TIME: ADVANCE

JOINT 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 investors have:

- ☐ Read and understood the TIME:Advance Brochure and Application Pack
- ☐ Completed Part 1 of the application form (sections 1 to 5)
- ☐ Read and signed the declaration in section 5 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 6 to 8)
- ☐ Read and signed the declaration in section 8 of Part 2 (page 6)
- ☐ Completed the necessary verification of identity requirements which is either:

A. Complete and sign section 7 of the Application Form on page 5

or B. Provide a copy of their firm's IVC for the investors

or C. Provide certified copies of the investors' passports or driving licenses **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 7
- ☐ 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 10 of the Application Form on page 8

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 7 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 investors' names.
- CHAPS and BACS payments should be sent to the following account and please ensure you reference the investors' names and the letters "TA":
  Sort code: 16-01-09 **Account number:** 00650022
  Bank: Royal Bank of Scotland
  Branch: 1 Princes Street, London EC2R 8BP
  Account Name: TIME MNL Client Account
- Please note, cheques can take up to two business days to clear, BACS bank transfer three business days and CHAPS bank transfer one 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 **0345 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.

JOINT TOP UP APPLICATION FORM : PART 1 - FOR COMPLETION BY JOINT HOLDERS

* **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 Investors' contact details

First Applicant

Title

Forename(s)

Surname

* Address

* Postcode

* National Insurance Number

* Nationalities held

* Country of tax residency

* Daytime Telephone Number

Second Applicant

Title

Forename(s)

Surname

* Address

* Postcode

* National Insurance Number

* Nationalities held

* Country of tax residency

* Daytime Telephone Number

We wish to receive communications from TIME:

◯ Through the post **OR** ◯ Electronically

Email

If you provide an email address we will register you for access to our secure online web portal, where you can view statements for your investment.

2 About your Subscription

Subscription Amount:

£

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

◯ We 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;

◯ We will transfer the above funds via electronic funds transfer into the following bank account referenced with our names and the letters "TA".

Account name: **TIME MNL Client Account**
Sort code: **16-01-09** Account No. **00650022**
Bank name: Royal Bank of Scotland, 1 Princes Street, London EC2R 8BP.

Investors' 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

JOINT TOP UP APPLICATION FORM : PART 1 - FOR COMPLETION BY JOINT HOLDERS

3 Adviser's Fees

We have agreed with our Adviser 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.

4 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 Investors 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.

JOINT TOP UP APPLICATION FORM : PART 1 - FOR COMPLETION BY JOINT HOLDERS

5 Appointment of TIME and Custodian

By completing and signing this Application Form:

- We confirm that we 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 we have not relied on any other statement, representation or warranty made or given by TIME.
- We (the Investors) agree to enter into the Portfolio Management Agreement and provide all ongoing instructions to TIME and receive copies of communications relating to TIME:Advance.
- We acknowledge that TIME will treat us as its client for portfolio management services.
- We understand that our relationship with the Adviser concerning TIME:Advance is governed by this Application Form and the Adviser's terms of business with us. We understand therefore that if we wish to terminate the Adviser's appointment, we must serve written notice on the Adviser in accordance with the Adviser's terms of business with us. We agree to notify TIME immediately in writing if we terminate this appointment or if the Adviser ceases to act for us 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. We acknowledge that in the event that we terminate this appointment without appointing a replacement, TIME may withdraw us from the service.
- We appoint TIME as our agent with express authority to enter into the Custody Agreement. We authorise TIME to provide and receive all communications with and instructions to the Custodian and to take any actions under the Custody Agreement on our behalf, including whether to substitute the Custodian from time to time.
- We agree to inform TIME of any changes to the bank account details provided in the Application Form, any changes to our domicile or residence for tax purposes and to provide TIME upon request with any information which TIME or the Custodian may be required to provide to HMRC or any other governmental, regulatory or tax authority from time to time.
- We acknowledge that our 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. We acknowledge that TIME and the Custodian may from time to time use third party agencies to verify the identity of us as Investors or Attorney. We acknowledge that, in compliance with the FCA Rules, telephone calls may be recorded.
- We understand that, as highlighted in the Risks section of the Brochure, share values can go down as well as up and we may get back less than our original subscription. We understand that past performance does not provide an accurate guide to future performance.
- We 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 our personal individual circumstances, and that the levels, bases and practice of taxation may also change. We acknowledge that TIME has not provided us with tax or investment advice.
- We understand that if we wish to cancel our Subscription into TIME:Advance, we must instruct TIME to do so within 14 days of the date this Application Form is submitted to TIME.
- We agree that TIME may use out Subscription 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.
- We 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 by us in this Application Form and any supplemental information which we provide in connection with our investment for the purposes of managing our Portfolio, providing services related to our investments, analysing the suitability of TIME's products and services, undertaking know-your-client checks and complying with anti-money laundering requirements, tax regulations and other legal requirements. We understand that our personal information may be shared with third parties as set out in the TIME Privacy Policy, including the Custodian and associates of TIME. We also understand that we have certain rights in respect of how TIME will use our personal information, as set out in the TIME Privacy Policy.
- We represent and warrant that we are not classified as specified US persons under the definition of FATCA. We also agree that we have a duty to inform TIME if at any time we hold shares in TIME:Advance that our status changes so that we would become specified US persons.

