

BECOMING AN EXTERNAL MANAGER AND/OR CUSTODIAN (EMC) WITH UTMOST

SETTING UP AN EMC INVESTMENT MANAGEMENT & CUSTODY SERVICE AGREEMENT WITH UTMOST

FIRM TYPES AND THE REQUIREMENTS

Licensed firms registered and regulated in the United Kingdom, Ireland, Isle of Man or Channel Islands

REQUIREMENTS

Please send in an electronic format

- › Full name of the company
- › Details of the company's regulatory approval and regulatory reference number
- › Copy of regulatory licence certificate
- › Evidence of categories of authorisation and permitted activities
- › Corporate brochure, providing details of services offered
- › Investment management and custody terms and conditions
- › Account opening application, or relevant client agreement
- › An example valuation & transaction data file
- › Details of online valuation and reporting services available.



If there is a separate custodian company, also provide the above information for the custodian company.

All other firms

REQUIREMENTS

Please send in an electronic format

- › Full name of the company
- › 'Family Tree' (if part of a group)
- › Details of the company's regulatory approval and regulatory reference number
- › Copy of the regulatory licence certificate
- › Copy of the latest published accounts for the company (and for the ultimate holding company if part of a group)
- › Confirmation that the company or parent is a listed company
- › Confirmation that the company or parent has a credit rating of AA or equivalent
- › Confirmation that the company or parent has capitalisation of over £100 million
- › Corporate brochure, providing details of services offered
- › Account opening form or relevant client agreement
- › Investment management and custody terms and conditions
- › An example valuation & transaction data file
- › Details of online valuation and reporting services available.



If there is a separate custodian company, also provide the above information for the custodian company.

IMPORTANT INFORMATION FOR ALL FIRMS

1

All assets must be held under the sole legal and beneficial ownership of Utmost in individually-designated accounts.

2

The company agrees at all times to invest in accordance with Utmost's Investment Parameters. The prevailing Investment Parameters will be provided to you upon opening each new designated portfolio and updated from time to time by Utmost.

3

All reporting should be provided in an acceptable electronic format in accordance with the electronic valuation specification. Valuations and full transaction details must be sent to Utmost for each designated portfolio no less frequently than monthly, as at each month-end date, and provided to Utmost within five days of each month-end date. These valuations must include details of all cash and investment positions, including identifier codes, unit quantities, values and acquisition costs. They must also include details of all transactions processed within the relevant period, including cash receipts, withdrawals, investment transactions, corporate events and income received.

4

The company must not transfer cash or assets to anyone other than Utmost, other than in the normal course of investment trading and settlement, or where instructed by Utmost. Similarly, the company must not make additional contributions or accept any transfers of assets or cash without Utmost's instruction. Withdrawals of cash from the account must only be paid to Utmost's bank account.

5

Cash may need to be returned to Utmost periodically in order to cover charges and withdrawals. Alternatively, a sufficient cash balance can be retained within the bond to cover these costs.

6

Where available, Utmost should be provided with online access to view valuation and transaction information.

INVESTMENT MANAGEMENT & CUSTODY SERVICE AGREEMENT PROCESS

1

On receipt of documentation and valuation reporting test data as noted above, Utmost will review the company's terms and conditions, applications and supporting documentation.

2

Following the review, if the application is accepted, the company will receive the relevant Utmost agreement and any supporting documentation.

3

The company must review the Utmost agreement, providing any feedback for further review by Utmost.

4

Once terms have been agreed, the company must sign a copy of the relevant agreement and send it to Utmost for countersigning. Utmost will return a fully executed copy of the agreement to the company, with confirmation that the relevant services offered by the company can now be linked to Utmost bonds.



- › Utmost will complete the company's account application or client agreement on a coverall basis i.e. completed with general account information for the company to retain on record and use for opening accounts going forward, removing the need for individual application documents to be completed for each new account created on behalf of Utmost. With these documents in place, new accounts will be opened by the company on receipt of an emailed instruction from Utmost.


NEXT STEPS


Once we have received and processed all the requirements and you have received confirmation from us that the approval process has been completed, you will be able to be appointed to provide investment management and/or custody services in relation to our bonds.


If you would like further information regarding the process or what happens at the bond application stage, including any forms you may be required to complete, you can contact our dedicated Customer Support team.

Alternatively, you can email your contact details to discretionary@utmostwealth.com and we will contact you to discuss your company's services.

CUSTOMER SUPPORT

 +44 (0)1624 643 345

 customersupport@utmostwealth.com

 www.utmostinternational.com

Please note that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

Telephone calls may be recorded.

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WEALTH SOLUTIONS

A WEALTH *of* DIFFERENCE

www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Utmost International Isle of Man Limited is registered in the Isle of Man under number 24916C. Registered Office: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +44 (0)1624 643 345. Licensed by the Isle of Man Financial Services Authority.

Utmost Wealth Solutions is registered in the Isle of Man as a business name of Utmost International Isle of Man Limited.

Utmost PanEurope dac is regulated by the Central Bank of Ireland (No 311420). Its registered office is Navan Business Park, Athlumney, Navan, Co. Meath C15 CCW8, Ireland. Utmost PanEurope dac is a Category A Insurance Permit holder with the Jersey Financial Services Commission.

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