

Forward Group Fund Information Form



Welcome to Forward Group and thank you for enquiring about our Fund Services.

As an independent, owner managed business, we will work closely with you to develop the fund structure and its processes and will look to tailor our services to your specific requirements

This Form needs to be completed for the Fund which is being incorporated or transferred in and that is in receipt of any administration services from Forward Group and for any entities in the ownership structure.

A: Client Information			
A1: Title			
A2: Full name			
A3: Company / Firm			
A4: Address			
A5: Telephone		A6: Email Address	
A7: Company Website			

B: General Information	
B1: Name of Fund Promoter	
B2: Regulated Status	
B3: Proposed Name of Fund	
B4: Fund Structure	☐ Company ☐ Partnership ☐ Unit Trust
B5: Fund Type	☐ Private Fund ☐ Other (please state):
B6: Fund Domicile (if not Jersey)	
B7: Fund Duration	
B8: Fund Base Currency	
B9: Expected Fund Size	
B10: Expected Fund Launch Date	



**FORWARD
GROUP**
Private Client | Corporate | Funds

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www.forwardjersey.com

C: Forward Group Services

Services to be provided to the Fund:

☐ C1: Structure Set Up	☐ C6: Company Secretarial
☐ C2: Regulatory Application	☐ C7: Director Services
☐ C3: Fund Administration	☐ C8: Compliance and MLRO
☐ C4: Bookkeeping and NAV	☐ C9: Investor Services
☐ C5: Financial Reporting	☐ C10: Investment Adviser / Manager Set Up

D: Service Provider Information

D1: Investment Manager (if applicable)

D2: Investment Adviser (if applicable)

D3: Fund Manager (if applicable)

D4: Legal Adviser

D5: Tax Adviser

D6: Current Administrator (if existing Fund)

D7: Custodian (if applicable)

D8: Auditor (if applicable)

D9: Bank

E: Investment Information

E1: Asset Class

E2: Investment Strategy / Objective

E3: Investment Restrictions

E4: Investment Jurisdiction(s)

E5: Expected Number of Investments

E6: Expected Trading Frequency

E7: Leverage Strategy (if applicable)

F: Investor Information	
F1: Expected Number of Investors	
F2: Target Jurisdiction of Investors	
F3: Target Investor Type e.g. UHNW	
F4: Minimum Investment Amount	
F5: Subscription / Redemption Periods	
F6: Seed Investor Details	
F7: Expected Number of Closings	
F8: Register of Offers Process	
F9: Investor Communication Policy	

G: Governance Information	
G1: Proposed Board Members	
G2: Board Meeting Frequency (minimum Quarterly)	
G3: Board Meeting Locations (if not Jersey)	

H: Banking and Payment Information	
H1: Existing Banking Relationship	
H2: Frequency of Payment Runs	
H3: Cash Management Strategy	

I: Valuation and Financial Information	
I1: Financial Year End Date of Fund	
I2: Frequency of Financial Statements	
I3: Accounting Standard	
I4: Proposed Auditor (if required)	
I5: Valuation Frequency	
I6: Management Accounts Frequency	

J: Regulatory and Tax Reporting Information	
J1: Specific Investor Reporting for Tax	
J2: AIFMD Reporting and Jurisdictions	

Supplementary Information and Due Diligence



Forward Group will require the following information from the Promoters of the Fund.

A) Signed JPF Promoter Questionnaire and Declaration and supporting documentation of all parties appointed to the Fund, including;

- Manager
- Promoter
- Directors (including full details and dates of previous employment)
- Investment Manager*
- Investment Advisers/Trading Manager(s)*

*Including details of funds under management and performance

B) Description of;

- Investment objectives
- Markets/Sectors in which the Fund will invest
- Investment Strategy/Philosophy
- Investment Restrictions/Trading Policies
- Profile of targeted investors and explanation of why the Fund is appropriate for them
- Valuation procedures

C) Terms of Investment Management/Advisory, Trading Management and Management Agreements, as applicable

Terms and Conditions

Our terms and conditions for assisting in the organisation and establishment of your Fund will be subject to a separate agreement, which will specify the arrangement between the parties, including, inter alia, the timescale and payment terms, which will be;

- Once we have given a firm quotation for the organisational expenses and this quotation has been accepted in writing, we will then require 50% of the take on fee to be paid on account;
- Once we have incorporated the Fund corporate vehicle(s), as required, and submitted the regulatory application, we will require a second payment of a further 25% of the take on fee; and
- The balance outstanding (25% of sum quoted), plus any agreed out of pocket expenses, will be paid within one week after the launch of the Fund.

Applicant

Forward Group may contact the undersigned regarding any matters relating to this Form, which are given in strictest confidence and on the understanding that they will be treated as **confidential** by Forward Group. The undersigned undertakes to provide the information and references described in this Form and hereby confirms agreement to the Terms and Conditions described above, subject to agreement with the terms of payment of Forward Group's interim fees referred to above.



Declaration and Sign Off

I hereby confirm that:

- The above particulars are true and correct to the best of my knowledge, information, and belief;
- I have read and understood the Forward Group Terms of Business and I agree to be bound by the Terms which, for my ease of reference are located here: <https://forwardjersey.com/download/terms>;
- I undertake to notify you within 30 days of any changes to the information provided in this Form;
- I have never been declared bankrupt in any part of the world or been a director or otherwise concerned in the management of a company which has been subject to an insolvent liquidation or judicial enquiry in any part of the world; and
- I consent to you disclosing the information contained herein to third parties, as appropriate, including relevant tax authorities.
- I consent that the information provided within this Form may be collected and / or processed by Forward Group and its' Affiliates or by third parties who provide services to Forward Group and / or the Company. Such processing may involve the transfer of data out of the European Economic Area and I hereby acknowledge and agreed to such transfer, as required.

Using your Personal Data

Forward Group use the personal information you provide in this Form to make a decision about whether to perform the services on your behalf, to provide you with our professional services and to enable us to meet our legal obligations. For more information please see our full Privacy Policy at <https://forwardjersey.com/privacy-statement> or alternatively you can request a copy by writing to us at gdpr@fw.je.

K1: Name	
K2: Signature	
K3: Company	
K4: Capacity	
K5: Date	