TIME: ADVANCE

A discretionary managed service for private clients that invests in a portfolio of Business Relief qualifying asset-backed trades.

SINGLE INVESTOR APPLICATION FORM

TIME INVESTMENTS

questions@time-investments.com
time-investments.com

TIME:Advance

SINGLE INVESTOR APPLICATION FORM

Contents

How to complete this form:

- Please ensure you have read and understood the TIME:Advance Brochure, this Application Form and Client Agreement Pack (which contains the Client Agreement, Services Guide, Risks section and Glossary) (all together, the 'Application Pack').
- Please answer all questions in black ink, using BLOCK CAPITALS and mark relevant boxes with a tick (✓).
- Refer to the checklist to ensure your application is complete before submitting.
- Terms defined in the Glossary (set out in the Client Agreement Pack) shall have the same meaning when used in this Application Form.

Checklist

Before submitting the Application Form please confirm the following:

The investor has:

- ☐ Read and understood the TIME:Advance Brochure and Client Agreement Pack
- ☐ Completed Part 1 of the Application Form (sections 1 to 5)
- ☐ Read and signed the declaration in section 5 of Part 1 (page 5)
- ☐ 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 7)
- ☐ Completed the necessary verification of identity requirements which is either:

A. Complete and sign section 7 of the Application Form on page 6

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):

- ☐ In addition to Parts 1 and 2, the Attorney(s) are to complete Part 3 of the Application Form on page 8
- ☐ 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 9

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.

Cheques and transfers

- Cheques should be made payable to 'TIME Investments'.
- 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":

  Account name: TIME Investments
  Sort code: 83-04-02 **Account No:** 10924932
  Bank Name: Royal Bank of Scotland, Corporate Service Team, Great Tower Street, P.O. Box 66892, London, E1W 9FR

- Please note, once banked, cheques can take up to two 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.

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 6.

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.

What happens next?

- We will confirm receipt of your Application Form and payment usually within two business days.
- Shares in an underlying Portfolio Company will be purchased at the next available dealing date. We aim to purchase shares weekly.
- 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.

08 01085 TA 1123

SINGLE INVESTOR APPLICATION FORM : PART 1
FOR COMPLETION BY INVESTOR

1 Investor's contact details (Single investors only)

Top-up applications

☐ Please tick here if this is a top-up application for a single investor.

Please provide your existing portfolio reference: ______________________

If your personal details remain unchanged, please fill out your name details only and then proceed directly to **Section 2 'About your Subscription'**.

Title ______________________

First name ______________________

Middle name(s) ______________________

Surname ______________________

Address ______________________

____

____

____

Postcode ______________________

Date of birth ______________________

National Insurance / Taxpayer Identification Number ______________________

____

Country of birth ______________________

Country/countries of tax residency ______________________

Nationalities held ______________________

Daytime telephone number ______________________

I wish to receive communications from TIME:

☐ Through the post ☐ Electronically ☐ None

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.

If there are attorneys acting for the investor please provide their details in Section 9.

For attorneys, correspondence will be sent in accordance with the communication details and communication preferences for each attorney within Section 9. If communications should also be sent to the investor, please confirm above.

SINGLE INVESTOR APPLICATION FORM : PART 1 (CONTINUED) FOR COMPLETION BY INVESTOR

2 About your Subscription

Subscription Amount:

£ ____________________

(Total including Adviser Initial Fee. Please note the minimum Subscription is £25,000).

☐ I enclose a cheque drawn on a UK clearing bank or building society for the Subscription Amount made payable to "**TIME Investments**" 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 Investments
Sort code: 83-04-02 **Account No:** 10924932
Bank Name: Royal Bank of Scotland, Corporate Service Team, Great Tower Street, P.O. Box 66892, London, E1W 9FR

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 ____________________

3 Growth or Regular Withdrawal Option

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

OR

☐ Regular Withdrawal Option – I wish 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; **OR**

☐ £ ____________ fixed amount each quarter

Start date of the regular withdrawal: ______/______/____________

The first withdrawal will be paid on the first available dealing date, three months after the date provided.

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

4 Adviser's Fees

I have agreed with my 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, if applicable:

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.

SINGLE INVESTOR APPLICATION FORM : PART 1 (CONTINUED) FOR COMPLETION BY INVESTOR

5 Appointment of TIME

By completing and signing this Application Form:

