**Due Diligence Questionnaire Tax Structures**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary Details** | | | | | | | | | | | |
| **Fund Name** | | |  | | | | | | | | |
| **Fund Type** | | |  | | | | | | | | |
| **Investment Manager / Advisor** | | |  | | | | | | | | |
| **Fund Strategy (brief outline)** | | |  | | | | | | | | |
| **Date of Review** | | |  | | | | | | | | |
| **Date of Latest Prospectus** | | |  | | | | | | | | |
| **Details of any supplemental changes** | | |  | | | | | | | | |
| **Initial Recommendation** | | | | | | | | | | | |
| **Tax Efficient Review Rating** | | | | | | | | | | | |
| Return | Risk | | | Fees | | | Team | Total | | **(Scores out of 100)** | |
| 31/40 | 20/30 | | | 12/20 | | | 9/10 | 75/100 | |  | |
| **Client suitability – what client situations is this fund suitable for?** | | | The client should have a high risk profile and a long term time horizon, with sufficient liquid assets and income to cater for ongoing cash flow requirements. The client should have an objective for tax mitigation. | | | | | | | | |
| **Deal Flow – does the firm demonstrate the resources required to raise funds and invest them?** | | |  | | | | | | | | |
| **Alternative funds – why has this fund been selected over alternatives funds with similar strategies?** | | |  | | | | | | | | |
| **Investment Review** | | | | | | | | | | | |
| **Indicate Investment Risk Assessment (within context of a higher risk investment)** | | | | | | | | | | | **HIGH** |
| Low – largely guaranteed return from high quality assets, minimal upside | | | | Medium – diversified portfolio of investment holdings | | | | High – concentrated investment on single or limited range of companies, sectors or investment strategies | | | |
| **Performance – if ongoing fund, provide details of latest NAV and performance since inception. Otherwise, provide details of target returns** | | |  | | | | | | | | |
| **Investment Analysis – provide further details on strategy and risks** | | |  | | | | | | | | |
| **Recommendation (include any comments)** | | |  | | | | | | | | |
| **Tax Review** | | | | | | | | | | | |
| **Indicate Tax Risk Assessment (within context of a higher risk investment)** | | | | | | | | | | | **LOW - MEDIUM** |
| Low – uses established tax planning structures unlikely to be challenged by HMRC | | | | Medium – Takes advantage of a range of tax planning benefits unlikely to be challenged in their entirety by HMRC | | | | High – aggressive tax planning with unproven structures, concentrated risk on specific tax breaks | | | |
| **Detail the tax breaks the fund uses** | |  | | | | | | | | | |
| **Detail impact on following client taxes:** | |  | | | | | | | | | |
| **Income Tax** | |  | | | | | | | | | |
| **CGT** | |  | | | | | | | | | |
| **IHT** | |  | | | | | | | | | |
| **Recommendation (include any comments)** | |  | | | | | | | | | |
| **Due Diligence** | | | | | | | | | | | |
| **Investment Adviser / Manager** | | | | | | | | | | | |
| **Fund manager(s) for fund** | | | | | |  | | | | | |
| **Years experience in fund management** | | | | | |  | | | | | |
| **FCA no. for Firm** | | | | | |  | | | | | |
| **Names of firm’s partners/principles** | | | | | |  | | | | | |
| **Name of Compliance Officer** | | | | | |  | | | | | |
| **Any third party Compliance Support?** | | | | | |  | | | | | |
| **Current capital in firm** | | | | | |  | | | | | |
| **Pillar III Capital Requirement** | | | | | | (attach copy of Pillar III disclosure) | | | | | |
| **Total assets under management** | | | | | | (provide schedule of all funds showing current assets and 12 month performance) | | | | | |
| **% of fund owned by partners/directors/employees** | | | | | |  | | | | | |
| **% of total assets under management owned by partners/director/employees** | | | | | |  | | | | | |
| **Legal & Operating Structure** | | | | | | | | | | | |
| **Confirm legal structure of Fund/Trust, including investment advisor** | | | | | | e.g. Discretionary managed portfolio | | | | | |
| **Board Directors of Fund/Trust & Date of Appointment** | | | | | | **Name** | | | **Date of appointment** | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| **(Attach summary CVs)** | | | | | |
| **Auditors** | | | | | |  | | | | | |
| **Lawyers** | | | | | |  | | | | | |
| **Administrator** | | | | | |  | | | | | |
| **Other bankers / custodians** | | | | | |  | | | | | |
| **Contact details for Administrator and introduction for FF&P Wealth Planning to contact them to confirm appointment and current assets** | | | | | |  | | | | | |
| **Where and how will funds be held pending investment?** | | | | | | Nominee or custodian service or both. | | | | | |
| **What level of gearing is currently held within the fund? What level of gearing is permitted?** | | | | | |  | | | | | |
| **Are there any conflicts of interest of which an investor should be aware?** | | | | | |  | | | | | |
| **What % of fund is held by the 5 largest investors?** | | | | | |  | | | | | |
| **Valuations, Assets & Liquidity** | | | | | | | | | | | |
| **What is the basis of the NAV calculation?** | | | | | | e.g. Stock valuations | | | | | |
| **How frequently is a NAV re-calculated?** | | | | | |  | | | | | |
| **Have you ever had a NAV re-statement?** | | | | | |  | | | | | |
| **How is the NAV externally validated?** | | | | | |  | | | | | |
| **Fees** | | | | | | | | | | | |
| **Initial Charge net of introducers commission** | | | | |  | | | | | | |
| **AMC net of any trail commission** | | | | |  | | | | | | |
| **Details of any Performance fee including basis** | | | | |  | | | | | | |
| **Total expense ratio** | | | | |  | | | | | | |

|  |  |
| --- | --- |
| **Site Visit** | |
| **Date** |  |
| **Attendees** |  |
| **Site Visit Summary** |  |

|  |  |
| --- | --- |
| **Independent Confirmations & Comments** | |
| **FCA Register checked** |  |
| **Administrator** |  |
| **Compliance Support** |  |

|  |  |
| --- | --- |
| **Overall Due Diligence Recommendation** | |
| **Recommendation (include any comments)** |  |
| **DATE** |  |