

# ARC TIME:FUNDS

## TIME:Freehold

A long income fund investing in residential ground rents.

**APPLICATION FORM**

ISA

# NOTES TO APPLICANT

## IMPORTANT INFORMATION:

Applications for shares in Freehold Income Authorised Fund for ISA share classes may only be considered by investors via an authorised ISA manager. A list of authorised ISA managers may be found at [www.hmrc.gov.uk/isa/isa-managers.pdf](http://www.hmrc.gov.uk/isa/isa-managers.pdf);

- **Before you sign this Freehold Income Authorised Fund ISA Application Form:** you should read an up-to-date version of the Key Investor Information Document (KIID) for the ISA share classes. For further information, we recommend you review the information contained in the Fund's current Prospectus
- If you have any questions or would like a copy of the Prospectus, most recent Annual or Half Year Reports, monthly factsheets or additional Application Forms, please contact TIME Investments
- This investment into ISA share classes is available only for UK tax resident (and ordinarily resident in the UK for tax purposes) adults, aged 18 and over
- Your application will be processed by TIME Investments, which acts as a delegate of the ACD in this respect rather than for the investors, so investors and their advisers should note that TIME Investments will not be responsible to the investors for providing the protections afforded to clients of TIME Investments or advising them on their investment in the Fund.

## THIS APPLICATION FORM HAS FOUR SECTIONS TO COMPLETE:

1. About the ISA Manager
2. ISA Manager Bank Details
3. Your investment details
4. Declarations

## HOW TO COMPLETE THE APPLICATION FORM:

- Please read the Prospectus for the Fund
- Please complete all relevant sections of the Application Form in full BLOCK CAPITALS and in blue or black ink
- Please make sure you have signed the declaration in section 4
- Please return this form and your identity verification documentation by no later than 10am on the Business Day two days prior to each Dealing Day to:  
TIME Investments, 338 Euston Road, London, NW1 3BG

## WHAT HAPPENS NEXT?

- We will send you an acknowledgement letter confirming receipt of your Application Form usually within 48 business hours of receipt
- We will send you a contract note confirming the shares you have purchased the next business day after the Dealing Day. If cleared funds are not received by settlement day by 5pm, on the third business day after Dealing Day, the shares will be cancelled

## ANY QUESTIONS?

Please speak to your authorised ISA Manager in the first instance or contact our Client Services Team on 0345 600 1213 or email: [enquiries@time-investments.com](mailto:enquiries@time-investments.com)

**Please note, the dilution levy and the rate that is applied to new subscriptions is reviewed at every dealing day. For the current levy applied please see the most recent factsheet.**

# FOR COMPLETION BY THE ISA MANAGER

## 1. About the authorised ISA Manager

Authorised ISA Manager HMRC reference \_\_\_\_\_

Firm name \_\_\_\_\_

**Contact Individual:**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Freehold Income Authorised Fund ISA classes are only intended for investors who are subscribing for shares via an authorised ISA manager.

By completing the section above I hereby acknowledge and declare that:

- (i) I am an authorised ISA manager by Her Majesty's Revenue and Customs; and
- (ii) I confirm the named beneficial investor is aged 18 or over and they are resident and ordinarily resident in the UK for tax purposes; and
- (iii) I have complied with the requirements of the Money Laundering Regulations currently in force and have enclosed sufficient identity documents for the Investor; and
- (iv) I have read the TIME privacy policy at <http://time-investments.com/privacy-policy> (hard copy available upon request) and understand that TIME will use any personal information provided in this Application Form and any supplemental information provided to TIME or which TIME acquires about me for the purposes of portfolio management, providing services related to investments that I am involved with, analysing the suitability of TIME's products and services, engaging with me (for example for direct marketing or other business development purposes), undertaking know-your-client checks and complying with anti-money laundering requirements, tax regulations and other legal requirements. I understand that my personal information may be shared with third parties as set out in the TIME Privacy Policy, including associates of TIME. I also understand that I have certain rights in respect of how TIME will use my personal information, as set out in the TIME Privacy Policy.

**Please note, the dilution levy and the rate that is applied to new subscriptions is reviewed at every dealing day. For the current levy applied please see the most recent factsheet.**

Authorised Individual's signature \_\_\_\_\_

Date \_\_\_\_\_

## 2. ISA Manager Bank Details

Please complete the bank details below for payment of distribution and redemptions. Payments will only be paid to a bank account held in the name of the Registered Holder of Shares. Please note we do not make payments by cheque.

