



UNQUOTED SHARE QUESTIONNAIRE

Information Required for Investment in Unquoted Shares

(For SSAS Only)

Please complete the following questions and sign the declaration at the end.

In addition, the following documentation must be provided in order for the Unquoted Share investment to be considered:

Please tick (✓) that the required documents have been provided for the company in which the investment is to be made.

ALL APPLICATIONS

- 1) Company Prospectus or Company Brochure
- 2) A copy of the Memorandum and Articles of Association
- 3) Independent Share Valuation
- 4) Director's Statement

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ADDITIONAL DOCUMENTATION REQUIRED

Company trading more than 2 years old

- Copies of last 2 years company accounts
- Copy of Financial Adviser recommendation if via a Financial Adviser
- Accountant's Letter – see below

Company trading less than 2 years but not a start up

- Copies of all company accounts produced - if no company accounts available a copy of the Company Business Plan
- Copy of Financial Adviser recommendation if via a Financial Adviser
- Accountant's Letter – see below

Start up Company

- A copy of the Company Business Plan
- Copy of Financial Adviser recommendation or confirmation that the individual is an adviser registered with the FCA. (Direct applications are NOT accepted.)
- Accountant's Letter – see below

Accountant's Letter

The company's Accountant is required to reproduce and sign on his/her firm's headed paper the following statement:

I confirm:

1. That the business is currently trading or has been established solely for the purpose of a legitimate commercial trading activity,
2. That the business has to the best of my knowledge never been involved or has not been established for the purpose of pension liberation.
3. That to the best of my knowledge there is nothing about the company's business activities that could conflict with the shares being held within a SSAS.
4. That to the best of my knowledge none of the company directors is involved in any activity that could result in either the SSAS member or James Hay Partnership being subject to an unauthorised payment tax charge under the Finance Act 2004.

Name:

Darren Powell

Signed:

[Signature]

Date:

12-03-2015

PART ONE – SSAS DETAILS

1. Pension Scheme name

DJP Bury Pension

2. Type of Scheme

PART TWO – COMPANY DETAILS

3. Name of company in which shares are to be purchased

4. Company registered number

5. Company Registered Address

6. Is the company classified as either a Genuine Commercial Vehicle or a Trading Concern as explained in the Unquoted Share Guideline?

Yes / No (circle which one applies)

7. Company's country of residence

8. Company's nature of business

9. Names and addresses of the company directors.

Name				
Address				

If more than 4 please continue overleaf

10. Shareholders names, addresses, percentage of shares held and class of shares held

Name				
Address				
Percentage of shares held				
Class of shares held				

If more than 4 please continue overleaf

PART THREE – VENDOR'S DETAILS

11. Vendor(s) name(s) and address(es) or if a new issue, please specify

Name				
Address				

If more than 4 please continue overleaf

12. Please advise whether there is any connection whatsoever between the vendors / existing directors / existing shareholders and the pension scheme or its Trustees or members (for a definition of connected party, please refer to the guideline on unquoted share purchases).

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13. If there is any connection stated in point 12 above, please give the name, address and qualification of the valuer who will provide a valuation of the shares being purchased by the pension scheme.

Name.....

Address

.....

Qualification

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14. Vendor's bank account details to which purchase funds should be transferred:

Bank:

Branch:

Sort Code:

Account Name:

Account Number:

PART FOUR – SHARE DETAILS

15. Amount to be invested by the pension scheme in the purchase of shares in the above company.

£

16. Number of shares to be purchased.

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17. Price per share.

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18. Class of share to be purchased.

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19. Percentage of total issued share capital to be purchased.

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20. Percentage of dividend & voting rights being purchased.

Dividends:%

Voting rights:%

PART FIVE – COMPANY ASSET DETAILS

21. Please list the types of asset, their approximate value and their percentage of the total company assets.

Asset Type	Approximate Value	% of total company assets

If you require more space, please use the reverse of this page.

22. If any of the above assets are shares in another unquoted company, please list the assets of that company.

Asset Type	Approximate Value	% of total company assets

If you require more space, please use the reverse of this page.

23. If the share purchase is a new issue, what will the proceeds be used to purchase (please specify the proposed expenditure and amount to be spent on each item)?

Item	Amount (£)

If you require more space, please use the reverse of this page.

24. Do the pension scheme member(s) now or following the share purchase have any right or option to use any of the assets owned by the company, such as a company car, residential property, office equipment or other tangible moveable property?

Yes / No (circle which one applies)

If yes, please give details:

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25. Declaration

You should not invest in unquoted shares if you do not understand or are not comfortable with the extent of your exposure to the risks. You should carefully consider whether such investments are suitable for you in light of your experience, objectives, risk appetite, financial resources and other relevant circumstances.

- (a) We confirm that we have read and accepted the 'Notes for Guidance on Pension Scheme Investment in Unquoted Shares'.
- (b) We confirm that the information provided in this questionnaire is true and accurate and can be used by James Hay Partnership ("JHP") and the Scheme Trustees for the purposes of investment made by a registered pension scheme of which they act as Administrator/Trustee.
- (c) We agree that JHP and the Professional Trustee will not be liable for any unauthorised payment charge, unauthorised payment surcharge, scheme sanction charge or other tax charge or penalty imposed by HM Revenue & Customs in connection with this investment.
- (d) We accept that in addition to any indemnities conferred on JHP and the Professional Trustee by law, JHP and the Professional Trustee will not be liable for any act or omission by me in relation to this investment.
- (e) We agree to indemnify JHP and the Professional Trustee against any claims, costs, actions or demands in relation to this investment.
- (f) We accept that the liability of JHP and the Professional Trustee in connection with this investment shall at all times be limited to the value of the assets held within the Pension Scheme, save where JHP and/or the Professional Trustee acts in breach of trust or either firm's liability results from the wilful default, negligence or fraud on the part of its officers(s) or employee(s).
- (g) We accept that unquoted shares are a very high risk investment and we may lose all of the money invested. We are aware that there is not an official market for the shares which might make them difficult to sell. We are also aware that the level of profit the company makes will dictate the attractiveness of the shares to any purchaser and therefore if the company declines to pay a dividend or the profits of the company do not meet expectations then the shares might be unattractive to any prospective buyer which might make them difficult to sell. We fully accept that these and other risks may adversely affect the value of the investment and the company's financial position and fully accept the risk in making the investment.

Signed: [Signature] Trustee Print Name: D. DOWELL

Signed: Trustee Print Name:

Signed: Trustee Print Name:

Signed: Trustee Print Name:

Signed: Trustee Print Name:

Date: 12.03.2015

James Hay Partnership Office Use Only.

Approved by: Date:

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNCL) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHIC has its registered office at Trinity House, Buckingway Business Park, Esplanade, St Helier, Jersey, JE2 3QA. IPS, JHAC, JHPT, JHWM, JHWNCL, SPTCL, SarumTL and IPS Plc have their registered office at Trinity House, Buckingway Business Park, Esplanade, St Helier, Jersey, JE2 3QA. IPS, JHAC, JHPT, JHWM, JHWNCL, SPTCL, SarumTL and IPS Plc have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services.(01/14)