

## SSAS Specialist Investment Questionnaire

### Unregulated Collective Investment Schemes (UCIS)

Please complete this questionnaire in full, sign the declaration and return it to Curtis Banks. This questionnaire should be completed for any UCIS you are planning with your SSAS, so that Curtis Banks can assess the investment as being appropriate. Before deciding to invest in UCIS, please refer to our Schedule of Allowable Investments and Schedule of Fees.

This questionnaire does not apply to commercial property or unquoted equities; please complete our separate questionnaires for those investments.

Please return your completed form to:

SSAS Department, Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ

If you have any queries on the completion of this questionnaire, please call Curtis Banks Bristol Office on 0117 332 4051.

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Please do not take any action, such as paying funds into your pension scheme for this investment, until Curtis Banks have confirmed that it is acceptable.

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If you have any queries on the completion of this questionnaire, please contact your adviser or us.

### 1 Accessing our services

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If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

**The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.**

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.nucleusfinancial.co.uk](http://www.nucleusfinancial.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0117 332 4051 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk).

### 2 Your details

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Scheme name

Our reference number

### 3 Details of Proposed Investment

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Name of investment (including share class)

Amount of investment

Type of investment

Underlying assets within investment

Date of proposed investment

Please supply copies of any application form and literature for the investment.

How did the trustees become aware of this investment?

Have the trustees received any advice in making this investment?

Yes  No

If 'Yes', please supply a copy of the advice or state who has advised you

### 3 Details of Proposed Investment (continued)

If 'Yes', please supply a copy of the advice or state who has advised you

Is the proposed investment being sold by a connected party?

 Yes     No

'Connected' means that the owner of the investment is your spouse or civil partner, a relative, the spouse or civil partner of a relative or anyone you are in business partnership with or their spouse.

If the vendor is a connected party, an independent written valuation of the purchase price will be required. In addition, if the vendor is a connected party, please also supply the following:

Date of purchase

Price per share and/or total consideration

 £

Name of seller

Relationship with seller (e.g. connected or third party)

Method of payment (e.g. cash, asset transfer, or loan)

Do you plan or expect to make further investments?

 Yes     No

If 'Yes', please supply details.

### 4 Commercial Prudence

How did the trustees determine their level of investment?

How long do the trustees plan to invest for and what is their exit strategy?

Please state why the trustees feel that this will be a good investment for them.

Do the trustees have a good understanding of all the issues involved in this investment?

 Yes     No

If you have answered 'No', please contact your adviser.

### 5 Statement of Overall Assets & SSAS Member Declaration

In order to confirm the acceptability of a particular investment, Curtis Banks may sometimes require details of the overall financial position of all of the members.

This is to ensure that the investment does not form an excessive part of their overall finances and, if it were to fail, that each member's personal assets would be more than enough for your future financial needs.

Please could each member trustee fully complete, sign and return each of these forms as part of this pre-approval application process.

## 6 Declaration

Curtis Banks will rely on this declaration. You should read it carefully and if you do not understand any part of it, please contact your adviser or us.

I/we wish to make the above investment within my/our SSAS and this investment may be regarded as non-standard. I/we are therefore providing this statement to Curtis Banks, the scheme practitioner of the SSAS, so that they can be assured about my/our circumstances and that I/we am/are fully aware of what I/we am/are doing.

I/we am/are aware that, under the SSAS rules, I/we direct the investments and am/are solely responsible for the outcome of these investments. Curtis Banks and its trustee company are not required to assess whether an investment is suitable, cannot provide me/us with advice, and are not responsible for the consequences of my/our investment decisions. Their liability is limited to the assets of the pension scheme. Curtis Banks will carry out due diligence on an investment, to assess whether it is appropriate, but this will not extend to full due diligence in terms of matters such as legal advice, the detailed structure of the investment, the effects of non-pension legislation etc.

I/we accept that the above investment may contain one or more of the following features, and I/we will ensure that I/we understand which of these features is present and that I/we am/are comfortable with the position:

- There may be risk of loss of future income or capital.
- The investment may be unregulated and there may be no compensation arrangements in the event of failure of the investment.
- The investment may involve a lack of liquidity, e.g. the inability to sell the investment for a period of time, and this could have an impact on the pension scheme's ability to switch investment strategy or pay benefits.
- The investment may be complex and I/we will ensure that I/we will obtain and read all relevant documentation for the investment and understand how it works and, if necessary, obtain specialist advice to assist me/us with this.
- The investment may involve high charges and I/we will ensure that I/we am/are aware of all the charges.
- It may be difficult to place a value on the investment at any point in time and this could have an impact on other aspects of the operation of my/our SSAS, e.g. calculating benefit payments.
- The investment might involve 'Taxable Property' at some point in the future and this could lead to tax charges on me/us and on my/our SSAS.
- Past performance may be no indication of how this type of investment is likely to perform in the future.
- If the investment forms a large part of my/our pension assets, it could have a significant negative impact on my/our pension position if the investment performs badly.