Signature of first applicant or Attorney	Date

Signature of second applicant or Attorney	Date

JOINT 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.

6 Adviser's contact details

Firm name

FCA Number

Authorised Individual:

Title

Forename(s)

Surname

* Telephone

* Adviser email

* Administrator email

* Address

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:

7 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 Investors' 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 Investors

and

b) The evidence I/we have obtained to verify the identity of the Investors and assess the purpose and intended nature of the Investors' investment through TIME:Advance meets the standard set out within the FCA rules, 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, as amended.

Signature of Adviser

Name

Position

Date

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

8 Adviser Declaration

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

- 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 the Investors' application to subscribe to TIME:Advance 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
- Have verified the identities of the Investors and have advised the Investors on the suitability of investments to be purchased for the Investors through TIME:Advance, in accordance with Applicable Law. We will maintain records of our identity verification and suitability assessments for at least five 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 identities of the Investors in accordance with the FCA Rules, 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 Investors of TIME:Advance, both initially and during the term of our appointment.
- For anti-money laundering purposes, we have completed Section 7 or we enclose either an Identity Verification Certificate or certified copies of the verification of identity documents we have obtained in respect of the Investors (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 Investors (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 Adviser for the Investors
- Confirm that we 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 us for the purposes of portfolio management, providing services related to investments that we are involved with, analysing the suitability of TIME's products and services, engaging with us (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. We understand that our personal information may be shared with third parties as set out in the TIME Privacy Policy, including associates of TIME. We also understand that we have certain rights in respect of how TIME will use our personal information, as set out in the TIME Privacy Policy.

Signature of Adviser
Name
Date

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

9 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 0345 600 1213 to discuss, please note that we are only able to correspond with one Attorney.

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

Attorney's contact details:

Title

Forename(s)

Surname

Address

Postcode

Date of birth

Country of birth

Nationalities held

Country of tax residency

Daytime telephone number

Email

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.

By completing this section, you confirm that you 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 by you in this Application Form and any supplemental information which you provide in connection with your appointment as Attorney for the purposes of Portfolio management, providing services related to investments, analysing the suitability of TIME's products and services, undertaking know-your-client checks and complying with anti-money laundering requirements, tax regulations and other legal requirements. You understand that your personal information may be shared with third parties as set out in the TIME Privacy Policy, including associates of TIME. You also understand that you have certain rights in respect of how TIME will use your personal information, as set out in the TIME Privacy Policy.

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

JOINT TOP UP APPLICATION FORM : PART 4 - FOR COMPLETION BY ADVISERS

10 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 9 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, 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, as amended.

Signature of Adviser

Name

Position

Date

020 7391 4747
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time-investments.com

TIME INVESTMENTS