



Unlisted Share Purchase Questionnaire

Scheme Name	
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Company Details

Name of Company in which shares are to be purchased	
Registered office address	
Company registration number	
Nature of business	
Total issued share capital	

Director Details – include all company directors (continue on separate Sheet if necessary)

Name	Is the Director related or connected to you (see notes 1 and 3)? If yes please state relationship

Existing Shareholder Details – include all shareholders (continue on separate Sheet if necessary)

Name	Class and number of shares held	Is the shareholder related or connected to you (see notes 1&3)? If yes please state relationship

Vendor Details – Name and address if vendor or if new issue please specify

Name	Is the vendor related or connected to you (see note 1)? If yes please state relationship

Share Details	
Number of shares to be purchased (see note 2)	
Class of shares to be purchased	
Price per share (see note 3)	
Stamp duty applicable £	
Total purchase price	
Confirmation of any scrip rights or bonus issues attached to the shares	
If new issue please confirm for what purpose the company intends to use the additional capital	

Purchase Funded By	
Current liquidity in scheme	£
Transfers from other providers	£
Encashment of current assets	£
Additional Contribution	£
Commercial Mortgage (max 50% of Scheme Value)	£

Documentation requirements – please supply the following:

Company accounts (ideally 3 years)	
Auditors verification of solvency	
Copies of existing share purchase agreements including any restrictive covenants	
Professional valuation of shares	

Declaration

- a) I/we confirm that the above information is, to the best of my/our knowledge, correct and complete.
- b) I / We request the acquisition of the above unlisted shares as an investment by my / our pension scheme.
- c) I/We understand that Westerby Trustee Services Ltd will purchase the shares on behalf of my/our pension fund on an “execution only” basis and cannot provide any financial advice as to the suitability of the investment.
- d) I/We am/are aware that unlisted shares are a high-risk investment, that there is the possibility that I/we could lose all of my/our investment and I/we enter into this investment entirely at my/our own risk.
- e) I understand that the investment is not regulated by The Financial Services Authority and it will not be covered by the Financial Services Compensation Scheme.
- f) I/We confirm that the pension scheme shareholding will not confer the right of use on any scheme members of any company assets (e.g. company cars, residential property or other tangible movable assets)
- g) I/We am/are aware that certain investments are deemed by HM Revenue & Customs to be an indirect holding of “taxable property” and may result in tax charges. I/We indemnify Westerby Trustee Services Ltd against any losses, costs or tax charges arising from the purchase of the above investment/s and authorise Westerby Trustee Services Ltd to meet such losses, costs or tax charges from funds available within the above named scheme. If there are insufficient funds available within the scheme then I/we shall be personally liable.
- h) If the purchase for whatever reason does not proceed and if there are insufficient monies in my fund, then I acknowledge that any fees or costs incurred will be met by me / us personally

All Members to sign below:

Name of Client Signed

Name of Client Signed

Name of Client Signed

Name of Client Signed

Notes

- 1. Related includes all family members, children, grandchildren, siblings, parents, aunts, uncles and in laws. Connected includes partners, business associates and any company of which you are a director or shareholder.
- 2. Please note that Westerby Trustee Services Ltd would not normally permit the scheme to hold such numbers of shares as to give a controlling interest. In addition, unquoted shares are not easily realisable assets and the Trustees will need to bear in mind the proximity of scheme members to retirement and the ability to pay death benefits in the event of the death of a member.
- 3. Westerby Trustee Services Ltd will usually only permit the purchase of shares in unlisted companies if they are unconnected. Connected transactions may be permitted in certain circumstances. If there is a connection then the transaction must take place on an arms length basis. A professional independent valuation will be required prepared by a suitably qualified individual.