Investec Wealth & Investment Ltd
Due diligence questionnaire for new and existing adviser firms

RATHBONES | Incorporating Investec Wealth & Investment (UK)

Completion of this Due Diligence Questionnaire is required prior to establishing an agency with an FCA regulated Financial Adviser Firm.

If your Adviser Firm **does not** have an existing relationship with Investec Wealth & Investment (IWI), please complete **Sections 1 and 3** of this document.

If your Adviser Firm **already has** one or more existing agencies with Investec Wealth & Investment (IWI) and you wish to establish additional agencies for your Firm, please complete **Sections 2 and 3** of this document.

Section: 1 — New financial adviser firm

Part 1 - Your adviser firm

Name of person completing this due diligence questionnaire

Position at the firm

Firm name

Firm's FCA number

Is your firm directly authorised?

Yes ☐ No ☐

If your firm is not directly authorised, please specify the principal firm for whom your firm acts as an appointed representative

Name of principal firm

FCA number of principal firm

If you're an appointed representative, please specify the registered address of your principal firm.
(You can specify a separate correspondence address for your firm's financial advisers in part 5.)

If you're a directly authorised firm, please specify your firm's FCA registered address.

(You can specify a separate correspondence address for your firm's financial advisers in Part 5.)

If you have an existing contact at IWI, please specify them here

Investec Wealth & Investment (UK) is a trading name of Investec Wealth & Investment Limited

Continued overleaf.

New financial adviser firm

Part 2 - Your firm's regulatory and legal history

Has your firm or your firm's directors, co-partners or principals ever:

	Yes	No
Had any County or High Court judgements or is such judgement pending	☐	☐
Been subject to any bankruptcy proceedings, or proceedings for the sequestration of the candidates estate?	☐	☐
Been convicted of a criminal offence (other than motoring)?	☐	☐
Been subject to any litigation within the last 5 years or do you anticipate proceedings being issued?	☐	☐
Had membership relating to a regulatory or professional body refused or withdrawn?	☐	☐
Been the subject of any relevant complaints in the last 18 months?	☐	☐
Been subject to disqualification by a court from acting as a director of a company or from acting in a management capacity or conducting the affairs of any company, partnership or unincorporated association?	☐	☐
Been subject to any investigation in connection with any business activity (pending, accused, or convicted) of misconduct, malpractice, corrupt conduct, bribery or fraud in the past 5 years?	☐	☐
Been subject to any regulatory investigations, sanctions, fines or warnings (including any personnel at your firm) in the last 18 months?	☐	☐

If you have answered "Yes" to any of the above, please provide details

Part 3 - Your firm's governance procedures

	Yes	No
Do you currently have an in-house or outsourced compliance function?	☐	☐

If you have answered "Yes", please provide their contact details

If you have answered "No", please outline the steps that you take to ensure that you meet your regulatory requirements?

	Yes	No
Have you assessed your services to ensure they meet the requirements of Consumer Duty?	☐	☐
Have you reviewed your client documentation and organisational policies and procedures for adherence with the duty?	☐	☐

Continued overleaf.

Part 3 - Your firm's governance procedures (continued)

Does your firm have the following policies and procedures in place:

– Managing conflicts of interest Yes No

– Anti-Bribery/Anti-Corruption Yes No

– Anti-Money laundering Yes No

– Anti-facilitation of tax evasion Yes No

– KYC and client onboarding Yes No

– Complaints handling Yes No

If you do not have policies and procedures in place for one or more of the areas mentioned above, please explain why your firm deems that these are not required.

Does your firm assess appropriateness and/or suitability for your clients? Yes No

Please list all client categories, as defined in the FCA's COBS 3, that your firm deals with.

Briefly describe any training or Continuous Professional Development programmes that your firm has in place.

Part 4 - Your firm's Discretionary Investment Management experience

What is the approximate value of client assets under your control?

How do you invest for your clients?

In-house centralised investment proposition or portfolios

%

Platforms

%

Discretionary investment managers

%

Other

%

If you specified "Other", please provide details

Continued overleaf.

New financial adviser firm

Part 4 - Your firm's Discretionary Investment Management experience (continued)

Which existing investment management firms do you already use?

Part 5 - Agency set-up

Please specify the names of each financial adviser at your firm for whom you require us to open an agency.

We will set up access to Investec Online for each financial adviser, to enable them to access their clients' accounts digitally. Please specify a memorable six-letter word and mobile number for each financial adviser listed below, to enable them to activate their Investec Online access.

