



UNQUOTED SHARE QUESTIONNAIRE

INFORMATION REQUIRED FOR INVESTMENT IN UNQUOTED SHARES

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.

- 1) Company prospectus
- 2) 2 years company accounts
- 3) Accountants Letter confirming:
 - The company’s current and historic trading activity (i.e. business purpose)
 - That there is nothing known to the accountant that could result in a director of the business being disqualified as a director Under the Directors Disqualification Act 1986
 - That there is nothing known to the accountant about the company’s business activities that could conflict with the shares being held within a SIPP
 - That the company is structurally profitable and in the accountant’s opinion has a viable future

The Accountants Letter should also contain the following statement:

I confirm that to the best of my knowledge none of the company directors are involved in any activity that could result in either the SIPP member or the IPS Partnership being subject to an unauthorised payment tax charge under the Finance Act 2004

PART ONE – SCHEME DETAILS

- 1. Pension Scheme name.
.....
- 2. Type of Scheme (occupational or personal – i.e. SSAS or SIPP).
.....

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 – VENDORS 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).

.....

.....

.....

.....

13. If there is any connection stated in point 11 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

.....

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.

£

15. Number of shares to be purchased.

.....

17. Price per share.

.....

18. Class of share to be purchased.

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

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:

.....

The information given in this questionnaire is true and accurate and can be used by The IPS Partnership and the scheme Trustees for the purposes of investment made by a Registered pension scheme of which they act as Administrator / Trustee.

Signed : Trustee Print Name:

Date:

IPS Office Use Only.

Approved by:..... Date: