

# TIME: CTC

A Business Relief Service for  
business owners with a capital  
preservation focus achieved through  
investing in asset backed businesses.

**APPLICATION FORM**

**TIME**  
INVESTMENTS

[questions@time-investments.com](mailto:questions@time-investments.com)  
[time-investments.com](http://time-investments.com)

## APPLICATION FORM

### How to complete this form:

- Please ensure you have read and understood the TIME:CTC brochure and Information Memorandum.
- 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.

### Checklist

Before submitting the application form please confirm the following:

#### The investor has:

- Read and understood the TIME:CTC brochure and Information Memorandum
- All investors must complete sections 1, 2 and 5. Corporate investors should complete section 3. Individual investors should complete section 4.
- Read and signed the declaration, section 6 on page 6
- 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
- Read and signed the declaration on page 7
- Completed the necessary verification of identity requirements (see below)

## Identity Verification Requirements

### Individual investors

Identify verification must be provided for EACH investor. This is either:

- A. Complete and sign section 8 of the application form on page 8
- or B. Provide a copy of the adviser's IVC for the investor(s)
- 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.

### Limited Companies

- Identity verification must be completed for all directors and shareholders. Where applicable, please copy section 8 as required.
- Certified copy of the certificate of incorporation, the Memorandum and the Articles of Association must be supplied
- The following details must also be supplied:
  - (i) a list of current directors
  - (ii) a list of shareholders holding or controlling 10% or more of the share capital
 and
  - (iii) a copy of the mandate authorising the participation.

### Trusts

- A certified copy of the Trust Deed must be supplied
- An Identity Verification Certificate must be completed for each trustee
- An Identity Verification Certificate must be completed for each of the settlor(s)
- If the trustee is a company, all of the documents listed above for a company must be supplied.

## Power of Attorney applications (where relevant)

If you wish to apply on behalf of a third party under a power of attorney agreement, please contact TIME Investments on 0345 600 1213.

## 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 MNL Client Account'.

- 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.

**Sort code:** 23-05-80

**Account number:** 15244027

**Bank:** Metro Bank PLC

**Branch:** 1 Southampton Row, London WC1B 5HA

**Account Name:** TIME MNL Client Account

Please note, cheques can take up to eight business days to clear, BACS bank transfer three business days and CHAPS bank transfer one business day.

## What happens next?

- We will confirm receipt of your application form and payment usually within two business days.
- We shall commence the incorporation process for your company(ies) on receipt of cleared funds and acceptance of a completed application form.
- Confirmation of shares purchased will normally be sent to you within two business days of the Incorporation Date.
- If an initial adviser fee has been agreed, payment of this fee will normally be made by the new CTC company(ies) within three business days of the Incorporation Date.
- Once 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](mailto:enquiries@time-investments.com)

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

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

### 1 Proposed company name(s)

**Note:** Insert your proposed company name. If you wish your application to cover more than one company, write the additional name(s) in this section.

Insert the amount you wish to subscribe to each Company. The minimum application for a single Company is £100,000. TIME may, at its discretion, accept subscriptions below the minimum investment level.

_____	Trading Limited	£ _____
Minimum £100,000 of shares issued at £1 each		
and _____	Trading Limited	£ _____
and _____	Trading Limited	£ _____
and _____	Trading Limited	£ _____
	<b>Total invested</b>	£ _____

By applying for the shares above I agree to be bound by the Memorandum and Articles of Association of the Company(ies), a copy of which is available upon request;

### 2 Instructions for payment

**Please tick one of these options:**

I enclose a cheque drawn on a UK clearing bank or building society for the subscription amount made payable to "TIME MNL Client Account" with the completed application form.

**OR**

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

**Account name:** TIME MNL Client Account

**Account number:** 15244027

**Sort code:** 23-05-80

**Bank:** Metro Bank PLC, 1 Southampton Row, London WC1B 5HA



**APPLICATION FORM : PART 1 - FOR COMPLETION BY INVESTOR**

**3 Corporate or trust applicant's details (if relevant)**

Name of trust	Daytime telephone
Company registration number	Email
Address	
Postcode	
Country of residence	

**Execution by a company or trust**

Signed on behalf of a company by a duly authorised director or signed by the trustees of a trust.

