

## Adapt AIM Portfolios (non-ISA)

Advised Application Form

Signatory of:



# **Welcome** Application Procedures

Thank you for choosing to invest with Blackfinch. We're looking forward to you becoming part of our community. Once invested, our team will be working in line with your financial planning aims. We'll also be on hand to provide support at every stage of your investment journey.

### Need help with your application?

For support with completing your application, please refer to your adviser in the first instance. Or if you have a question for Blackfinch, our Client Excellence team is available. You and your adviser can reach them on 01452 717070 or at enquiries@blackfinch.com. Advisers can also contact their Business Development Manager.

If you are completing a paper application, please submit this to:

Blackfinch Investments Limited 1350-1360 Montpellier Court, Gloucester Business Park, Gloucester, GL3 4AH

If you are completing one of our digital application forms, please email these to **enquiries@blackfinch.com** or alternatively you can send the completed form to your Business Development Manager.

### Please Note

- All forms submitted to Blackfinch Investments Limited must carry original signatures.
- We're unable to accept any liability for cheques or other documents dispatched by post. Such items will be at the Applicant's own risk.
- The completed Application Form constitutes a warranty that any monies the Applicant forwards will be honoured on first presentation.

# **Welcome** Application Procedures

### Cheques and Bank Transfers

Once we have received your application form and completed all identity checks, including verifying documents we will contact you to confirm your account has been set up. We will advise your new AIM account number and payment details so you can pay in the funds you wish to invest. Payments can be received via BACS, CHAPS, FastPay or Cheque.

Any top ups should be referenced with the Applicant's name and Blackfinch AIM account number.

Please note, we will only accept monies from the Applicant's bank account. If Blackfinch Investments Limited is unable to identify the Applicant's identity in respect of the remittance, or if the payment is from a bank outside the UK/EEA, the remittance may be returned to the remitting bank minus any charges arising from the return of funds.

### Certifying Power of Attorney documents

To create certified copies of power of attorney documents, please follow the process below:

Make a photocopy of the original document in black and white only.

On the bottom of each photocopied page clearly write: "I certify that this is a true and complete copy of the corresponding page of the original lasting power of attorney."

On the final page please also write: "I certify that this is a true and complete copy of the lasting power of attorney."

Please also ensure that the photocopied document is signed and dated on every page by a professional who is a FCA regulated person, or an accountant or solicitor. The person signing must clearly print their name, occupation and provide their company contact details.

Others who can provide certification include:

- The donor
- A Solicitor
- A person who carries out notarial activities

We have sourced this information from the <u>www.gov.uk</u> website. For more guidance on certified copies relating to power of attorney documents please visit: <u>https://www.gov.uk/power-of-attorney/certify</u>

# **Section 1** Applicant Details

#### TO BE COMPLETED BY THE APPLICANT/S

The words and expressions used in this Application Form shall have the meanings ascribed to them in the Adapt AIM Portfolios Brochure and the Terms & Conditions current at the date of completion of this Application Form or as defined elsewhere. By signing this Application Form, the Applicant agrees they have read and understood the Declaration and Undertaking on page 20 of this Application Form.

### Applicant One

Title Fore	ename(s)	Surname
Permanent Residential Address		
		Postcode
Previous Address (if not at current	address for three years)	
		Postcode
Date of Birth	National Insurar	ce Number
	Y Y Y	
Nationality		Country of Birth
Telephone Number		mail Address

**Please note:** Investment communications will be delivered through the Blackfinch AIM portal and notifications will be sent via email. This means that communications will be sent to both you and your adviser, if applicable. Advisers must not put their own email in the client email address field.

We encourage all clients and advisers who work with Blackfinch to become paperless. To ensure we continue to reduce our carbon footprint we will communicate with you electronically in respect of your investment into the Blackfinch Adapt AIM Portfolios. Should you wish to receive hard copies, please contact us on enquiries@blackfinch.com to submit your request.

# Section 1 **Applicant Details**

#### TO BE COMPLETED BY THE APPLICANT/S

### Applicant Two (if applicable)

Title	Forename(s)		Surname
Permanent Residential Addre	255		
			Postcode
Previous Address (if not at cu	rrent address for three years	;)	
			Postcode
Date of Birth	Nat Y Y Y Y	tional Insurance Number	
Nationality		Country of Birth	
Telephone Number		Email Address	

Please note: Investment communications will be delivered through the Blackfinch AIM portal and notifications will be sent via email. This means that communications will be sent to both you and your adviser, if applicable. Advisers must not put their own email in the client email address field.