Bank/Building Society Name \_\_\_\_\_

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

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

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

### 3. Your investment details

Please indicate below how much you wish to subscribe into one of the following ISA share classes. Please refer to the latest KIID and Prospectus for details on the ISA Share Class into which you are investing. Please note the minimum subscription is £1,000.

ACCUMULATION	INCOME
<b>Class ISA Accumulation Shares</b>	<b>Class ISA Income Shares</b>
For UK tax resident adults only. Income distributions will automatically be reinvested without deducting withholding tax.	For UK tax resident adults only. Income distributions will be paid without deducting withholding tax.
£	£

Please tick one of these two options:

I am subscribing by cheque drawn on a UK clearing bank or building society for the subscription amount made payable to "TIME FIAF".

OR

I will transfer the above funds via electronic funds transfer into the following account referenced with my name

**Account Name:** TIME FIAF MNL Client Account

**Account Number:** 00649997

**Sortcode:** 16-01-09

**SWIFT:** RBOSGB2L

**IBAN:** GB54RBOS16010900649997

**Reference:** Your name

**Bank:** Royal Bank of Scotland, Premier Place, Devonshire Square, London EC2M 4XB

## 4a. Declarations

1. Due completion of the Application Form constitutes a declaration that the applicant:
    - (a) has received and read an up-to-date version of the KIID for the ISA share classes; and
    - (b) has read and agreed to the terms and conditions contained relating to the investment as summarised in the Prospectus and this Application Form and has taken all appropriate professional advice which the applicant considers necessary before submitting the application and that the applicant is aware of the risks involved in participating in an investment of this nature; and
    - (c) is sufficiently knowledgeable and experienced to understand the nature of and risks associated with an investment in the Fund; and
    - (d) represents and warrants that he/she has the financial ability to bear the economic risk of its investment in Freehold Income Authorised Fund for the term of Freehold Income Authorised Fund (including suffering a complete loss of the investment), has adequate means for providing for his/her current needs and possible contingencies, and that his/her investment in Freehold Income Authorised Fund is not disproportionate to his/her net worth.
    - (e) acknowledges that by submitting its Application Form it will not become a client of TIME Investments, which acts as a delegate of the ACD in processing Application Forms and will not be responsible to any investor for providing the protections afforded to clients of TIME Investments or advising them on their investment in the Fund.
  2. The applicant hereby declares that if payment is by a cheque, the cheque will be honoured on first presentation and that if such cheque is not honoured on first presentation, there is no obligation to re-present it, or if payment is electronic, that the account from which payment will be made has sufficient funds.
  3. The applicant confirms that he/she is not relying on any information or representation in relation to Freehold Income Authorised Fund other than that contained in the current KIID and Prospectus and agrees that neither Alpha Real Capital LLP nor any person responsible for the KIID and Prospectus or any part of it shall have any liability for any information or representation not so contained.
  4. The applicant confirms that he/she has read the risk factors contained within the KIID and Prospectus and understands that he/she may have difficulty in redeeming the Shares and also that redemptions may be deferred whereby Freehold Income Authorised Fund receives redemptions on any given Dealing Day in excess of 10% of the Fund's Net Asset Value or suspended, and that other restrictions may apply.
  5. The applicant agrees and irrevocably undertakes to inform TIME Investments of any changes in his/her residence status for tax purposes including confirmation if the applicant ceases to be an ISA manager and to provide to TIME Investments upon request with such other information as TIME Investments may be required to provide to HM Revenue & Customs or other competent regulatory authority from time to time.
  6. The applicant confirms that:
    - (a) That shares will be subscribed for at the price on the first Dealing Day after the receipt by TIME Investments of this application form subject to cleared funds being received as set out above; and
    - (b) That subscription monies received from you prior to subscription into the Fund, and redemption proceeds received from the Fund will be held in a client money account by a Collection Agent authorised to hold client money and appointed by TIME Investments. Any interest received on cash held in the client money account will be retained by the Investment Manager and/or Collection Agent in accordance with the Prospectus.
  7. The applicant has read the TIME Investments privacy policy at <http://time-investments.com/privacy-policy> (hard copy available upon request) and understands that TIME Investments will use any personal information provided in this Application Form and any supplemental information provided in connection with their investment for the purposes of administering their investments, providing services related to their investments, analysing the suitability of TIME Investment's products and services, undertaking know-your-client checks and complying with anti-money laundering requirements, tax regulations and other legal requirements. The applicant understands that their personal information may be shared with third parties as set out in the TIME Investments Privacy Policy, including associates of TIME Investments. The applicant also understands that they have certain rights in respect of how TIME Investments will use their personal information, as set out in the TIME Investments Privacy Policy.
  8. The applicant accepts that TIME Investments may need to make appropriate checks with external agencies in order to satisfy Money Laundering Regulations. Those agencies may keep a record of these enquiries.
- Please note, the dilution levy and the rate that is applied to new subscriptions is reviewed at every dealing day. For the current levy applied please see the most recent factsheet.**