Name	Name
Date of birth	Date of birth
Name	Name
Date of birth	Date of birth
Name of director/trustee	Name of director/trustee
Contact name (if not director/trustee)	
Mailing address (if different to the above)	
	Postcode
Daytime telephone	Email

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

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

### 4 Individual applicant's details

**Note:** This section should only be completed by personal applicants. The address given must be the applicant's home address and match that supplied on the adviser's Identity Verification Certificate or proof of name and address identity documents. The information supplied here will be shown on the shareholder register of the Company and should be in the exact form which you wish to appear on the certificate. For corporate or trust investors the address given must match that supported on the corporate or trust's constitutional documents.

#### First applicant

Title \_\_\_\_\_

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

Surname \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Date of birth \_\_\_\_\_

Country of birth \_\_\_\_\_

Nationalities held \_\_\_\_\_

National Insurance No \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Email \_\_\_\_\_

#### Second applicant

Title \_\_\_\_\_

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

Surname \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Date of birth \_\_\_\_\_

Country of birth \_\_\_\_\_

Nationalities held \_\_\_\_\_

National Insurance No \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Email \_\_\_\_\_

Where two applicants are detailed above your TIME:CTC Company will automatically be registered in the names of both individual applicants.

If you wish the shareholding to be equally split between the two named individual applicants, please tick this box.

OR If you wish to define the percentage held by each individual applicant please do so below:

Name _____	% _____	Name _____	% _____
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### 5 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 Company at the relevant time, to be payable quarterly in arrears and funded through cash held within the Company.

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

**APPLICATION FORM : PART 1 - FOR COMPLETION BY INVESTOR**

**6 Declaration (see note on page 2)**

**Note:** For trusts and corporate applicants, the number of signatories required to complete this application form will vary according to the rules of the trust or the Articles of Association of the Company. It is the responsibility of the applicant to ensure that the correct signatories complete the form.

**By signing this form I HEREBY DECLARE THAT:**

- I/We have received the Information Memorandum dated April 2019 (as amended) and any accompanying inserts.
- I/We have been given the opportunity to read the terms set out in the Information Memorandum and ask questions in relation to those terms with my/our financial and/or tax adviser(s).
- I/We understand that you will rely on our confirmation that I/we have read the Information Memorandum and that you will, accordingly, rely on its terms as the basis of the relationship between us.
- To the best of my/our knowledge and belief, the particulars I/we have given are correct.
- I/We are aware of the special risks of subscribing to a product of this nature and understand that most of the protections provided by the UK regulatory system and compensation under the UK's financial services compensation scheme will not be available.
- I/We hereby declare that completion and delivery of this application form, if payment is by cheque, constitutes a warranty that the cheque will be honoured on first presentation and that, if such cheque is not honoured on first presentation, there is no obligation to represent it, or if payment is electronic, that the account from which payment will be made has sufficient funds.
- That subscription monies received from you prior to your company being incorporated 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 TIME Investments and/or the collection agent.
- I/We hereby, until notified otherwise, authorise the executive director of the company(ies) listed in section 1 of this application to make decisions to participate in partnerships without any further consent from me/us.
- I/We authorise to pay any fees payable to the adviser as set out in Section 5 of the application form.
- I/We confirm that I/we are not relying on any information or representation in relation to TIME:CTC other than that contained in the Information Memorandum and agree that neither TIME nor any other person responsible for the Information Memorandum or any part of it shall have any liability for any information or representation not so contained.
- I/We confirm that I/we have read the risk factors contained in the Information Memorandum, and understand that there will be no liquid market in the shares of my/our TIME:CTC company. I/We confirm that I/we have the financial ability to bear the economic risk of participation in TIME:CTC (including suffering a complete loss of the amount subscribed), have adequate means for providing for my/our current needs and possible contingencies, and that the amount subscribed to TIME:CTC is not disproportionate to my/our net worth.
- I/We represent and warrant that (a) if we are a company, partnership, trust or other entity, we are duly authorised and qualified to participate in TIME:CTC and the individual or individuals signing this application form on our behalf have been duly authorised to do so, or (b) if I am an individual, I have reached the age of majority under the laws of my country of nationality or domicile and, in the case of both a corporation, partnership, trust or other entity and an individual, this application is, and upon its acceptance will be, our legal, valid and binding obligation, enforceable against me/us in accordance with the terms of the Information Memorandum.
- I/We agree that I/we would not be classified as a specified US Person under the definition of FATCA. I/We agree that I/we have a duty to inform TIME Investments if at anytime that I/we hold shares in the Company my/our status changes so that I/we would be considered a specified US Person.
- 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 administering my investment, providing services related to my investment, 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.

