

# Discretionary Management Client Investment Questionnaire

PILLING & Co  
STOCKBROKERS LIMITED



## INTRODUCTION AND INSTRUCTIONS

This questionnaire should be completed if you require our management service. We need to have detailed information about your investment objectives, financial resources, and personal background to ensure that you have the best service and product for your individual needs and to ensure the ongoing suitability and quality of our investment advice or discretion exercised on your behalf. We ask that you complete all answers honestly and fully. Please speak to your Investment Manager if you require assistance.

**We make every reasonable effort to ensure that your investments meet with your risk requirements. At the time of investment our understanding and the market's opinion in general of a security's risk category with respect to our risk guide (see page 8) will be applied to your answers on the investment questionnaire.**

Please indicate your preferences by completing or initialling (where indicated) the appropriate boxes. If this is a joint application, please both initial.

Please complete this form using BLOCK CAPITALS in black ink, sign and send to the following address:  
**Pilling & Co., Henry Pilling House, Booth Street, Manchester, M2 4AF**

FOR OFFICE USE ONLY

Client Name \_\_\_\_\_

Account Number(s) \_\_\_\_\_

Executive \_\_\_\_\_

Date \_\_\_\_\_

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## GENERAL DATA PROTECTION REGULATION (GDPR)

### CONSENT TO PROCESS 'SPECIAL CATEGORIES' OF DATA

Under the General Data Protection Regulation (GDPR), we are obliged to obtain your consent if we wish to process 'special categories' of your data e.g. information relating to your race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health or sexual orientation.

### WHY WOULD PILLING WISH TO PROCESS SUCH DATA?

As we provide you with advice or discretionary management, we have obligations under our regulator the Financial Conduct Authority (FCA) to obtain sufficient 'know your client' information to ensure suitability of our advice or investment decisions. This may mean that on occasion we need to process special category data; for example, if you had a health condition which meant that you needed to access your investments within a certain timeframe we may record this information in your Client Agreement or as a file note.

### WHEN IS CONSENT NOT NEEDED?

We do not need to obtain your consent if the information is manifestly in the public sphere; for example if you have a religious title.

### HOW WILL THE DATA BE STORED AND HOW LONG FOR?

We will store the information electronically. We generally store all client data for as long as necessary, even if our business relationship has ended, in case we need to rely upon the information in the event of a dispute.

However, please see Section 26: How we use your personal data of our General Terms and Conditions of Business for details of your rights as a data subject, including the right to request erasure of data.

### WHO WILL PILLING SHARE THE DATA WITH?

We will share this data with data processors when it is necessary for us perform our contract with you and/or we have a legitimate interest or legal obligation to do so under the GDPR; an example being the use of external software systems to store your account data. We may provide information to our regulators and their successors and to our auditors and professional advisers on a 'legal obligation' or 'legitimate interests' basis.

If you ask us to share your account details with another organisation (e.g. a financial advisor) this may include special categories of data.

### WHAT IF I DO NOT WANT TO PROVIDE CONSENT?

We are not able to use non-consent as a condition to enter into a contract with us, however in reality it will be difficult for us to manage your account in line with FCA suitability rules if you do not do so. If you have concerns about providing consent for us to process this data you may find it useful to speak to your Investment Manager before making a decision.

If you are happy to provide consent for us to process special categories of your data, please confirm by signing and dating your acceptance to the statement below (if this form relates to more than one individual, each should sign and date it).

I/We confirm that I/We consent to you processing special categories of my data in the manner described above.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date DD/MM/YYYY

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date DD/MM/YYYY

**BASIC INFORMATION**

	<b>Self</b>	<b>Spouse / Other</b>
Name	_____	_____
Address	_____ _____ _____	_____ _____ _____
Postcode	_____	_____
Email Address	_____	_____
Telephone Number	_____	_____
Date of Birth	_____	_____
Occupation ( <i>previous occupation if retired</i> )	_____	_____
Employment Status ( <i>self-employed, part-time, full-time etc.</i> )	_____	_____
Marital Status	_____	_____
Number of Children and Ages	_____	_____
Income Tax Rate	<input type="checkbox"/> 45% / <input type="checkbox"/> 40% / <input type="checkbox"/> 20% / <input type="checkbox"/> 0% / Other _____	<input type="checkbox"/> 45% / <input type="checkbox"/> 40% / <input type="checkbox"/> 20% / <input type="checkbox"/> 0% / Other _____
Annual Employment Income £	_____	£ _____
Annual State Pension Income £	_____	£ _____
Annual Workplace / Personal Pension Income £	_____	£ _____
Total Pension Value £	_____	£ _____
Rental Income £	_____	£ _____
Other Income £	_____	£ _____
Value of Main Property £	_____	£ _____
Value of Other Property £	_____	£ _____
Mortgage(s) Outstanding £	_____	£ _____
Cash Savings £	_____	£ _____
Investments with Pilling £	_____	£ _____
Investments excluding Pilling £	_____	£ _____
Other Assets £	_____	£ _____
Annual Pension Contributions £	_____	£ _____
Overdrafts / Loans / Credit Cards £	_____	£ _____
Other Debts £	_____	£ _____
Approximate Total Monthly Household Expenditure £	_____	£ _____

