

Please complete each section as follows:

|                       |                                                                           |
|-----------------------|---------------------------------------------------------------------------|
| <b>Page 1</b>         | Initial Risk Reaction - Please tick one box only.                         |
| <b>Page 2 &amp; 3</b> | Formal Risk Assessment – Complete all questions 1-13.                     |
| <b>Page 4</b>         | Sustainability Views – Complete all questions 1-6.                        |
| <b>Page 4</b>         | Investment Style – Please tick box A, B or both.                          |
| <b>Page 4</b>         | Knowledge & Experience – Please tick one box only A, B, C, D, E, F, or G. |
| <b>Page 4</b>         | Capacity for Loss – Please tick one box only A, B, C or D.                |
| <b>Page 5</b>         | Risk Scoring to be completed by Adviser.                                  |
| <b>Page 6</b>         | Sustainability Scoring to be completed by Adviser.                        |
| <b>Page 7 &amp; 8</b> | Strategy & Planning Outcome to be completed by Adviser.                   |
| <b>Page 8</b>         | Client Signature and Date.                                                |

## Initial Risk Reaction

Highest

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>5</b> | <b>Aggressive</b><br>Appropriate for investors who have both a high tolerance for risk and a long investment time horizon. The main objective of this portfolio is to provide high growth for the investor's assets. Portfolios in this range may have substantial fluctuations in value from year to year, making this category unsuitable for those who do not have an extended investment horizon.                                                | <input type="checkbox"/> |
| <b>4</b> | <b>Adventurous</b><br>Appropriate for investors with a relatively high tolerance for risk and a longer time horizon. These investors seek above-average growth from their investable assets. The main objective of this risk range is capital appreciation, and its investors should be able to tolerate moderate fluctuations in their portfolio values.                                                                                            | <input type="checkbox"/> |
| <b>3</b> | <b>Balanced</b><br>Appropriate for investors who seek relatively stable growth from their investable assets. An investor in the balanced risk range will have a higher tolerance for risk and/or a longer time horizon than either the conservative or defensive investors. The main objective of an individual within this range is to achieve steady portfolio growth while limiting fluctuations to less than those of the overall stock markets. | <input type="checkbox"/> |
| <b>2</b> | <b>Conservative</b><br>Appropriate for the investor who seeks modest capital appreciation from their portfolio. This investor will have either a moderate time horizon or a slightly higher risk tolerance than the most defensive investor. While this range is still designed to preserve the investor's capital, fluctuations in the values of portfolios may occur from year to year.                                                            | <input type="checkbox"/> |
| <b>1</b> | <b>Defensive</b><br>Appropriate for the defensive investor, one with a low risk tolerance and/or a short time horizon. It is targeted towards the investor seeking investment stability and liquidity from their investable assets. The main objective of the individual in this risk range is to preserve capital. Fluctuations in the values of portfolios within this range are minor.                                                            | <input type="checkbox"/> |

Lowest

# Formal Risk Assessment

## Investment Goals

### 1 What is your main investment goal?

- ☐ A. Income
- ☐ B. Growth

Please include any details about your investment goals you may want to state to your adviser:

### 2 Investing comes with the possibility of losing some of the money you have invested. In an effort to achieve a higher return than an investment such as a bank account, do you accept a degree of risk with your money?

- ☐ A. Yes, I understand that investments can rise and fall in value and that I could lose some of my money.
- ☐ B. No, I am not willing to see my money fall in value or lose any part of my investment.

## How losing money would affect you

### 3 What impact would it have on your standard of living if you were to lose money on this investment?

- ☐ A. It wouldn't have an impact on my standard of living and I wouldn't need to use any additional resources (for example, savings) as a result.
- ☐ B. I have other resources I could fall back on.
- ☐ C. It would have an impact on my immediate standard of living.

## Time Frame

### 4 When do you want to start spending the money you will save in this account?

- ☐ A. Immediately or within the next 3 years.
- ☐ B. Within 3 to 4 years.
- ☐ C. Within 5 to 6 years.
- ☐ D. Within 7 to 10 years.
- ☐ E. Not within the next 10 years.

### 5 Once you start spending your money, how long do you expect to continue to withdraw funds from your investment portfolio?