Signature of director/trustee/individual applicant

Date

Signature of director/trustee/individual applicant

Date

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

## 7 Adviser's contact details

Firm name \_\_\_\_\_ FCA number \_\_\_\_\_

**Authorised individual:**

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

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

Surname \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Please provide details of your bank account so that adviser fees can be paid to you via BACS.**

Account name \_\_\_\_\_ Are you part of a network/service provider?  No  Yes

Account number \_\_\_\_\_ If so, which one? \_\_\_\_\_

Sort code \_\_\_\_\_

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

**By completing the adviser's box I hereby acknowledge and declare that:**

- (i) I am authorised and regulated by the Financial Conduct Authority (or the equivalent body in an EU member state) to advise on and transact in investments in the UK or the EU;
- (ii) I consent to TIME Investments placing reliance on me in respect of performing suitability and appropriateness tests on behalf of the client and carrying out verification checks in line with the Money Laundering Regulations 2007 and JMLSG Guidance, as amended;
- (iii) I have discussed the investment in TIME:CTC with the named Investor, including both the risks and benefits associated with such investment and am satisfied as to its suitability /appropriateness (as applicable) for the investor's investment objectives;
- (iv) I will ensure that the investment continues to be suitable /appropriate (as applicable) for the investor's investment objectives throughout the investment period so long as I remain as an appointed adviser to the investor;
- (v) I have complied with the requirements of the Money Laundering Regulations currently in force and have duly provided the required identity verification documents.
- (vi) 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 administering the investment, providing services related to the investment, 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.

Signature of adviser

Date

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

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

Where there is more than one applicant please print or photocopy additional copies of this page and complete for each applicant.

#### 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) meets the standard set out within the guidance for the UK Financial Services Sector issued by JMLSG

Signature of adviser

Name

Position

Date



## GENERAL INFORMATION

### Understanding the Information Memorandum

Any application to participate in TIME:CTC is made on the basis of the Information Memorandum dated April 2019 (as amended). For your own benefit and protection, it is important that you read the terms set out in the Information Memorandum carefully before agreeing to be bound by its terms as these are the terms upon which we intend to rely. Your agreement to these terms is signified by your written application to us.

If you are uncertain at any point regarding the terms in the Information Memorandum and/or are uncertain as to the suitability or appropriateness of this product for your specific needs, please consult your financial and/or tax adviser(s).

### Important notice

The TIME:CTC service is being offered by TIME Investments (TIME) as provider and no advice is given as to its suitability or appropriateness for the applicant. Accordingly, by completing this application form the applicant confirms that TIME will not be responsible to them for ensuring that the transaction is a suitable one for them and they will therefore not benefit from the protection of the FCA rules on assessing suitability. Furthermore, as TIME will not be providing any regulated services to the applicant, TIME will not be responsible for providing applicants with protections afforded to clients of the firm. Applicants should seek independent financial advice to ensure that TIME:CTC is a suitable and/or appropriate investment for them.

### Subscription proceeds

Subscription proceeds will be paid into a designated client money account operated by a firm authorised to hold client money, pending incorporation of the new TIME:CTC company(ies). By completion of this application form, the applicant hereby authorises the firm authorised to hold client money to transfer the subscription proceeds to the bank account of the new TIME:CTC company(ies) as described in Section 1 of the application for shares in a TIME:CTC company from as soon as practicable subsequent to incorporation. In the event that an application for shares is rejected, the subscription proceeds, less any bank charges incurred, will be returned to the applicant.





## Important information

The application form and associated Information Memorandum 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 and associated Information Memorandum as a financial promotion for distribution to investors who have been advised on suitability by an authorised financial intermediary (an Adviser).

Subscription to TIME:CTC is only available through advisers. Your adviser is responsible for advising on the suitability of TIME:CTC in light of your personal circumstances and acting as your agent in respect of the TIME:CTC service.

All information correct as at June 2019.

02 00550 CTC 0619

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