We encourage all clients and advisers who work with Blackfinch to become paperless. To ensure we continue to reduce our carbon footprint we will communicate with you electronically in respect of your investment into the Blackfinch Adapt AIM Portfolios. Should you wish to receive hard copies, please contact us on enquiries@blackfinch.com to submit your request.

**Telephone Number** 

# Section 2 Funds

#### TO BE COMPLETED BY THE APPLICANT/S

<b>Are you investing under Power of Attorney or Trust?</b> Please note that Blackfinch will need to verify the identity of all attorneys who sign thi money laundering purposes and will run electronic identification checks to do so.	's form for Yes	No
Existing investor with Blackfinch? If yes, please state your designation number:		

#### How much are you investing? (Minimum Investment £15,000)

Please enter below how much you are investing, and by which means. If Portfolio Transfer is selected, please complete the Transfer into Adapt AIM Portfolios Form on page 10.

Chequ	le	Bank	Transfer	Portfo	olio Transfer
£		£		£	

Please note that where funds are due to arrive from more than one source, we will typically wait until all funds have arrived before investing, so as to avoid incurring additional transaction costs to the investor. However, in cases where there are large sums to be invested which are already believed to have qualified for Business Relief for Inheritance Tax, advisers may deem it suitable for these sums to be invested before all funds have cleared, despite the additional transaction costs. In such cases, the adviser will need to contact us directly.

#### Would you like us to:

Wait for all monies to be transferred before we invest (one set of dealing charges but could face a delay in achieving your IHT exemption and affect investment returns.)
or
Invest as each tranche of monies arrive from the transferee (faster response to having your money invested but will face an increase in charges <sup>1</sup> dependent on the number of transfers)
Which of the available portfolios would you like to invest in?
Income PortfolioGrowth PortfolioMixed PortfolioTick here if this is a top up application Top ups will be allocated to your existing account
If you have selected the income portfolio, please tick here if you would like the quarterly income paid out to the client
If you have opted for the Income Portfolio and withdrawals are to be paid to a different account from the account stated (page 8), please confirm the details in the Additional Information section on page 15 of this Application Form.
Please confirm the source of funds for investment
Income Investments Inheritance
<sup>1</sup> Please see the rate card for further details

# **Section 2 Continued** POA/Trustee(s) Details

### TO BE COMPLETED BY THE APPLICANT/S (IF APPLICABLE)

Number of POA/Trustees	
POA/Trustees Details	
Name	Date of Birth       D     D     M     M     Y     Y     Y
Permanent Residential Address	
	Postcode
Email Address	
Name	Date of Birth
Permanent Residential Address	
	Postcode
Email Address	
Name	Date of Birth
Permanent Residential Address	
	Postcode
Email Address	



#### TO BE COMPLETED BY THE APPLICANT/S

This section must be completed. The details below enable us to confirm the details of where you are making payment from, we may also use these details for future payments to you, this may include dividends and withdrawals at your request.

Sort Code	Account Number
er (if applicable)	



#### TO BE COMPLETED BY THE APPLICANT/S

#### **Tax Residency Status**

We are legally required to collect information about each Investor's tax residency and classifications, which may be shared with HM Revenue & Customs.

#### Applicant One

#### Are you a tax resident outside of the UK, or do you complete a tax return in any country other than the UK?

If yes please complete the section below.

Yes	No	
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#### Country(ies)

Tax Payer Identification Number (TIN) where available

### Applicant Two (if applicable)

Are you a tax resident outside of the UK, or do you complete a tax return in any country other than the UK?

If yes please complete the section below.

Yes	No	
-----	----	--

Country(ies)

Tax Payer Identification Number (TIN) where available

\_\_\_\_\_

Your tax identification number is the personal reference which is assigned to you by the relevant tax authority. This can be found in a number of ways, the most common of which are listed:

- On your tax return or notification of coding
- By contacting the relevant tax authority
- From your accountant or tax adviser
- On your pay slip or through your employer

Should your tax residency change at any time in the future, you must notify Blackfinch Investments Limited in writing immediately.