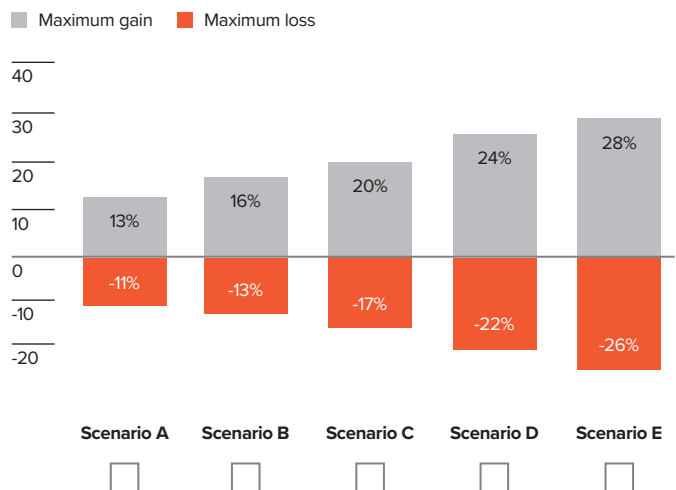
- ☐ A. I plan to withdraw all of my money at once.
- ☐ B. I will make withdrawals over 2 to 5 years.
- ☐ C. I will make withdrawals over 6 to 10 years.
- ☐ D. I will make withdrawals over 10 years or more.
- ☐ E. I don't intend to withdraw the money.

### 6 Once you start to spend the money in your investment portfolio, how much do you plan to withdraw?

- ☐ A. I do not intend to take withdrawals.
- ☐ B. I plan to withdraw between 0% and 4% of the value of my investments each year.
- ☐ C. I plan to withdraw between 4% and 8% of the value of my investments each year.
- ☐ D. I plan to withdraw more than half of the value of my investments within 3 to 10 years.
- ☐ E. I plan to withdraw all my investments at once.

## Your Attitude to Risk

### 7 Some investments offer the opportunity for a greater gain but with the risk of a greater potential loss. Look at the five scenarios represented in the chart below. Which one would you put your money in?



- 8 Imagine you have invested £100,000. Which of the five scenarios below would you want for your investment portfolio?

|                            | Best-case Increase (£) | Most Likely Result (£) | Worst-case Losses (£) |
|----------------------------|------------------------|------------------------|-----------------------|
| <input type="checkbox"/> A | £13,000                | £3,000                 | -£11,000              |
| <input type="checkbox"/> B | £15,500                | £4,000                 | -£12,500              |
| <input type="checkbox"/> C | £20,000                | £5,000                 | -£16,500              |
| <input type="checkbox"/> D | £24,500                | £6,000                 | -£21,500              |
| <input type="checkbox"/> E | £28,000                | £6,500                 | -£25,500              |

- 9 Investing involves a trade-off between risk and returns. In the past, investments with higher returns have been associated with greater risk and chance of loss.

Whereas cautious investments that have had a lower chance of loss also have achieved lower returns.

Which of the following statements best describes your attitude to risk?

- ☐ A. I am most concerned with risk. I am willing to accept lower returns in order to limit the risk of loss.
- ☐ B. I am willing to accept some risk and chance of loss in an effort to achieve modest but somewhat higher returns.
- ☐ C. I am willing to accept moderate risk in order to achieve higher returns. Reducing risk and increasing returns are equally important to me.
- ☐ D. I want to achieve strong returns on my investments. I am willing to accept somewhat higher risk and chance of loss.
- ☐ E. I am mainly concerned with getting the highest possible returns on my investments. I am willing to accept significant rises and falls in the value of my investments and a significant chance of loss.

- 10 Imagine your adviser has invested £100,000 of your money and it's fallen in value to £80,000. Assuming that this happens at an early stage of your intended investment period, how would you react to this £20,000 loss?

- ☐ A. I would not change my investment plan.
- ☐ B. I would wait at least one year before changing to investment options that are more stable.
- ☐ C. I would wait at least six months before changing to investment options that are more stable.
- ☐ D. I would immediately change to investment options that are more stable.