- I confirm that I have received a complete copy of the documents comprising the Application Pack and have read and understood their 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) (i) have read and understood the contents of the Client Agreement Pack (including the Client Agreement); (ii) agree to enter into the Client Agreement (iii) agree to provide ongoing instructions to TIME; and (iv) agree to receive copies of communications relating to TIME:Advance.
- I acknowledge that TIME will treat me as its client for portfolio management and custody services.
- 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 may withdraw me from the service.
- I agree to inform TIME of any changes to the bank account details provided in this Application Form and of any changes to my domicile or residence for tax purposes and to provide TIME upon request with any information which TIME 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 this Application Form is or becomes incorrect or misleading. I acknowledge that TIME 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 tax or investment advice.
- I understand that if I wish to cancel my Subscription into TIME:Advance, I must instruct TIME to do so within 14 days of the date this Application Form is submitted to TIME.
- I agree that TIME may use my Subscription and realise such proportion of the Portfolio as is necessary to pay any fees payable to the Adviser as set out in Part 1 of this Application Form.
- I acknowledge that as a firm regulated and authorised by the FCA, TIME is required to act to deliver good outcomes for its retail customers, in accordance with the Consumer Duty. I agree to promptly provide information that TIME reasonably considers necessary to enable it to comply with its obligations under the Consumer Duty as may be requested of me by TIME from time to time.
- 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 by me in this Application Form and any supplemental information which I provide in connection with my investment for the purposes of managing my Portfolio, providing services related to my 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. 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.
- 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

TIME:Advance

SINGLE INVESTOR APPLICATION FORM : PART 2
FOR COMPLETION BY ADVISER

6 Adviser's contact details

Firm name ____________________ FCA Number ____________________

Address ____

____

Authorised Individuals: Adviser

Title ____________________

Forename(s) ____________________

Surname ____________________

Telephone ____________________

Email ____________________

Authorised Individuals: Administrator

Title ____________________

Forename(s) ____________________

Surname ____________________

Telephone ____________________

Email ____________________

If you provide an email address we will register you for access to our secure online web portal, where you can view your client's investment, access client reports and view adviser fees once they are paid. We will notify you via email when client documents are uploaded to your portal. If you would like copies of these documents sent to you in the post please call our Client Services Team on 0345 600 1213.

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

Account Name ____________________ Sort Code ____________________

Account Number ____________________

Are you part of a network/service provider? ☐ Yes ☐ No

If so which one: ____________________ Are fees payable to this provider? ☐ Yes ☐ No

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 investor's identity documents - please see the relevant section on page 2 for further details.

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, 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

08 01085 TA 1123

SINGLE INVESTOR APPLICATION FORM : PART 2 (CONTINUED) FOR COMPLETION BY ADVISER

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 Brochure and the fees and charges described in the Brochure and Glossary
- Confirm that we have passed on the documents comprising the Application Pack to the Investor for their review, and the Investor has confirmed to us that having been provided with the Application Pack, they have understood its contents, including having had the opportunity to ask any questions of us
- Acknowledge that the Investor's 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 this Application Form is or becomes incorrect or misleading
- 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 five years and will provide copies to TIME upon request
- We consent to TIME relying on us to:
    - verify the identity of the Investor 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 Investor 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 Investor (and, if relevant, any Attorney). I/we hereby agree to provide to TIME 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 five years from the date hereof
- Agree to notify TIME as soon as reasonably practicable if we cease to act as adviser for the Investor
- 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.
- Confirm that our staff who provide suitability advice are approved by the FCA and those who provide such advice are approved by the FCA to provide investment advice; hold a current statement of professional standing issued by a body accredited by the FCA; have the requisite knowledge and experience to provide such advice; and have read and understood the documents comprising the Application Pack including in particular, the Client Agreement and the Risk section set out in the Brochure.
- Agree that TIME has the right to request further information and documentary evidence in particular relating to our expertise in relation to inheritance tax planning and such other information as may reasonably be requested by TIME in order to fulfil its regulatory obligations including with respect to the Consumer Duty, and agree to provide such information and evidence promptly.

Signature of Adviser

Name

Date

Special instructions

Company Stamp:

SINGLE INVESTOR APPLICATION : PART 3
FOR COMPLETION BY ATTORNEYS

9 Notes for Attorneys

If there is a registered Power of Attorney in place for the investor, please complete this form with the details of each Attorney.

We will also require sight of any Attorney document.

Please complete this form for each Attorney as required. This page can be found on our website as a standalone document at: **https://time-investments.com/attorney-form**.

For Attorneys, unless otherwise agreed, correspondence will be sent to you. If an email is provided you will be provided with access to our secure online portal automatically.

Attorney's contact details:

Title

Forename(s)

Surname

Address

Postcode

Nationality

Date of birth

Daytime telephone number

I wish to receive communications from TIME:

☐ Through the post ☐ Electronically ☐ None

Email

If you provide an email address we will register you for access to our secure online web portal, where you can view investment details and access client reports.

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.

08 01085 TA 1123

SINGLE INVESTOR APPLICATION : PART 3 (CONTINUED)
FOR COMPLETION BY ATTORNEYS

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 each Attorney - please see the relevant section on page 2 for further details.

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

This page has been intentionally left blank

Important information

The Application Form constitutes 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 under FCA number 534723. TIME has approved the 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.

All information correct as at November 2023.

08 01085 TA 1123

TIME Investments
338 Euston Road, London NW1 3BG
T: 020 7391 4747 F: 020 7391 4770
questions@time-investments.com
time-investments.com

TIME INVESTMENTS