# Key features:

7IM General Investment Account (GIA), ISA and JISA



Succeeding together

7IM

**Important information**

This document contains important information and you should read it carefully and keep it safe for future reference.

**7IM KEY FEATURES: 7IM GENERAL INVESTMENT ACCOUNT (GIA), ISA AND JISA**

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# Introduction


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## Its aims

Your 7IM GIA, ISA or JISA aims to:

- Enable you and your family to invest and save in a tax-efficient way.
- Provide you with the control and flexibility you need to determine how you manage your money.
- Give you the potential for capital growth over the medium to long term (which we consider to be at least five years or more).
- Allow you to hold a wide range of investments made available through the 7IM Platform.
- Allow you to make one-off or regular contributions, transfer existing arrangements, and make one-off or regular withdrawals and take income.
- Provide the benefits of a flexible ISA (7IM Flexible ISA) allowing you greater control of your annual allowance, and tax-free income and capital gains.
- Give you a secure online, easy access and paper-free digital service.

## Your commitment

- Read and ensure you understand the features, benefits and risks associated with the 7IM GIA, ISA and Junior ISA.
- Always keep us updated with any change in circumstances – for example, if you move house or get married etc.
- Agree to be bound by the 7IM Terms and Conditions for the chosen investment service.
- Continue to use one of the 7IM Investment Services to invest the funds held within your 7IM GIA, ISA and Junior ISA.
- Regularly review your investments, contributions and/or any withdrawals. If you have a Financial Adviser they will be able to help you with this.
- Invest for the long term.

## Risks

### Investment risks

The value of any investments may go down as well as up. You could get back less than you originally invested.

Each investment will have risks, therefore you need to ensure you have read the relevant Key Investor Information Document prior to investing to ensure you understand the specific risks associated with each underlying investment.

Cash holdings carry no explicit investment risk but there is risk that the real value of your investment could reduce due to the effect of inflation.

The Pound (Sterling) value of investments denominated in any foreign currency may rise and fall as a result of fluctuating exchange rates.

### Impact of charges

Any charges or deductions applied to your accounts will have an impact on the value of your investment. These charges may vary and you should be aware that any increase in charges would have an adverse impact on the value of your savings and investments.

For more information on 7IM's charges please read our 7IM fees and charges sheet, or ask your Financial Adviser for further information.

### Impact of taxation

The value of your investments at 7IM could be affected by tax, our own interpretation of tax legislation and any changes made to it.

Levels of taxation and tax relief are dependent on your individual circumstances and may be subject to change. This may affect your investments and different investment products will have different tax treatments.

For more information on tax and the implications of tax on your investments, please speak with your Financial Adviser.

### Effect of withdrawals

Choosing to make withdrawals could reduce the value of your investments over time, unless investment growth covers the cost of the amount taken out.

# Questions and answers – General Investment Account (GIA)

| About the scheme | |
|---|---|
| Q. | What is the 7IM GIA? |
| A. | The investment account or accounts opened by us for you under which we provide one or more investment services, which are set out in the relevant Service Terms. |
| Q. | Who can apply for a 7IM GIA and what do we require? |
| A. | Anyone over 18 can apply for a 7IM GIA. In order to open an investment account, we need to have received your completed account opening documentation and verify your identity and the origin and source of assets. For offshore accounts, we will also need to verify the wealth and the purpose of using our investment services. Under FCA Rules, we will categorise you as a retail client unless we agree with you in writing otherwise.<br><br>We cannot provide investment services to U.S. residents. If you become a U.S. resident after we take you on as a client, please let us know and we will have to close your investment account. If you are a U.S. citizen (or subject to U.S. tax on non-U.S. income and gains) and not resident in the U.S., please bear in mind that the range of investment services we are able to provide may be restricted. Please ask your financial adviser for more information. |
| Q. | Who will operate the 7IM Investment account and manage your investments? |
| A. | Management of your investments will depend on the service you have opted for, whether you have appointed 7IM as discretionary manager, or your financial adviser to manage your investments.<br><br>7IM will operate your account and arranges custody of your assets. Custody and settlement services are provided by Pershing Services Limited; this is unless you have an offshore account, in which case Pershing (Channel Islands) Limited ("PCI") provides these services and is subject to the rules of the Jersey Financial Services Commission ("JFSC"). |

## Making contributions to your account(s)

Q. How can I contribute?

A. Payments can be made:

via direct debit (regular monthly payments)

as a one off payment by bank transfer or cheque

a regular standing order.

Q. How much can I contribute?

A.
- There is no minimum on a one off payment or standing order. However, there is a minimum of £50 on a direct debit.
- There is no annual limit for contributions.

## Investments

Q. How can I see how much my account is worth?

A. You (and your nominated Financial Adviser) will have access to our online service where you can keep track of how your investments are performing.

We will provide a quarterly valuation statement which can be accessed online via the 7IM app, portal or sent by post.

## Withdrawals

Q. What withdrawal options are available to me?

A. Where you withdraw cash from your 7IM account, monies will be transferred to the nominated bank account that we have on our records, subject to satisfactory verification of bank account details.

## Charges

Q. What are the charges for the 7IM Investment account?

A. Details of all fees and charges are set out in the 7IM fees and charges document for the relevant Investment Service.

This may be amended from time to time and, if applicable, any additional fee information will be provided to you or your financial adviser.