- 11 The value of investments varies from year to year. Suppose you invested £100,000. How much money would you need to lose before you wanted to move your money into a more stable investment?

- ☐ A. £5,000 or less.
- ☐ B. £10,000
- ☐ C. £15,000
- ☐ D. £20,000
- ☐ E. It is unlikely I will move my money even if my investment falls in value.

- 12 How does your concern about losing money manifest itself in relation to your investment?

- ☐ A. I would sell my investments.
- ☐ B. I would be worried but not uncomfortable enough to sell my investments immediately. If my investments suffered losses over several months, I would probably sell.
- ☐ C. I would wait a full year before making changes to my investments—short-term losses in the value of my investments do not bother me.
- ☐ D. I would not make changes—I understand that investments can have occasional negative yearly returns. However, I have a higher chance of reaching my investment goals if I stick with my investment over the long term.

- 13 Which of the following best describes your view on investing?

- ☐ A. My investments don't have to grow, I just want my money to be safe.
- ☐ B. I can accept lower growth for greater certainty.
- ☐ C. I am more concerned about the possible losses than the possible gains.
- ☐ D. I can accept possible losses for long-term investment growth.
- ☐ E. To achieve high levels of growth, it is necessary to take risk.

# Further Questions

## Sustainability Views

- 1 On a scale of 1 to 10 (1 being the lowest and 10 being the highest) how knowledgeable and bought into the concept of sustainable (green), or responsible, investing are you?**

Lowest Highest

←-----→

|                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        | 9                        | 10                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 2 I would boycott a firm or company because of the way it treats it's workers**

- ☐ A. Strongly Agree
- ☐ B. Agree
- ☐ C. Neutral
- ☐ D. Disagree
- ☐ E. Strongly Disagree

- 3 I use low carbon transport whenever I can**

- ☐ A. Strongly Agree
- ☐ B. Agree
- ☐ C. Neutral
- ☐ D. Disagree
- ☐ E. Strongly Disagree

- 4 I would boycott a company or brand because I disagree with the ethics of their behaviour**

- ☐ A. Strongly Agree
- ☐ B. Agree
- ☐ C. Neutral
- ☐ D. Disagree
- ☐ E. Strongly Disagree

- 5 Businesses have a wider social and environmental responsibility than simply making profit**

- ☐ A. Strongly Agree
- ☐ B. Agree
- ☐ C. Neutral
- ☐ D. Disagree
- ☐ E. Strongly Disagree

- 6 I want my investments to support the environment and address climate change**

- ☐ A. Strongly Agree
- ☐ B. Agree
- ☐ C. Neutral
- ☐ D. Disagree
- ☐ E. Strongly Disagree

## Investment Style

- What is your preferred style of investment?**

Please tick box A, B or both.

- ☐ A. Active Management - I prefer to invest in a larger element of higher cost funds in the hope that they can outperform the market.
- ☐ B. Passive Management - I prefer to invest in a larger element of lower cost funds which track the market rather than trying to outperform it.

## Knowledge & Experience

- What is your knowledge and experience in investing?**

- ☐ A. You have no knowledge and no previous experience of investing.
- ☐ B. You have some knowledge but no previous experience of investing.
- ☐ C. You have some knowledge and some previous experience of investing.
- ☐ D. You have a good understanding of investing and have experience of investing across a broad range of investments.
- ☐ E. You have a detailed understanding of investing and have much experience across a widespread range of investments.
- ☐ F. You are a 'sophisticated' investor with great experience and a long history of investing across all product types and markets.
- ☐ G. You are a 'professional' investor working within the financial services industry.

# Risk Scoring

**To calculate the risk score of the investor their investment Attitude to Risk and Time Frame scores will need to be factored together.** Questions 1, 2 & 3 are not scored. These are intended to allow advisers to record this information within a single document and place the results in context. Furthermore, if the response to Question 2 indicates that the investor cannot tolerate a fall in the value of their money and therefore has no capacity for loss, the RTO result will be that there is no suitable investment solution - the tables below provides the scoring for each answer.

