Octopus Inheritance Tax Service

Investment application form

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octopus investments
A brighter way

How to complete this Octopus Inheritance Tax Service application form

Before completing this application form, you should read the **Octopus Inheritance Tax Service** brochure. Please complete all sections as directed. Once completed, please post this form – along with your investment – to: **Octopus Investments Limited**, **PO Box 10847**, **Chelmsford CM99 2BU**.

Section 1 – About the investor(s)

Your financial adviser will have advised you whether to make a single or joint application. Holding this investment in joint names will have legal and estate planning consequences. Please speak to your adviser again if you are unsure about what is best for you.

First investor

Title **First name(s)**

Last name

Are you an existing Octopus investor?

☐ Yes ☐ No

If you wish to add to an existing investment, please provide the portfolio number

Date of birth (dd mm yyyy) **National Insurance number**

Country of birth

Country(ies) of citizenship

Nationality (if you hold dual nationality or are not a British national, we may contact you for further information)

Telephone numbers (include country code)

Primary

Secondary

Email address

Address

Country **Postcode**

Second investor (if applicable)

Title **First name(s)**

Last name

Are you an existing Octopus investor?

☐ Yes ☐ No

If you wish to add to an existing investment, please provide the portfolio number

Date of birth (dd mm yyyy) **National Insurance number**

Country of birth

Country(ies) of citizenship

Nationality (if you hold dual nationality or are not a British national, we may contact you for further information)

Telephone numbers (include country code)

Primary

Secondary

Email address (each applicant will need an individual email address)

Address

Country **Postcode**

Is there a Power of Attorney registered with us currently?

☐ Yes ☐ No

If you need to register an Attorney(s), you'll need to complete our 'Registering a Power of Attorney' pack. We'll also require an original or certified copy of the POA document and verification of identity documents for each Attorney. In all cases we'll need to verify the identity of each Attorney, and may run electronic searches to do so.

Please get in touch for a copy of the pack.

Tax residency status

We are legally required to collect information about the tax residency and classifications of each investor which may be shared with HM Revenue & Customs, and may be transferred to the government of another territory in accordance with a relevant agreement. For further information please visit **octopusinvestments.com/reportingforms**.

1.1 Are you a tax resident in any country outside the UK, or do you complete tax returns in any other country?

First investor	**Second investor** (if applicable)
☐ No – please tick this box and go straight to **Section 2**.	☐ No – please tick this box and go straight to **Section 2**.

If your country of birth or country of citizenship is outside of the UK, please send us a certified copy of a valid UK ID, such as a UK driving licence or passport, or a certified letter from HMRC, to confirm your UK tax residency status.

☐ Yes – please complete **1.2** below.	☐ Yes – please complete **1.2** below.

1.2 Please list the country(ies), other than the UK, in which you are resident for tax purposes

Please provide the Taxpayer Identification Number (TIN) or functional equivalent for each country(ies), or tick the relevant box if the country does not provide a TIN.

Investor name

Country	**Taxpayer Identification Number (TIN)**	**TIN not available**
		☐

Investor name

Country	**Taxpayer Identification Number (TIN)**	**TIN not available**
		☐

Investor name

Country	**Taxpayer Identification Number (TIN)**	**TIN not available**
		☐

Investor name

Country	**Taxpayer Identification Number (TIN)**	**TIN not available**
		☐

Investor name

Country	**Taxpayer Identification Number (TIN)**	**TIN not available**
		☐

Section 2 – About the investment

How much are you investing?

£ ______ The minimum investment is £25,000.

Bank transfer, cheque/banker's draft or transfer of funds (tick one box only)

☐ **Bank transfer**

Please transfer your funds to the following account after first sending in your completed application form, making sure that you **reference the payment with your surname and initials**. Payments need to come from your personal account. We do not accept payments from business accounts.

Account name	Sort code	Account number	Bank	Branch
Octopus Investments Client Money Account	40-03-28	22177056	HSBC	Holborn

Our bank details will never differ from those provided by us on your application. If you're ever asked to send money to a different account, contact us directly using the details on our website.

☐ **Cheque/banker's draft**

Please enclose a cheque from your personal account, made payable to '**Octopus Investments Client Money Account**'. We do not accept cheques from business accounts, third parties (including any spouse) or post-dated cheques. Banker's drafts and building society cheques must specifically mention the investor's name.

☐ **Transfer of funds**

Please transfer funds from another Octopus portfolio on a one-off basis. I am aware this transfer may incur dealing fees. If you transfer from an ISA portfolio, you'll lose the ISA wrapper and its tax benefits.

My portfolio number is: ______

Would you like to take a regular withdrawal from your portfolio?

