

Email to the client

To: Julie Clark (Chair of the Dream Pension Scheme)

From: Joe Bloggs (J.P. Morgan Asset Management)

Date: 12th January, 2022

Subject: Fact-finding exercise

Hi Julie,

Thank you for selecting us as your trusted Investment Advisor.

In order to better understand your investment needs and offer a bespoke investment solution, we would be grateful if you could answer the following questions:

Nature of your Business:

- Please select the option that best describes your business:

☐ Defined Benefit plans

☐ Defined Contribution plans

☐ Retirement Plans

☐ Insurance Company

☐ Financial advisor acting on
behalf of an Institutional Investor

☐ Other, please provide details
below:

Investment Preferences:

- Please describe your investment objectives in a few words (these could be **quantitative** [i.e. minimum annual return or maximum drawdown in a year] and/or **qualitative** [i.e., investing in carbon neutral funds] in nature):

- Please select the most appropriate time horizon for your investment portfolio:

☐ Under 5 years

☐ 5-10 years

☐ 10-25 years

☐ Over 25 years

- Please select the risk appetite that best describes your investment objectives:

☐ Low

☐ Medium

☐ High

- Please select the most appropriate category describing the size of your investment portfolio:

☐ Below \$10m

☐ \$10m - \$50m

☐ \$50m - \$100m

☐ \$100m - \$500m

☐ \$500m - \$1,000m

☐ Above \$1,000m

- Please state any preferences or restrictions you have towards diversification (such as a minimum % of the fund should be invested in equities, or a minimum % of fund should be invested in a specific sector or a geographical location):

Investment Restrictions:

- Please state any regulatory restrictions which your fund needs to adhere to (such as country or currency specific restrictions):

- Please state any voluntary restrictions which your fund needs to adhere to (such as investing only in ethical funds, carbon-neutral funds, Shariah-compliant funds, or avoiding investing in gambling, oil, tobacco or conventional weapons industries, etc.):

Existing Portfolio:

- Please state the existing composition of your portfolio along with the amounts (alternatively you can include your latest Investment Fund report):

Liabilities:

If it is a pension scheme, then:

- Please select the nature of the pension scheme's liabilities (i.e., the nature of benefit accrual and pay-outs):

☐ Nil increases

☐ Fixed increases

☐ Inflation-linked increases

☐ A combination of the above,
please provide further details

☐ Other, please provide details
below:

- Please confirm the currency in which contributions and pension payments will be made:

☐ USD (\$)

☐ GBP (£)

☐ Euro (€)

☐ Other, please provide details
below:

- Is the scheme open to future accruals?

☐ Yes

☐ No

- Please describe the liability composition of the pension scheme (alternatively you can include your latest Actuarial Valuation Report):

Reporting Preferences:

- Please select your preference for the frequency of performance reporting of your portfolio:

☐ Weekly

☐ Fortnightly

☐ Monthly

☐ Quarterly

☐ Annually

☐ Other, please provide details
below:

Others:

- Please let us know if there is anything else you would like us to know:

Existing Documents:

Please also share the following documents for our reference:

- Existing Internal Compliance policies
- Existing Risk Management policies
- Latest Investment Fund statement
- Statement of Investment Principles
- Latest Actuarial Valuation Report for the pension scheme
- Statement of Funding Principles
- Schedule of Contributions
- Recovery Plan
- Trust Deed
- Scheme Rules

I hope the above questions are clear, but please let me know if you want me to expand on these or have any queries. We look forward to embarking on a prosperous investment journey with you.

Kind regards,

Joe Bloggs,
Client Advisor,
J.P. Morgan Asset Management