

## UNQUOTED EQUITY QUESTIONNAIRE

Please complete this questionnaire and sign the declaration and return it to Curtis Banks Ltd.

**PLEASE DO NOT TAKE ANY ACTION, SUCH AS PAYING FUNDS INTO YOUR PENSION SCHEME FOR THIS INVESTMENT, UNTIL WE HAVE CONFIRMED THAT IT IS ACCEPTABLE.**

**If you have any queries on the completion of this questionnaire, please call Curtis Banks Ltd on (0117)9107910 (Bristol office) or (01382) 200306 (Dundee office).**

Name of scheme

Plan Number

### 1 Details of Company in which shares are to be purchased

Name of company

Registered address

Postcode

Registered number  Country of registration

Is it a trading company?  YES  NO Nature of business

Is the purpose of the investment to allow scheme members to use an asset unacceptable as a pension scheme investment?  YES  NO

Details of shareholders (if there is more than one class of share, please show details separately)

Full Name	No of shares	Director?	Connected to you? (see below)

*"Connected" means in relation to scheme members their relatives, spouses of relatives or anyone they are in partnership with and their spouses.*

Please continue on a separate sheet if there are more shareholders.

Details of any directors who are not shareholders

Full Name	Connected to you?

Please continue on a separate sheet if there are more directors.

Does the company have an interest in any other entity?  
(e.g. shares in another company or partnership)

YES  NO

If yes, please provide details

How did you become aware of this investment?

Have you received any advice in making this investment?

YES  NO

*If yes, please supply a copy of the advice or state who has advised you.*

## 2 Details of shares to be purchased

Number of shares to be purchased

Type of share (e.g. ordinary, preference)

Price per share

£

Name of vendor (if new issue, please specify)

Is the vendor connected to you?

YES  NO

*If the vendor is a connected party, an independent written valuation of the shares will be required.*

Will you or someone connected to you become a director of the company?

YES  NO

*Please supply a copy of the draft/existing shareholders agreement, and a copy of any placement letter for the shares being purchased.*

*If the shares to be purchased are part of a larger transaction, please supply details of the revised list of shareholders after the transaction has taken place, and identify any new shareholders who are connected to you.*

Is further investment by you planned or expected?

YES  NO

If yes, please supply details

### 3 Commercial Prudence

Please supply copies of all relevant information on this company including:

- *the most recent annual accounts and latest management accounts*
- *any business plan available*
- *future financial forecasts*

How did you determine your level of investment?

What is your investment term and exit strategy?

Please also state why you feel that this will be a good investment for your pension scheme:

### 4 Declaration (to be signed by all members)

**Curtis Banks Ltd will rely on this declaration. You should read it carefully and if you do not understand any part of it, please ask us for further guidance.**

- I/we declare that to the best of my knowledge and belief all statements made in this questionnaire (whether in my handwriting or not) are accurate and complete
- I/we have had the opportunity to read and understand the Curtis Banks guidance notes on [Investments](#) and [Unquoted Equities](#) and believe that the investment set out above is an acceptable pension scheme investment and will continue to be in the future
- I/we confirm that I am solely responsible for the outcome of this investment
- I/we understand that Curtis Banks Ltd and its trustee company have given no advice in relation to the suitability of this investment and I accept that their liability shall be limited to the assets of the pension scheme
- I/we confirm that I will monitor this investment to ensure that it will not lead to tax charges or penalties being imposed by HM Revenue & Customs and I accept liability for any such charges or penalties.
- I/we consent to the published charges of Curtis Banks Ltd for processing and administering this investment.

**Signature(s)**

**Name(s)**

**Date**

## 5 Checklist

Please ensure that you have enclosed the following, as this will speed up your application:

- *Shareholders agreement and any placement letter*
- *Most recent annual accounts and latest management accounts*
- *Any business plan available*
- *Future financial forecasts*
- *Copy of any advice you have received*
- *If the vendor is connected, a copy of the written share valuation*
- *Full details of shareholders, both before and after the transaction*

**When completed, this questionnaire together with any supporting documents should be returned to:**

Curtis Banks Ltd  
3 Temple Quay  
Bristol  
BS1 6DZ