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**CAPACITY FOR LOSS**

To assist us in understanding your capacity for loss, please initial one of the following statements that best describes the effect that a 25% reduction in the value of your investments or income generated from your investments would have on your lifestyle.

*For example, you have invested £100,000 that earns an income of £4,000 per year. Should the investment fall to £75,000 and the income to £3,000 would you be able to cope financially?*

**Please note that these figures are for illustration purposes only and are in no way a guarantee of maximum losses.**

**You should always keep your time horizon in mind when considering the impact of performance and how it may affect you over the lifetime of the product.**

Please initial one box *(if this is a joint application please agree and both initial the same box)*:

- No impact on my/our standard of living:** I/We would not have to alter my/our lifestyle and would still meet my/our financial goals at the end of the time-horizon.
- Some impact on my/our standard of living:** It would have a moderate impact on my/our lifestyle, I/we may have to alter our financial goals.
- An unacceptable impact on my/our standard of living:** I/We would have to reassess my/our lifestyle, make cutbacks and would be at risk of not meeting my/our financial goals.

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**TIME HORIZON**

Please initial to indicate if you have a **known end date** to your investments or an amount that needs to be realised at a certain point. We understand that that circumstances do change over time.

Investing is not recommended if you require your capital back in the short term (under 5 years). We will reassess your objectives regularly (generally at 2-3 year intervals).

Please initial one box *(if this is a joint application please agree and both initial the same box)*:

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Less than 5 years        | 5-7 years                | 8-10 years               | Over 10 years            |

Are there any relevant factors that we need to know about your time horizon?

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**INVESTMENT OBJECTIVES**

Please indicate in this section your investment objectives.

Please only initial one box *(if this is a joint application please agree and both initial the same box)*:

**Maximise Growth:** Focus on capital growth, income is not a consideration.

**Maximise Income:** Focus on providing an income, capital growth is not a consideration.

**Balanced Return:** Provides a mix of capital growth and income.

I plan to use the money invested with Pilling for *(please select up to three objectives and give each a priority rating with 1 being most important and 3 being of lesser importance)*:

**Retirement Income:** Your primary objective is supplementing your income in retirement (in the short to medium term). Capital growth is a lesser consideration.

**Wealth Accumulation:** Your primary objective is accumulating wealth over the medium-long term so as to maintain value relative to inflation. Income is a lesser consideration.

**Capital Preservation:** Your primary objective is to preserve your initial investment value. Capital growth and income are not considerations. This objective is only likely to be compatible with cash or cash-like investments in a lower risk profile.

**Inheritance for Dependents:** You wish to concentrate on building wealth to pass on to your dependents Please detail below any Inheritance Tax (IHT) liability or gifts you wish to pass on.

**Debt Repayment:** Please give details of debt and whether payment would be expected from income or capital. Investing is not recommended before debts are paid. Please detail a full schedule of debts below.

**Education Fees:** Please give details of amount, when expected and whether this will be funded from income or capital.

Please provide further detail to your answers and how these objectives correspond with your investment time horizon, please include anything else about your financial aims that you have not covered above:

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**EXPERIENCE AND KNOWLEDGE**

It is important for us to understand your knowledge of markets and your experience of investing through different market cycles.

Do you have experience of investing in any of the following products, if this is a joint application, do you have combined investment knowledge? *(please initial the relevant boxes to describe your experience and knowledge):*

Shares

Funds (e.g..Units Trusts, OEICS, Replicated ETFs)

Bonds / Fixed Interest

Complex Stocks (e.g..Synthetic ETFs Hedge Funds, Warrants, Derivatives)

How many years of experience do you have investing in these products? *please initial (if this is a joint application please agree and both initial the same box):*

None

0-1

1-4

5+

Are you or have you (or your partner if this is a joint application) previously been employed in the financial services industry?