## Time Frame Score

| Question     | A  | B | C  | D  | E  | Score |
|--------------|----|---|----|----|----|-------|
| 4            | 0  | 6 | 10 | 15 | 20 |       |
| 5            | 0  | 2 | 5  | 7  | 10 |       |
| 6            | 10 | 7 | 5  | 2  | 0  |       |
| <b>Total</b> |    |   |    |    |    |       |

## Attitude to Risk Score

| Question     | A  | B  | C  | D  | E  | Score |
|--------------|----|----|----|----|----|-------|
| 7            | 0  | 4  | 7  | 10 | 14 |       |
| 8            | 0  | 4  | 7  | 10 | 14 |       |
| 9            | 0  | 4  | 7  | 10 | 14 |       |
| 10           | 15 | 10 | 5  | 0  | -  |       |
| 11           | 0  | 4  | 7  | 10 | 14 |       |
| 12           | 0  | 5  | 10 | 15 | -  |       |
| 13           | 0  | 4  | 7  | 10 | 14 |       |
| <b>Total</b> |    |    |    |    |    |       |

An investor with a time horizon score of less than 2 years may not be able to bear the risk associated with any of the investment options. The adviser may recommend a zero risk investment to the investor.

## Time Frame Scores

| Attitude to Risk Score | 0-5          | 6-9       | 10-14        | 15-19        | 20-40        |
|------------------------|--------------|-----------|--------------|--------------|--------------|
| <b>0-15</b>            | Not Suitable | Defensive | Defensive    | Defensive    | Defensive    |
| <b>16-35</b>           | Not Suitable | Defensive | Conservative | Conservative | Conservative |
| <b>36-55</b>           | Not Suitable | Defensive | Balanced     | Balanced     | Balanced     |
| <b>56-85</b>           | Not Suitable | Defensive | Balanced     | Adventurous  | Adventurous  |
| <b>86-100</b>          | Not Suitable | Defensive | Balanced     | Adventurous  | Aggressive   |

# Sustainable Scoring

To calculate the sustainable score of the investor their answers from the Sustainability Views will need to be factored together.

Question 1 is not scored. This is intended to allow advisers to record the investor's existing understanding of sustainability and green investment within a single document and place the results in context.

## Sustainability Views Score

| Question | A | B | C | D | E | Score |
|----------|---|---|---|---|---|-------|
| 2        | 5 | 4 | 3 | 2 | 1 |       |
| 3        | 5 | 4 | 3 | 2 | 1 |       |
| 4        | 5 | 4 | 3 | 2 | 1 |       |
| 5        | 5 | 4 | 3 | 2 | 1 |       |
| 6        | 5 | 4 | 3 | 2 | 1 |       |
| Total    |   |   |   |   |   |       |

## Sustainability Views Scoring Totals

### A score of 20 or more

This would suggest full client embracement in sustainable investing and this is an integral part of their investment philosophy.

### A score of between 10-19

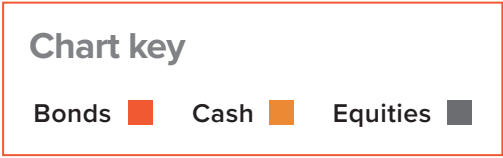
This would suggest they are interested in having a proportion of the portfolio exposed to sustainable investing, but this is not the core objective.

### A score of 9 or less

This would suggest they are not interested in sustainable investing.

# strategy & planning

## outcomes

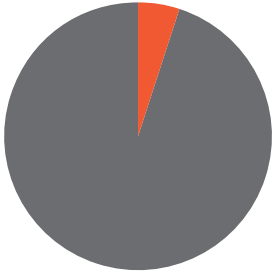


### Final Attitude to Risk

5

Aggressive

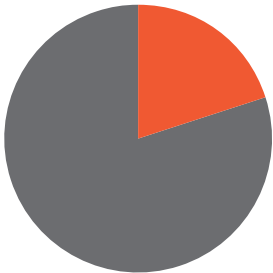
Appropriate for investors who have both a high tolerance for risk and a long investment time horizon. The main objective of this portfolio is to provide high growth for the investor's assets. Portfolios in this range may have substantial fluctuations in value from year to year, making this category unsuitable for those who do not have an extended investment horizon.



4

Adventurous

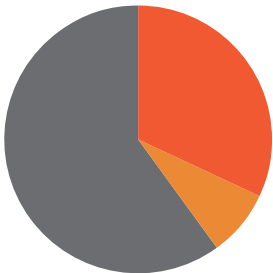
Appropriate for investors with a relatively high tolerance for risk and a longer time horizon. These investors seek above-average growth from their investable assets. The main objective of this risk range is capital appreciation, and its investors should be able to tolerate moderate fluctuations in their portfolio values.



3

Balanced

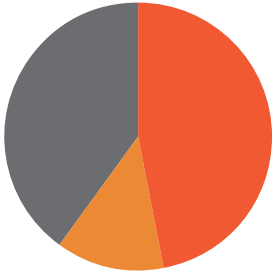
Appropriate for investors who seek relatively stable growth from their investable assets. An investor in the balanced risk range will have a higher tolerance for risk and/or a longer time horizon than either the cautious or defensive investors. The main objective of an individual within this range is to achieve steady portfolio growth while limiting fluctuations to less than those of the overall stock markets.



2

Conservative

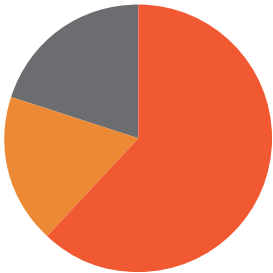
Appropriate for the investor who seeks modest capital appreciation from their portfolio. This investor will have either a moderate time horizon or a slightly higher risk tolerance than the most defensive investor. While this range is still designed to preserve the investor's capital, fluctuations in the values of portfolios may occur from year to year.



1

Defensive

Appropriate for the defensive investor, one with a low risk tolerance and/or a short time horizon. It is targeted towards the investor seeking investment stability and liquidity from their investable assets. The main objective of the individual in this risk range is to preserve capital. Fluctuations in the values of portfolios within this range are minor.



## Final Sustainability Exposure within your portfolio

We would describe your approach to sustainability exposure within your portfolio as follows:

- ☐ A. It is my primary objective. I would only want to have exposure to those businesses who meet my sustainable views and are prepared to accept that this will involve screening out exposure to certain businesses.
- ☐ B. I like the idea of making a positive change and difference with a smaller part of my portfolio. This is not my primary objective but I do like the idea of having some, for example around 1/3, exposure to sustainable businesses.
- ☐ C. I have no preference towards sustainable investing and as such I do not require a bias towards these kind of businesses within my portfolio.

## Final Investment Style and Portfolio Running Costs

We would describe your investment style as follows:

- ☐ A. Active Management - I prefer to invest in a larger element of higher cost funds in the hope that they can outperform the market.
- ☐ B. Passive Management - I prefer to invest in a larger element of lower cost funds which track the market rather than trying to outperform it.

## Final Capacity for Loss

We would describe your ability to absorb capital losses and fluctuations in your portfolio value as follows:

- ☐ A. You are unable to absorb any losses to your portfolio value as it would have a significant detrimental impact to your standard of living.
  - ☐ B. You could incur small losses. In extreme circumstances a drop of 20% or less in the value of your portfolio would not have a material impact on your standard of living.
  - ☐ C. You can incur some loss. Falls of up to 35% or less in the value of your portfolio would not have a significant impact on your standard of living.
  - ☐ D. It appears that you are able to absorb large losses (above 35%) in the value of your portfolio without it significantly impacting your standard of living.
- .....

Name

Signed

Date Signed

### FOR OFFICE USE ONLY

ATR – Please refer to the Intelligent Office Fact Find > 'Profile' > 'Supplementary Questions' for relevant stage 1,2, and 3 notes, which are later confirmed in any associated suitability letter and/or annual assessment.

Sustainability – Preferences are confirmed in the Intelligent Office Fact Find > Profile > Supplementary Questions, and any associated suitability letter and/or annual assessment.

Active and Passive – Preferences are confirmed in the Intelligent Office Fact Find > Profile > Supplementary Questions, and any associated suitability letter and/or annual assessment.

Capacity for Loss – Please refer to the Intelligent Office Fact Find > Profile > Supplementary Questions for the relevant notes, which are confirmed in any associated suitability letter and/or annual assessment.