☐ No, please continue to **Section 3**

☐ Yes, please specify a fixed amount **£** ______

How often would you like the above amount to be paid? ☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually

Annual payments are made every April, semi-annual payments are made every April and October and quarterly payments are made every January, April, July and October. Please note, instructions given here will override any existing arrangement you may have. If you would like your existing arrangement to remain, leave this section blank.

Please provide details of the bank account you would like the withdrawal to be paid into.

Please note, we can only make payments to the named investor of this portfolio. Payments to third parties are not possible.

Account name

______

Bank or building society name ______ **Account number** ______ **Sort code** ______

Please also provide proof of account details. We can accept a bank statement or a void cheque.

Section 3 – Suitability and source of wealth (direct and non-advised only)

Client suitability questionnaire

Please note that each time you make an investment, we require you to submit a completed client suitability questionnaire before we can process your direct or non-advised application. The questionnaire is available at **octopusinvestments.com/suitabilityquestionnaire** or you can call us for a copy.

What's the source of your wealth?

Please tell us how you acquired the money you plan to invest, select all that apply. In some cases, further information and documentary evidence may be required.

☐ Earned income ☐ Ownership in a company ☐ Inheritance ☐ Gifts ☐ Sale of property ☐ Investment proceeds ☐ Other

If other, please specify

______

Section 4 – About the adviser/intermediary (to be completed by the adviser/intermediary)

If this is the first time we will be paying your company adviser charges, please contact us on **0800 316 2067** to arrange setting up payment details.

Company

Title | **First name(s)** | **Last name**

Telephone number (include country code) | **Email address**

Address

Country | **Postcode**

Company FCA number | **Adviser FCA number**

Are you part of a network/service provider?

☐ No ☐ Yes – please give us the network/service provider name

Network/service provider FCA number

Section 5 – Adviser/intermediary charges

What type of investment is this?

Please read the following text and then complete either 5.1, 5.2 or 5.3. Failure to complete this section correctly could result in delays to the investment.

- If you have received financial advice for this investment then this is an 'advised investment'. Please complete **Section 5.1**.
- If you are not submitting your application through an adviser or intermediary then this is a 'direct investment'. Please complete **Section 5.2**.
- If this is an 'execution only' investment and you have not received financial advice then this is a 'non-advised investment'. Any initial commission due will be paid by Octopus. Ongoing annual payments will be paid by selling shares from your portfolio. Please complete **Section 5.3**.

☐ **5.1 This is an advised investment**

Please indicate the level of initial adviser charges and/or ongoing adviser charges agreed. If you have not agreed that Octopus will facilitate charges to your adviser then please indicate 'Nil'. Any initial charge agreed with your adviser is taken from your payment(s) and paid to your adviser before your funds are invested.

Initial adviser charge (tick one box only)

☐ Fixed amount **£** ______ **OR** ☐ Percentage ______ **%**

If no option is selected from the above no initial adviser charge will be applied.

Ongoing adviser charge (tick one box only)

☐ Fixed amount per year **£** ______ **OR** ☐ Percentage ______ **%**

☐ Please tick here if you're topping up an existing portfolio and you'd like to keep your adviser charges as they are.

Please note, any ongoing adviser charges provided above will replace any existing arrangement for the whole portfolio.

The amount or percentage stated above (whichever is relevant) is an annual amount, accrued each day. If you choose to pay on a percentage basis, this will be calculated on the value of your portfolio. We will pay your adviser monthly by selling shares from your portfolio.

Please go straight to **Section 6**.

☐ **5.2 This is a direct investment**

Please complete **Section 3** and a suitability questionnaire.

☐ **5.3 This is a non-advised investment through an intermediary**

Initial commission ______ **%**

Standard terms will apply if left blank. Commission should not exceed our standard terms, otherwise this form may be rejected. Ongoing payment 0.5%. We will make this payment twice a year (typically in January and July) by selling shares from your portfolio.

Please complete **Section 3** and a suitability questionnaire.

Please refer to the Octopus Inheritance Tax Service brochure for information about Octopus charges.

Special instructions

Section 6 – Identity verification (to be completed by adviser/intermediary)

You can use this section to provide identity verification for a private individual.* If you don't complete this section, or if **this application is a trustee case**, we'll need you to provide us with an Identity Verification Certificate (IVC) or certified copies of the investor's identification.

By completing this section, you agree that on request from Octopus Investments, you will make the following immediately available:

- Any information about the customer (and any beneficial owner) that you obtained when applying client due diligence measures. These might be things like identity documents, utility bills or bank statements.
- Copies of any identification and verification data or documents on the identity of the customer (and any beneficial owner).

First investor

I AGREE THAT:

- The information in **Section 1** above was obtained by me in relation to the customer.
- The evidence that I have obtained to verify the identity of the first customer (**tick one box only**).

☐ Meets the standard evidence set out within the guidance for the UK financial sector issued by the joint money laundering steering group.

OR

☐ Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

Adviser/intermediary signature

Adviser/intermediary name

Job title

Date signed (dd mm yyyy)

Second investor (if applicable)

I AGREE THAT:

- The information in **Section 1** above was obtained by me in relation to the customer.
- The evidence that I have obtained to verify the identity of the second customer (**tick one box only**).

☐ Meets the standard evidence set out within the guidance for the UK financial sector issued by the joint money laundering steering group.

OR

☐ Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

Adviser/intermediary signature

Adviser/intermediary name

Job title

Date signed (dd mm yyyy)

*This form cannot be used to verify the identity of any customer that falls into one of the following categories:

- Those who are exempt from verification because they are an existing client of the advisory firm prior to the introduction of the requirement for such verification.
- Those who have been subject to simplified due diligence under the money laundering regulations.
- Those whose identity has been verified using the source of funds as evidence.

Section 7 – Adviser/intermediary declaration

By submitting this form, I AGREE THAT:

- I have read and understand the Octopus Terms of Business for Intermediaries.
- I agree to be bound by these Terms of Business.
- As an Appointed Representative, I warrant and represent that my principal also accepts the Terms of Business for Intermediaries.
- I have made a personal recommendation to the investor(s) that satisfies the requirements of COBS 9A suitability.

Adviser/intermediary signature

Print name

Date signed (dd mm yyyy)

Section 8 – Investor declaration

To be completed by the investor(s) named in **Section 1**, or registered Attorney(s)

By signing this form, I HEREBY DECLARE THAT I:

- Have read and understand the current Octopus Inheritance Tax Service brochure and the risk factors explained in it.
- Have read and understand the Terms and Conditions and agree to be bound by them.
- Have provided accurate information, to the best of my knowledge.
- Have read and understood the Octopus policies regarding best execution, conflicts of interest and gifts and benefits, all available at **octopusinvestments.com**.
- Consent to Octopus providing information to my adviser until notified otherwise.
- Consent to Octopus facilitating my adviser's fees and charges or intermediary payment as set out in **Section 5**.

First investor

Investor/Attorney signature

Print name

Date signed (dd mm yyyy)

Second investor (if applicable)

Investor/Attorney signature

Print name

Date signed (dd mm yyyy)

Before sending us your application, please review the quick checklist below to help us process your application as quickly as possible:

- ☐ You have arranged for payment as per **Section 2**.
- ☐ You have completed **Section 5** – Adviser charges.
- ☐ Unless this is a direct investment, your adviser has signed and dated where indicated in **Section 7**.
- ☐ You (or your Attorney) have signed and dated where indicated in **Section 8**.
- ☐ Your adviser has completed **Section 6**, **OR** you have enclosed the necessary verification of identity documentation:
  - An Identity Verification Certificate **OR** one each of the following;
  - A copy of identification (your passport or driving licence) **PLUS**;
  - A copy of proof of address (driving licence; or bank statement/utility bill (not mobile phone bill) and no older than three months).
- ☐ If you are acting under a Power of Attorney, you have provided:
  - A completed 'Registering a Power of Attorney' pack.
  - The original Power of Attorney **OR** a copy certified on every page (with a wet signature), and a printed name and date of certification by either a solicitor (active on the Law Society/SRA Register), a Chartered Legal Executive (active on the CILEX Regulation Directory), a Notary Public (active on the Notaries Society register) or a stockbroker (an investment professional whose firm is a member of a Recognised Stock Exchange).
  - A certified copy of identification (passport or driving license) **AND** a certified copy of proof of address (driving license, bank statement or recent utility bill (excluding mobile phone) for each attorney.
- ☐ If you are investing directly, or this is a non-advised investment, you have completed and enclosed the client suitability questionnaire.
- ☐ Once complete please send your completed application form to:

  Octopus Investments Limited
  PO BOX 10847
  Chelmsford
  CM99 2BU

What happens next?

1. We'll send a confirmation when your application is complete, and your funds will be invested as quickly as possible, usually within one week.
2. Once your funds have been invested we will send you confirmation.
3. You will receive a valuation statement every quarter. You can track your investment(s) at any time by visiting **portal.octopusinvestments.com**. If this is a joint application, please ensure you have provided individual email addresses for each investor. We can't provide online access to two accounts with the same email.

We have a range of ways to help make our communications accessible. If you'd like to know more, please get in touch.

0800 316 2295
investorsupport@octopusinvestments.com
octopusinvestments.com

Send completed form to:
Octopus Investments
PO Box 10847
Chelmsford CM99 2BU