# Section 5 Transfer Form

### TO BE COMPLETED BY THE APPLICANT/S

Use this form to transfer an existing equity portfolio to Blackfinch, either held in your own name, via a nominee, or operated by another manager. We cannot complete the transfer if this form is incomplete. If you wish to transfer more than one Portfolio, please complete a separate Transfer Form for each Portfolio you are transferring. Please contact Blackfinch Investments for a breakdown of any additional trading costs associated with in-specie transfers.

### Existing Account Manager Details/ Nominee Details

Name of Company	Account Number
Account Type	
Investment account Stocks and Shares ISA	
Please tick the box which applies to your investment:	Estimated value of the transfer
I wish to transfer my entire portfolio	fer my portfolio in part £
	BR qualifying AIM stocks and should not be liquidated. In this case we be eligible for transfer we will consult your Financial Intermediary.
Existing Account Manager Details/ Nominee Details	
Name of Company	Account Number
Account Type	
Investment account Stocks and Shares ISA	
Please tick the box which applies to your investment:	
I wish to transfer my entire portfolio	Estimated value of the transfer
	re BR qualifying AIM stocks and should not be liquidated. In this case we ot be eligible for transfer we will consult your Financial Intermediary.



#### TO BE COMPLETED BY THE APPLICANT/S

We accept applications submitted via FCA authorised advisers where the investment is being made on an advised basis. We will facilitate initial and ongoing Financial Intermediary fees which have been agreed between the applicant and the adviser named on Page 13.

Fees Payable to Intermediary Yes No	
Initial Financial Intermediary Fee	
£	ase tick if a 20% VAT charge is to be added to this fee
If yes, please state the company VAT registration number	7
Ongoing Financial Intermediary Fee	
0% 0.25% 0.5%	0.75%
Please tick if a 20% VAT charge is to be added to this	fee
If yes, please state the company VAT registration number	
	By signing Section 9 'Applicant Declaration' this confirms that you have read and understood the Blackfinch Fees and the Custody and Settlement Fees.
	The fees outlined may be subject to change, should this occur we will give

Important: Financial Intermediary and Blackfinch ongoing fees will be facilitated via cash held on deposit, in the instance that this is insufficient it may be facilitated via sale of shares. Please note that if your firm is an appointed representative then all adviser fee payments confirmed above will be paid directly to the firm's Regulated Principal.

you 30 days' written notice.

## **Section 7** Product Fees

#### TO BE COMPLETED BY THE APPLICANT/S

### **Blackfinch Fees**

Initial Charge	No Initial Charge, 0% entry fee for applications.
Annual Management Charge	1.5% per annum on the value of all portfolios. Management Fees are calculated monthly in arrears.
Dealing Fee	1% on the value of the transaction (Minimum Dealing Fee £5 per trade)
Custody Fee	0.25%

### SEI Investments (Europe) Limited Fees

CHAPS	£10
Swift	£15
BACs	Free
Faster Payments (per payment)	£0.50
Asset Transfer Fee (per asset)	£25
PTM Levy	Transactions over £10,000 may be subject to a PTM Levy of up to £1

# **Section 8** Financial Intermediary Details

#### TO BE COMPLETED BY THE INTERMEDIARY

Network Firm Name		
Full Name of Intermediary	Full Name	e of Regulated Firm
Financial Intermediary FCA Reference Number	Firm FCA Reference Number	Payee Firms FCA Reference Number
Firm Address		
		Postcode
Correspondence Address		
		Please tick if the correspondence address is the same as the firm address

Telephone Number	Financial Intermediary Email Address	

**Please note:** Investment communications will be delivered through the Blackfinch AIM portal and notifications will be sent via email. This means that communications will be sent to both you and your client. Please ensure that you do not enter your own email address in the client's email field.

We encourage all clients and advisers who work with Blackfinch to become paperless. To ensure we continue to reduce our carbon footprint we will communicate with you electronically in respect of your client's investment into the Blackfinch Adapt AIM Portfolios. Should you wish to receive hard copies, please contact us on enquiries@blackfinch.com to submit your request.

