIME:Advance, both initially and during the term of our appointment.
- For anti-money laundering purposes, we have completed Section 8 or we enclose either an Identity Verification Certificate or certified copies of the verification of identity documents we have obtained in respect of the Investor (and, if relevant, any Attorney). I/we hereby agree to provide to either TIME or the Custodian immediately on request (or at the latest within two working days) copies of any identification and verification data and any other relevant documentation on the identity of the Investor (and any Attorney) and agree to retain copies of all such data for at least 5 years from the date hereof
- Agree to notify TIME as soon as reasonably practicable if we cease to act as agent for the Investor

Signature of Adviser
Name
Date



## TOP UP APPLICATION FORM : PART 3 - FOR COMPLETION BY ATTORNEYS

## 10 Notes for Attorneys

Please provide the following if these details have changed from your original application. If you provide new information this will replace the original information you supplied.

Is there a registered Power of Attorney in place?  No  Yes, if so please complete this section.

If there is more than one Attorney please contact us on 0845 600 1213 to discuss.

Unless otherwise agreed, all correspondence will be sent to you as the Attorney.

## Attorney's contact details:

<input type="text"/>	Title	<input type="text"/>	Date of birth
<input type="text"/>	Forename(s)	<input type="text"/>	Country of birth
<input type="text"/>	Surname	<input type="text"/>	Nationalities held
<input type="text"/>	Address	<input type="text"/>	Country of tax residency
<input type="text"/>		<input type="text"/>	Daytime telephone number
<input type="text"/>		<input type="text"/>	Email
<input type="text"/>	Postcode	If you provide an email address we will register you for access to our secure online web portal, where you can view statements for the investment.	

I wish to receive communications from TIME:  Through the post OR  Electronically

## 11 Verification of Identity Confirmation

You can use this section to provide verification of identity for a private individual. If you do not complete this section you will need to supply certified copies of the identity documents for the Attorney(s).

## Confirmation by Adviser

I/We confirm that:

a) The information in Part 10 of this application form was obtained by me/us in relation to the Attorney(s)

and

b) The evidence I/we have obtained to verify the identity of the Attorney(s) meets the standard set out within the FCA rules, the Money Laundering Regulations 2007 (or, with effect from its implementation, The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017) and guidance for the UK Financial Services Sector issued by the Joint Money Laundering Steering Group.

Signature of Adviser

Name

Position

Date

**Important information:** The TIME:Advance Application Pack and top up Application Form together constitute a financial promotion pursuant to section 21 of the Financial Services and Markets Act 2000 and is issued by TIME Investments ("TIME"). TIME is the trading name of Alpha Real Property Investment Advisers LLP, a limited liability partnership registered in England under number OC355196 with its registered office at 338 Euston Road, London NW1 3BG. TIME is authorised and regulated by the Financial Conduct Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS, under FCA number 534723. TIME has approved the Application Pack and top up Application Form as a financial promotion for distribution to investors who have been advised on suitability by an authorised financial intermediary (an "Adviser"). Subscription to TIME:Advance is only available through Advisers. Your Adviser is responsible for advising on the suitability of TIME:Advance in light of your personal circumstances and acting as your agent in respect of the TIME:Advance service. All information correct as at July 2017.