Yes

No

If Yes, in what capacity?

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**SOURCE OF FUNDS**

Please provide a brief description of the source of funding for the portfolio *(e.g. savings, existing investments, proceeds from property sale):*

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**INVESTMENT DETAILS**

How much are you intending to invest in total? £ \_\_\_\_\_

How will your investment(s) be made? *(please tick all that apply):*

Cash

Depositing certificates

In-specie transfer from another broker

Cash transfer from another broker

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**ADDITIONAL INFORMATION**

- |   |                              |                             |                                 |
|---|------------------------------|-----------------------------|---------------------------------|
| Do you have a Power of Attorney in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unsure |
| Do you have a valid Will?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unsure |
| Do you have Life Insurance?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unsure |
| Do you have an IHT Liability?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unsure |

Please indicate your current primary inheritance plan:

- Spouse / Civil Partner
- Partner
- Children (including Step or Adopted Children)
- Other Family
- Non-Family / Other (e.g. Charity)

Please describe any relevant information or complexities in your estate planning:

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## RISK PARAMETERS

**Investing in any asset class will involve risk at varying degrees, and this may result in you not receiving back the original amount you invested. There are many factors to consider such as timing and external financial events.**

**Please note that the portfolio may hold individual stocks from outside of your risk profile, but the overall outcome will meet the profile selected.**

It is a fact of life that capital growth or a higher income return can only be achieved with some degree of risk. The greater the potential growth or income yield, the higher the risk will be. We suggest that you think about the risks inherent in the investments you are making and in very broad terms, for your guidance we classify the three major risk categories as follows.

### PILLING INVESTMENT RISK GUIDE

#### LOW RISK

- These can include cash and fixed interest sterling denominated securities issued by major governments and corporations. In addition, Unit Trusts, Open Ended Investment Companies (OEICs), passive strategies and ungeared collective investments investing principally in the above are acceptable. Please note however that a high exposure to gilts and other fixed interest securities might constitute a high-risk policy since their capital values and the real value of the income that they produce are affected by interest rate fluctuations and inflation.

#### MEDIUM RISK

- Medium risk investments may include other fixed interest investments, shares in FTSE 100 Index constituent companies, well-established FTSE Mid 250 companies (perhaps ex-FTSE 100 stocks) and where possible (e.g. where the capital commitment is great enough) a judicious spread of shares in large and medium capitalised companies, Unit Trusts, OEICs, Investment Trusts and similar packaged investments in the major western markets (UK, Europe, North America, major Asian markets) as well as internationally diversified examples of such funds are included.
- Some sector specialist, ethical and single company country funds can be used as part of a diversified portfolio. Modest portfolio allocation in smaller companies in the major international markets via managed collective investments is also acceptable.
- Insurance company and investment management company managed or multi-manager products are generally acceptable, either as part of a portfolio or in isolation.

#### HIGH RISK

- High risk covers all other types of investments not mentioned above and can incorporate weighting or even exclusive concentration on smaller capitalised or recent start-up businesses, junior markets and trading facilities (e.g. AiM and Aquis) or venture capital vehicles. Collective and packaged versions of the above are acceptable as well as offshore, non-sterling denominated or hedge funds. Investments in lesser-developed Asian and Emerging markets are also included.
- Warrants, covered warrants (securitised derivatives), options and other forms of derivatives also come under this category and you are required to complete a further application form (available on request) to help us assess whether complex products of this nature are appropriate for you.



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**INVESTMENT RESTRICTIONS AND LIMITS (OPTIONAL)**

Do you have any ethical or other considerations that we should factor into your portfolio?

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Should building a portfolio based on these ethical considerations be prioritised over investment returns?

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Types of company to avoid:

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Geographical areas to avoid:

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Our investment philosophy is to build a diversified portfolio in terms of individual investment size and geography. However, should you have any other limits, restrictions or comments you would like us to consider, please detail these below. ***We may buy funds on your behalf that may contain stocks / asset classes / geographical areas that conflict with your restrictions, but we cannot monitor this.***

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**SIGNATURES**

I/We agree that the information provided is an accurate representation of my/our investment objectives, risk profile and financial situation. Pilling & Co can rely on this information for suitability assessments.

Name ..... Signature ..... Date *DD/MM/YYYY*

Name ..... Signature ..... Date *DD/MM/YYYY*