Financial Adviser 1

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Financial Adviser 2

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Continued overleaf.

Section: 1 (continued) New financial adviser firm

Financial Adviser 3

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Financial Adviser 4

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Continued overleaf.

Section: 1 (continued)

New financial adviser firm

Financial Adviser 5

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Part 6 - Remuneration

We are able to facilitate adviser agreed remuneration which we can pay to you on behalf of your clients.

Non-Recurring Adviser Agreed Remuneration (% or £) can be paid at commencement. This will be paid in full on receipt of any cash and on the completion of the entire transfer of assets into the portfolio. (Please note that it is not intended to undertake interim payments).

Recurring Adviser Agreed Remuneration (% or £) is calculated quarterly in arrears based on the value of the portfolio on the last business day of February, May, August and November at the rate agreed in the Client Agreement or subsequent Client of Financial Adviser Amendment Form.

N.B. All remuneration payments are inclusive of any VAT that may be applicable.

Any changes to your existing adviser agreed remuneration and/or for additional remuneration relating to a further investment "top-up" (cash and/or stocks) to an existing client portfolio except for regular contributions to SIPP's etc, will require the completion of a Client of Financial Adviser Amendment Form (IWI343).

To enable us to make payments to you on behalf of your clients please provide bank account details below. If you are a member of a Network, your Network will generally require that payments are made directly to the Network.

Account name

Bank name

Account number

Sort code

Account address/postcode

Continued overleaf.

Section: 2 Existing financial adviser firm

Part 1 - Agency set-up

Name of person completing this due diligence questionnaire

Position at the firm

Firm name

Firm's FCA number

Firm's existing Investec Wealth & Investment agency number(s)

Please specify the names of each financial adviser at your firm for whom you require us to open an agency.

We will set up access to Investec Online for each financial adviser, to enable them to access their clients' accounts digitally. Please specify a memorable six-letter word and mobile number for each financial adviser listed below, to enable them to activate their Investec Online access.

Financial Adviser 1

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Continued overleaf.

Section: 2 (continued)

Existing financial adviser firm

Financial Adviser 2

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Financial Adviser 3

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Continued overleaf.

Section: 2 (continued) Existing financial adviser firm

Financial Adviser 4

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Financial Adviser 5

Financial adviser name

FCA individual reference number (IRN)

Email address

Mobile number

Investec online six-letter memorable word

Please specify a correspondence address for this adviser, if different to your firm's registered address:

Correspondence address line 1

Correspondence address line 2

Correspondence address line 3

Correspondence address city

Correspondence address postcode

Continued overleaf.

Section: 3 Disclaimers and signatures

Part 1 - Investec online

Please Note:

1. Each applicant must have their own email address and mobile telephone number.
2. Kindly ensure that you have provided the email address of each applicant (financial adviser) in this form.
3. To activate each applicant's (financial adviser's) Investec Online account for the first time it will be necessary for the applicant to call our Client Service Centre. When doing so, the applicant should have access to their PC or laptop, as well as their mobile phone. The applicant should also have their user name (their email address) and the memorable six-letter word (specified in Section 1 or Section 2 of this form) to hand as these will be required.
4. Please refer to our Terms and Conditions below for details of the terms and conditions applicable for the Investec Online Service

Terms and Conditions
Investec Wealth & Investment (IW&I) offers Investec Online to you in accordance with the applicable 'Terms for Investec Online'. These are detailed in the Terms and Conditions document provided to you, and are reprinted below for convenience.

Disclaimer
The information contained on our website is published in good faith and has been obtained from trade and other sources believed to be reliable and accurate. No representation or warranty, express or implied, is made by us or by any person as to its accuracy, completeness or fairness and it should not be relied on as such. Any opinions or estimates expressed reflect our judgement at this date and are subject to change without notice. Any references to tax allowances and reliefs are based upon our understanding of the current legislation, which is subject to change. We are not responsible for the accuracy of information contained within sites provided by third parties which may have links to or from our pages.

Username and Password
In relation to this Username and Password you acknowledge and undertake that:

i. you will be responsible for the confidentiality and use of your Username and Password;
ii. other than with our prior written consent, you will not disclose your Username and Password to any other person for any purpose whatsoever;
iii. we may rely on all instructions, orders and other communications entered using your Username and Password, and you will be bound by any transaction entered into or expenses incurred on your behalf in reliance on such instructions, orders and other communications; and
iv. you will immediately notify us if you become aware of the loss, theft or disclosure to any third party or of any unauthorised use of your Username and Password.
v. you will immediately notify us if the named Adviser leaves your firm, in order that we can disable access.