Signed on behalf of the beneficial holder of shares by the  
ISA manager

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 4b. 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 - please see section 4c below.

### Confirmation by Adviser

I/We confirm that:

- a) The information in section 1 or 2 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) meets the standard set out within the guidance for the UK Financial Services Sector issued by JMLSG

Signature of Adviser

Name

Position

Date

## 4c. Identity verification

Only one of the following five sets of documentation is required:

1. Financial Advisers can provide their own IVC for UK and including EU Regulated Intermediaries in the Retail Sector. A separate certificate must be completed for each applicant.

### 2. Individual Investors

- Certified true copy of your passport or driving licence; AND
- Certified true copy of a recent (less than three months old) utility bill. This can't be a mobile phone bill.

### 3. Unregulated Company

- Any of the following documents:
  - a) Certificate of Incorporation or equivalent (certified true copy); OR
  - b) Memorandum and Articles of Association (certified true copy); OR
  - c) Most recent Annual Accounts from Companies House.

AND

- Register of Directors and Officers (certified true copy); AND
- Explanation of link between shareholders and beneficial owners, if different parties and individuals; AND
- Authorised Signatory List (certified true copy), AND
- Confirmation that shares shall be owned beneficially by the Company or if a nominee, confirmation of legal title only.

### 4. Regulated Company

- Most recent Annual Audited Accounts OR Annual Return from Companies House; AND
- Authorised Signatory List.

### 5. Trusts

- Trust Deed (certified true copy); AND
- Authorised Signatory List (if applicable) (certified true copy);

AND

- Certified true copy of a passport and utility bill (certified true copy, less than three months old and not a mobile phone bill) for:
  - each trustee; AND
  - all beneficial owners with an interest of 25% or more in the Trust

**NB: Please ensure that documents are certified in accordance with the following certification policy:**

1. a member of the judiciary, a senior civil servant, or a serving police or customs officer;
2. an officer of an embassy, consulate or high commission of the country or territory of issue of documentary evidence of identity;
3. a lawyer or notary public who is a member of a recognised professional body;
4. an actuary who is a member of a recognised professional body;
5. an accountant who is a member of a recognised professional body;
6. a member of the Institute of Chartered Secretaries and Administrators.

## Important information

Important Notice: Issued in the UK by Alpha Real Capital LLP ("Alpha") and TIME Investments ('TIME'), a trading name of Alpha Real Property Investment Advisers LLP, which is a subsidiary of Alpha both of which are authorised and regulated by the Financial Conduct Authority. Alpha is the Authorised Corporate Director of Freehold Income Authorised Fund. Please note there is no guarantee that the Fund's investment objective will be achieved. The value of investments and the income from them may fall as well as rise as a result of fluctuations in market, currency or other factors and investors may not get back the original amount invested. Any past performance data cited is not a reliable indicator of future results. TIME may source data from third party data providers but accepts no responsibility or liability for the accuracy of data. This document does not constitute investment advice and potential investors are recommended to seek professional advice before investing.

Applications for shares in the Fund can only be made via an Application Form and after reviewing the KIID and Prospectus and investors should carefully read the risk warnings contained within. All documentation is available on request. Alpha, the Authorised Corporate Director of Freehold Income Authorised Fund is the person responsible for the information contained in the KIID and Prospectus and this Application Form. Specific Fund Information: The underlying investments in the Fund consist wholly or substantially of real property; the value of the real property concerned will generally be a matter of valuer's opinion rather than fact; under certain market conditions investors seeking to redeem their holdings may experience significant restrictions or delays. Fund Status: Freehold Income Authorised Fund is a Non-UCITS Retail Scheme within the meaning of the Financial Services and Markets Act 2000 ('FSMA'). June 2019.

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