# **Section 9** Applicants Declaration

#### TO BE COMPLETED BY THE APPLICANT/S

#### By signing this form I declare that:

- I am 18 years of age or over.
- I have read and understood the Adapt AIM Portfolios Brochure.
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties.
  I will inform Blackfinch if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I have read and understood the Terms & Conditions and agree to be bound by them. The Terms & Conditions are Blackfinch's standard agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing. If you do not understand any point please ask for further information.
- I have read and understood the Declaration and Undertaking section on page 20 of this Application Form and agree to be bound by them.
- I consent to Blackfinch Investments Limited's best execution policy (available on request) and the execution of trades on my behalf on the London Stock Exchange's Alternative Investment Market.
- I consent to the Blackfinch fees and charges which are detailed on page 12 of this Application Form as well as the Adapt AIM Portfolios Brochure.
- I consent to the Custody and Settlement fees from Blackfinch Investments Ltd which are detailed on page 12 of this Application Form.
- I consent to Blackfinch Investments Limited facilitating my Financial Intermediaries fees and charges.
- All subscriptions made, and to be made, belong to me.

### Custodian & Money Laundering Authorisation

#### I confirm:

- The appointment of SEI Investments (Europe) as custodian of my Adapt AIM Portfolios subject to their Terms & Conditions, which I hereby acknowledge having received.
- I will inform Blackfinch Investments Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- I understand that you, or Blackfinch Investments Limited, may undertake a search with a third party company for the purpose of verifying my identity and the details I have submitted as part of this application. To do so the third party companies may check the details I supply against any particulars on any database (public or otherwise) to which they have access. That you may use my details in the future to assist other companies for verification purposes. A record of the search will be retained.
- That the information I have provided is true and complete and that Blackfinch Investments Limited and SEI Investments be authorised to make any credit reference and enquiries in connection with this application.

# **Section 9 Continued** Applicants Declaration

#### TO BE COMPLETED BY THE APPLICANT/S

Signature of Applicant One	Signature of Applicant Two (if applicable)	
Name in Block Capitals	Name in Block Capitals	
Date   D /   M /   Y Y	D D / M M / Y Y Y Y	

#### **Data Protection**

Blackfinch Investments Limited will use the information provided by you on this Application Form for administration and research purposes. The information will be held in confidence by Blackfinch Investments Limited and will not be passed to any companies. From time to time we would like to send you information on our other products and services.

### Applicant One

If you would like to receive such information, please tick this box.

If you would prefer **not** to receive such information, please tick this box.

### Applicant Two (if applicable)



If you would like to receive such information, please tick this box.

If you would prefer **not** to receive such information, please tick this box.

#### Additional Information

# **Section 10** Customer Due Diligence & Anti Money Laundering

#### TO BE COMPLETED BY THE INTERMEDIARY

In order to provide assurance to Blackfinch Investments Limited and its bankers and managers that the applicable anti-money laundering law and regulations are complied with, I confirm:

- The identity and address of the Applicant has been verified to EU requirements and at least in accordance with the standard required by UK law and regulation and any additional "customer due diligence" information required is attached;
- That I have had sight of the original identification evidence and address documentation and that those containing a signature were pre-signed;
- I have completed the Verification of Identity Confirmation (Section 11 of this form). Evidence of identification will be retained in my records and will be made available on request;
- The source of subscription proceeds is known a) to be legitimate, b) not to contravene the applicable anti-money laundering law and regulations, and c) not to relate to the proceeds of any conduct which constitutes any criminal offence in any part of the UK if it occurred there.
- I have seen evidence of the source of funds in the form of a
- I am unaware of any activities on the part of the Applicant which leads me to suspect that the Applicant is or has been involved in criminal conduct or money laundering. Should I subsequently become suspicious of any such activity then, subject to legal constraints, I shall inform Blackfinch's Money Laundering Reporting Officer immediately.