### Declaration

Definitions of each type of investor are set out in section 8, please read these carefully before signing the declaration:

- I/we declare that to the best of my/our knowledge and belief all statements made in the questionnaire (whether in my/our handwriting or not) are accurate and complete.
- Curtis Banks will rely on this declaration as part of your contract with us. If you do not understand any part of it, please ask for further guidance.
- I/we confirm that I/we have been given the opportunity to read and understand this declaration and I/we am/are in full agreement with its contents.
- I/we believe that the above investment is an acceptable pension scheme investment and will continue to be so in the future.
- I/we confirm that I/we am/are solely responsible for the outcome of this investment.
- I/we understand that Curtis Banks and its trustee companies have given no advice in relation to the suitability of this investment and I/we accept that their liability shall be limited to the assets of the pension scheme from time to time.
- I/we confirm that I/we will monitor this investment to ensure that it will not lead to tax charges or penalties being imposed by HM Revenue & Customs and I/we accept liability for any such charges or penalties.
- I/we consent to pay Curtis Banks the fee for assessing this investment and understand that this charge is payable whether or not the investment proceeds.

### Signatures

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Print name			
Signature			
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 6 Declaration (continued)

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### Signatures

2	<b>Print name</b> <input type="text"/>
	<b>Signature</b> <input type="text"/>
	<b>Date</b> <input type="text"/> <input type="text"/> <input type="text"/>
<hr/>	
3	<b>Print name</b> <input type="text"/>
	<b>Signature</b> <input type="text"/>
	<b>Date</b> <input type="text"/> <input type="text"/> <input type="text"/>
<hr/>	
4	<b>Print name</b> <input type="text"/>
	<b>Signature</b> <input type="text"/>
	<b>Date</b> <input type="text"/> <input type="text"/> <input type="text"/>

## 7 Checklist

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Please ensure that you have enclosed the following information, otherwise it may delay your application and/or prevent us from processing the investment:

- Investment Prospectus.
- Investment Memorandum.
- Latest Annual Financial Report.
- Latest Performance Report.
- Subscription Documents.
- If the vendor is connected, or if an in specie transfer is to be completed, a copy of the written share valuation.
- Statement of overall assets from all members.
- SSAS member declaration from all members.

**Please return your completed form together with all appropriate items from the checklist to:**

SSAS Department, Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ

## 8 Definitions

### A High Net Worth individual

A high net worth individual is a person who can confirm that at least **one** of the following applies:

- 1 I had, throughout the financial year immediately preceding the date of this document, an annual income to the value of £100,000 or more. Annual income for these purposes does not include money withdrawn from pension savings (except where the withdrawals are used directly as income in retirement).
- 2 I held, throughout the financial year immediately preceding the date of this document, net assets to the value of £250,000 or more. Net assets for this purpose do not include:
  - The property which is my primary residence or any money raised from a loan secured on that residence;
  - Any rights of mine under a qualifying contract of insurance within the meaning of the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001; or
  - Any benefits (in the form of pensions or otherwise) which are payable on the termination of my service or on my death or retirement and to which I am (or my dependants are), or may be, entitled.
  - Any withdrawals from my pension savings (except where the withdrawals are used directly as income in retirement).

### A Sophisticated Investor

A Sophisticated Investor is a person who can confirm that at least **one** of the following applies:

- 1 I am a member of a network or syndicate of business angels and have been so for at least the last six months prior to the date of this document;
- 2 I have made more than one investment in an unlisted company in the two years prior to the date of this document;
- 3 I am working, or have worked in the two years prior to the date below, in a professional capacity in the private equity sector, or in the provision of finance for small and medium enterprises;
- 4 I am currently, or have been in the two years prior to the date below, a director of a company with an annual turnover of at least £1 million.

### A Qualified Investor

A Qualified Investor is a person who can confirm that at least **two** of the following applies:

- 1 I have carried out transactions of a significant size (at least £1,000) on securities markets at an average frequency of, at least, ten per quarter for the last four quarters;
- 2 My security portfolio exceeds £0.5 million;
- 3 I work, or have worked for at least one year, in the financial sector in a professional position which requires knowledge of securities investment.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0370 414 7000  
F 0370 414 8000  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

Call charges will vary. We may record and monitor calls.

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