

## **BOURSE INFO SHEET**

# **NOTES FOR COMPLETION OF BOURSE NON-DOM SOLUTION APPLICATION FORMS**

### **(A) Non-Dom Pre-Verification and Pre-Approval Form**

1. The Non-Dom Pre-Verification and Pre-Approval Form is intended to allow for Bourse to verify the acceptability of a potential client prior to the receipt of CDD documentation.
2. The Form should be completed to the fullest extent possible. It is particularly important to confirm whether or not an individual holds any public position as this will have an impact on Bourse's decision to accept the client.
3. **Failure to provide any information in respect of the client or any of the potential beneficiaries of the structure may delay the constituting of your Bourse offshore structure. Bourse cannot be held liable for any such delays.**

### **(B) Client Due Diligence Form**

1. The Client Due Diligence Form must be completed before any of the Bourse Life Products or Pension can be issued and, if a Protected Trust is being settled on an executory basis, within 30 days of the settlement of the trust.
2. To the extent that information has previously been provided in the Non-Dom Pre-Verification and Pre-Approval Form, this can be noted in the Client Due Diligence Form and need not be provided again.
3. As well as the provision of information, the client must also provide original certified copies of each of his passports and a utility bill or other proof of address. Further information on this point is provided in the Client Due Diligence Form.
4. The client must further complete and sign a Self Certification of Residence, a copy of which is included for completion as part of the Client Due Diligence Form. The completion of this Self Certification is required and allows Bourse to comply with its obligations under FATCA and the Common Reporting Standard.
5. Please note that each beneficiary of a Protected Trust does not need provide CDD but will need to complete the Self Certification.

## **(C) Protected Trust Application Form**

1. The Protected Trust Application Form is required to be completed if the client wishes to opt for Option 1 and simply settle a Protected Trust.
2. As well as signing the Deed of Assignment and the Confirmation of Trust declaration, which must be witnessed, the client must also sign the page relating to the information contained in the submitted Application Forms.
3. Any witness of a signature need not be a professional person and can be anybody but the witness must sign on behalf of himself or herself.
4. The Form will need to include:
  - a. the names of the settlor and the beneficiaries as well as providing the additional information required in respect of your Protected Trust; and
  - b. the assets to be subject to your Protected Trust.
5. Once signed, the form must be sent to Bourse. Once Bourse has reviewed and determined, in its sole discretion, that it wishes to accept trusteeship, it will sign the Trustee's Acceptance and the assets set out in the Protected Trust Application Form will be settled into an executory trust. This must be perfected as soon as possible by the transfer of legal title of these assets to Bourse. Further information on executory trusts and what will be required to complete the process is set out [here](#).
6. **Please note that if the relevant assets are not transferred to Bourse within three months, Bourse may need to reconsider its trusteeship of the executory trust.**

## **(D) Non-Dom Assets Allocation Form**

1. When completing a Non-Dom Assets Allocation Form, a client should set out all of the assets that he wishes to maintain offshore and subject to a Bourse product and then sign the Form accordingly.
2. **Any assets not included on the Non-Dom Assets Allocation Form shall not be subject to the relevant Bourse product and will not receive the relevant UK tax protection which may be desired.**

## **(E) Combined Product Application Form**

1. The Combined Product Application Form is required to be completed if the client wishes to opt for Option 2 and apply the client's assets to different Bourse Products.
2. If the client wishes to settle a Protected Trust, the client must complete and sign Part (A) – note the signature of the Deed of Assignment and Confirmation of Trust must be witnessed.
3. If the client wishes to apply for a Bourse Life Product, the client must complete and sign Part (B) – note that, if an annuity is desired, the client may need to provide additional information which will be provided separately.
4. If the client wishes to become a member of a Qualifying Non-UK Pension Scheme, the client must complete and sign Part (C).
5. In order to settle a Protected Trust, as well as completing the relevant Application Form, the client must complete the Non-Dom Pre-Verification and Pre-Approval Form and the Non-Dom Assets Allocation Form before any application will be considered.
6. In order to establish a Bourse Life Product or a Bourse QNUPS as well as completing the relevant Application Form, the client must complete the Client Due Diligence Form and the Non-Dom Assets Allocation Form before any application will be considered.
7. **Please note that if the assets to be settled into the client's Protected Trust are not transferred to Bourse within three months, Bourse may need to reconsider its trusteeship of the executory trust.**