How long has Applicant One been one of your customers and known to you?		
How long has Applicant Two been one of your customers and known to you?		
I confirm I have carried out due diligence upon this service and carried out a suitability test on the applicant and underlying investor (in accordance with COBS 9 of the FCA handbook) to ensure the investment is suitable for the applicant and underlying investor.	Yes	No
I hold a current statement of professional standing issued by a body accredited by the FCA and have been assessed as 'fit & proper' to perform the client dealing certification function.	Yes	No

# Section 10 Continued Customer Due Diligence & Anti Money Laundering

### TO BE COMPLETED BY THE INTERMEDIARY

### **Data Protection**

Blackfinch Investments Limited will use the information provided by you on this Application Form for administration and research purposes. The information will be held in confidence by Blackfinch Investments Limited and will not be passed to any companies. From time to time we would like to send you information on our other products and services.



If you would like to receive such information, please tick this box.

If you would prefer **not** to receive such information, please tick this box.

#### Additional Information

#### Terms & Conditions for Authorised Financial Intermediary

- I confirm I am authorised under FSMA 2000 to arrange deals in the Adapt AIM Portfolios.
- I have read and hereby agree to be bound by the Blackfinch Intermediary Terms of Business Agreement.

#### Signature of Financial Intermediary

Name in Block Capitals	Date



## Section 11 Verification of Identity

### TO BE COMPLETED BY THE INTERMEDIARY

### Applicant One

Confirmation of Verification of Identity Private Individual - Introduction by a FCA regulated firm

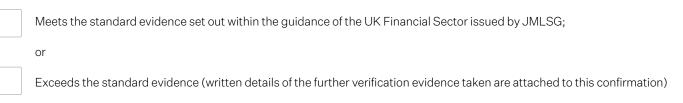
Full Name	Date of Birth
Permanent Residential Address	
	Postcode
Previous Address (if not at current address for three years)	
	Postcode

#### Confirmation

I/we confirm that

(a) the above information in Section 11 was obtained by me/us in relation to the customer

(b) the evidence I/we have obtained to verify the identity of the customer:



Signature of Intermediary	Date
Name in Block Capitals	Position
Full name of regulated firm	FCA reference number

# **Section 11 Continued** Verification of Identity

### TO BE COMPLETED BY THE INTERMEDIARY

### Applicant Two (if applicable)

Confirmation of Verification of Identity Private Individual - Introduction by a FCA regulated firm

Full Name	Date of Birth

#### Permanent Residential Address

Postcode

#### Previous Address (if not at current address for three years)

Postcode

#### Confirmation

I/we confirm that

(a) the above information in Section 11 was obtained by me/us in relation to the customer

(b) the evidence I/we have obtained to verify the identity of the customer:

Meets the standard evidence set out within the guidance of the UK Financial Sector issued by JMLSG; or

Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation)

Signature of Intermediary	Date
Name in Block Capitals	Position
Full name of regulated firm	FCA reference number

# Section 12 Declaration and Undertaking

### TO BE READ BY ALL PARTIES

- 1. The Applicant undertakes to Blackfinch Investments Limited that it may rely on the offer made by the Applicant to participate in the Adapt AIM Portfolios pursuant to this Application Form and accordingly that this offer may not be cancelled, rescinded or otherwise revoked after the date hereof.
- 2. The Applicant hereby warrants to Blackfinch Investments Limited that:
- The Applicant agrees to proceed with an investment in the Adapt AIM Portfolios upon the Terms & Conditions, which together with this Application Form constitutes the Agreement with the Applicant;
- 4. The Applicant agrees to pay or procure payment on demand and to indemnify or procure the indemnification of Blackfinch Investments Limited against: a) any liabilities, expenses or payments which may be payable by the Applicant under the Agreement; b) any sums to which Blackfinch Investments Limited or any other person may become entitled by way of indemnity under the Agreement; and c) any other sums in respect of which Blackfinch Investments Limited is entitled to indemnification from the Applicant;
- 5. The Applicant has received the Adapt AIM Portfolios Brochure and is aware of the aims and objectives of the Adapt AIM Portfolios and has relied on the advice of, or has consulted with, their own professional advisers with regard to the tax, legal and other economic considerations related to this application to the Adapt AIM Portfolios; or is aware it is open to them to seek advice from a professional adviser;
- 6. The Applicant has received and has read and understood the terms of the Adapt AIM Portfolios Brochure and particularly the section headed 'Risks', and is aware of the risks of proceeding with this application; and the Applicant could lose all of their investment monies and has the capacity to absorb this loss;
- The Applicant has such knowledge and experience in financial and business matters as to be capable of evaluating the risks involved in, and the merits of, an investment in the Adapt AIM Portfolios;
- 8. In evaluating the suitability of an investment in the Adapt AIM Portfolios, the Applicant has not relied upon any representation or warranty (whether oral or written) made by Blackfinch Investments Limited or any other person other than as set forth in the Adapt AIM Portfolios Brochure, save that this shall not apply to any fraudulent representation. The Applicant confirms that where requested, all documents, records and books relating to the Adapt AIM Portfolios have been made available for review by the Applicant and that the Applicant has received satisfactory answers to questions raised with Blackfinch Investments Limited concerning the Terms & Conditions relating to an investment in the Adapt AIM Portfolios;
- The Applicant has the financial ability to bear the economic risk of participating in the Adapt AIM Portfolios, has adequate means for providing for their current needs and possible contingencies and has no need for the liquid funds representing their investment in the Adapt AIM Portfolios;
- 10. The Applicant shall execute and deliver to Blackfinch Investments Limited, within five days after receipt of a request from Blackfinch Investments Limited, such further designations, powers of attorney and other instruments as Blackfinch Investments Limited shall reasonably deem necessary;
- 11. The Applicant shall promptly provide to Blackfinch Investments Limited such information as it may reasonably require;