If we believe that your Username and Password is being used without your knowledge by unauthorised persons, we may without prior notice suspend your rights to use Investec Online. Further, if we believe that you have supplied your Username and Password to other persons in breach of this Schedule, then we may terminate access to Investec Online accordingly.

Data
We will provide you with such market data and information ('Data') through Investec Online as we may determine from time to time. Data is obtained from both our systems and that of third party data providers, which we believe to be reliable but may be subject to change without notice.

You acknowledge and agree that:
i. we do not independently verify and have no responsibility whatsoever for the content or accuracy of the Data and we give no warranty or assurance of any kind:

(a) as to the accuracy or completeness of any Data or as to the suitability of any Data for any purpose intended by you; or
(b) that the third party provider has the right and entitlement to provide the Data; and we shall have no liability for losses, costs, liabilities or expenses (including, without limitation, any loss of profit) which may arise directly or indirectly from use of or supply of Data or for any infringement of any third party intellectual property rights by reason of the provision of Data;

ii. all Data is not to be interpreted as constituting any sort of advice or recommendation by us that any investment referred to therein is suitable for you;
iii. all Data is either our own property or the property of third party data providers and is protected by copyright and other intellectual property laws. It may be displayed, re-formatted, stored or printed for your personal non-commercial use only. You agree not to reproduce, re-transmit or distribute Data to anyone without our prior written consent (and, where relevant, the prior written consent of the relevant data provider) and undertake that you will not sell or supply Data to any third party; and
iv. you may print copies of any item in hard copy for your personal use or for use by others within your organisation. You may also download any item to a local hard disc provided.

Data Protection Legislation
Investec Wealth & Investment Limited is committed to processing your personal data in accordance with EU data protection laws.

We may use your personal data to provide you with services you request from us, or to manage your accounts, make decisions, detect and prevent fraud, fulfil any contractual relationship with you, undertake analysis and assessment, inform you about our products and services, ensure that we comply with legal and regulatory requirements and/or for other purposes where in our legitimate interests.

You must make sure that if you give us personal data about someone else, you should have a lawful basis for doing so, for example, you have their consent to share personal data with us. Where applicable, you should ensure they read this Data Protection Notice and understand how we will use and disclose their information, in the ways described in this Data Protection Notice.

For further details as to how Investec Wealth & Investment Limited uses personal data, please contact the Data Protection Officer or refer to our Data Protection Notice online at: https://www.investec.com/en_gb/legal/UK/data-protection-notice.html

Liability
You acknowledge that the operation of Investec Online is dependent upon computer and communication systems and software which may be susceptible to malfunction, unauthorised access, failure or interruption beyond the control of ourselves and that the Internet is not a completely reliable transmission medium and you agree that we shall have no liability and shall not be responsible for any failure to provide Investec Online on the occurrence of a Force Majeure event and in such circumstances, any obligation we may have to supply or continue to supply Investec Online shall be suspended pending resolution of the event or state of affairs in question.

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Part 2 - Anti-Money laundering

I/We understand that IW&I will endeavour to verify the identity of my/our clients. Where IW&I is unable to verify the identity of my/our clients, I/we agree to provide IW&I with certified copies of documentation that I/we have obtained in order to verify the identity of my/our clients.

Continued overleaf.

Section: 3 (continued)

Disclaimers and signatures

Part 3 - Declarations

I/We confirm that I/we have completed the above form accurately and to the best of my/our knowledge is correct.

I/We confirm that I/we will notify Investec Wealth & Investment of any changes to the above information.

I/We confirm that I/we will assess the suitability of Investec Wealth & Investment for our clients in line with the target market information provided and our own value assessments in accordance with Consumer Duty requirements.

I/We understand that Investec Wealth & Investment reserves the right to decline this application to open an agency or choose to defer the application pending additional information.

This document can only be signed by an authorised signatory of your Adviser Firm.

Name of signatory

Position at the firm

Signed

Date (dd/mm/yyyy)

Continued overleaf.

Belfast	02890 321002	Cheltenham	01242 514756	Guildford	01483 304707	Manchester	0161 832 6868
Birmingham	0121 232 0700	Edinburgh	0131 226 5000	Leeds	0113 245 4488	Sheffield	0114 275 5100
Bournemouth	01202 208100	Exeter	01392 204404	Liverpool	0151 227 2030		
Bristol	01172 444860	Glasgow	0141 333 9323	London	020 7597 1234		

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