- 12. All information provided to Blackfinch Investments Limited in this Application Form is correct and complete as at today's date and may be relied upon by Blackfinch Investments Limited. The Applicant agrees to notify Blackfinch Investments Limited as soon as reasonably practicable upon becoming aware if: a) any representation or warranty contained in this Application Form becomes untrue prior to the acceptance of the application; or b) any response to any questions contained in this Application Form become untrue at any time;
- 13. The Applicant agrees to provide such information and execute and deliver such documents as Blackfinch Investments Limited may reasonably request to verify the accuracy of the representations and warranties contained in this Application Form or to comply with any law or regulation applicable to the Adapt AIM Portfolios, provided that any confidential information disclosed shall be kept confidential by Blackfinch Investments Limited and shall not be made available to any third party unless required by law or by any regulatory authority.
- 14. The Applicant agrees, by executing this Application Form, to be bound by the terms of the Agreement and this Application Form shall accordingly constitute the Applicant's irrevocable agreement to be bound by the Terms & Conditions of the Agreement.
- 15. The Applicant accepts that the covenants and undertakings contained in this Application Form shall remain in full force and effect until the termination of the Agreement.
- 16. The Applicant acknowledges that Blackfinch Investments Limited will rely upon the covenants and undertakings contained in this Application Form and the Applicant hereby agrees to indemnify Blackfinch Investments Limited and each of their associates from and against any and all losses, costs and expenses reasonably and properly incurred as a result of, or otherwise directly arising out of, a material breach of any such covenants or undertakings contained in this Application Form.
- 17. The Applicant agrees that the information provided to Blackfinch Investments Limited in connection with this application and during the course of the operation of the Adapt AIM Portfolios may be stored on computer or otherwise by Blackfinch Investments Limited and such other parties that Blackfinch Investments Limited may nominate for administrative purposes and consent to the use of such information for the purpose of the ongoing administration of the Adapt AIM Portfolios.
- 18. This Application Form, the Adapt AIM Portfolios Brochure and the Terms & Conditions constitute the Agreement, which shall be governed by, and construed in accordance with, the laws of England and Wales, and the appropriate Court of Law in England is to have exclusive jurisdiction in relation to all matters, claims and disputes arising out of or in connection with this Application Form.
- 19. I request that the accounts I am transferring (if applicable) be managed by Blackfinch and hereby authorise you to transfer this account to SEI Investments (Europe) as custodian. The assets in my current portfolio should be liquidated and the proceeds should be transferred to SEI Investments (Europe). Please note: liquidating assets may incur costs during the liquidation process which would be deducted from your Blackfinch Portfolio before new shares are purchased.

#### IMPORTANT INFORMATION

Blackfinch Investments Limited (Blackfinch) is authorised and regulated by the Financial Conduct Authority. Registered address: 1350-1360 Montpellier Court, Gloucester Business Park, Gloucester, GL3 4AH. Registered in England and Wales company number 02705948.