## Cancellation

Q. Can I change my mind?

A. You may, if you wish, cancel your Agreement with us for any reason within 14 calendar days of it starting by giving us written notice addressed to Seven Investment Management LLP, 1 Angel Court, London EC2R 7HJ. On receiving your notice of cancellation, we will return any money or investments that have been transferred to your Investment Account.

Cancellation does not mean that investment transactions carried out prior to cancellation are themselves cancelled. If an investment transaction has been carried out and the value of the investment has fallen, you will bear the fall in value.

Cancellation does not affect your liability for fees and charges accrued and payable before cancellation, and up to the point of transferring your investments, or any third party charges incurred in transferring your investments.

If you exercise your right to cancel the Agreement, you may be liable to pay your Financial Adviser for advice or services received which led to you entering into the Agreement. You will need to discuss any such outstanding charges with your financial adviser and settle them directly.

# Questions and answers – ISA

## About the scheme

**Q.** What is the 7IM ISA?

**A.** The 7IM Individual Savings Account (ISA) is a stocks and shares ISA. Any 7IM ISA you hold on or after 6 April 2017 will be a flexible ISA. This includes any 7IM ISA that you may have opened before 6 April 2017. A flexible ISA is an ISA where you are able to replace money you have withdrawn without the replacement counting towards your annual ISA allowance.

**Q.** Who can apply for a 7IM ISA and what do we require?

**A.** Anyone over 18 can apply for a 7IM ISA. To open a 7IM ISA, we must receive a signed and completed application form from you. You must ensure that cash in cleared funds is transferred to the custodian bank (see our terms and conditions for details) or available in an existing portfolio for transfer to your 7IM ISA, for any amount up to the subscription allowance, latest allowances can be found at www.gov.uk. Incomplete application forms may have to be returned to you.

We cannot provide investment services to U.S. residents. If you become a U.S. resident after we take you on as a client, please let us know and we will have to close your investment account. If you are a U.S. citizen (or subject to U.S. tax on non-U.S. income and gains) and not resident in the U.S., please bear in mind that the range of investment services we are able to provide may be restricted. Please ask your financial adviser for more information.

**Q.** Who will operate the 7IM ISA and manage your investments?

**A.**

- Management of your investments will depend on the service you have opted for, whether you have appointed 7IM as discretionary manager, or your financial adviser to manage your investments.
- 7IM will operate your account and arranges custody of your assets. Custody and settlement services are provided by Pershing Services Limited; this is unless you have an offshore account, in which case Pershing (Channel Islands) Limited ("PCI") provides these services and is subject to the rules of the Jersey Financial Services Commission ("JFSC").

## Making contributions to your account(s)

| | |
|---|---|
| Q. | How can I contribute? |
| A. | Payments can be made:<br>via direct debit (regular monthly payments)<br>as a one off payment by bank transfer or cheque<br>a regular standing order. |
| Q. | How much can I contribute? |
| A. | • There is no minimum on a one off payment or standing order. However, there is a minimum of £50 on a direct debit.<br>• The maximum payment is subject to change per tax year. |

## Transfers

| | |
|---|---|
| Q. | Can I transfer my existing accounts? |
| A. | Yes, 7IM generally makes no extra charge when receiving existing ISA investments from another manager. |
| Q. | Can I transfer out to another ISA scheme? |
| A. | Yes you can transfer to another provider at any time.<br>If you wish to transfer to another approved manager willing to accept the transfer, we will usually complete the transfer within 30 days of receiving written instructions from you. 7IM makes no charge for transfers out, but you should be aware that third party charges may apply in relation to transferring the account. |

## Investments

Q. How can I see how much my account is worth?

A. You (and your nominated Financial Adviser) will have access to our online service where you can keep track of how your investments are performing.

We will provide a quarterly valuation statement which can be accessed online via the 7IM app, portal or sent by post.

## Charges

Q. What are the charges for the 7IM ISA?

A. Details of all fees and charges are set out in the 7IM fees and charges document for the relevant Investment Service.

This may be amended from time to time and, if applicable, any additional fee information will be provided to you or your financial adviser.

## Withdrawals

Q. What withdrawal options are available to me?

A. As the 7IM ISA is a flexible ISA, you can make flexible withdrawals up to the total amount of your ISA held as cash (including amounts paid in during previous years).

Any withdrawal will be taken from your current year's subscription first and then from subscriptions of previous years if the withdrawal(s) exceeds your current year's subscription.

You can replace any withdrawals within the same tax year by paying the amount(s) as cash into the same ISA. We will assume that any cash payments into your ISA are made first to replace cash withdrawals.

Replacements will be firstly applied to replace withdrawals from subscriptions of previous years, and secondly to replace withdrawals from current year subscriptions. This means that cash payments into your ISA will only count towards your annual allowance if it exceeds amounts previously withdrawn in the same tax year.

## Cancellation

Q. Can I change my mind?

A. You may cancel an ISA within 14 days of entering into an agreement for our services in respect of the ISA. During this 14 day cancellation period, HMRC will treat the position as if no subscription to an ISA had been made in the first place and your right to subscribe to an alternative ISA offered by us or another ISA provider within the same tax year will be unaffected.

Cancellation does not mean that investment transactions carried out prior to cancellation are themselves cancelled. If an investment transaction has been carried out and the value of the investment has fallen, you will bear the fall in value.

Cancellation does not affect your liability for fees and charges accrued and payable before cancellation, and up to the point of transferring your investments, or any third party charges incurred in transferring your investments.

If you exercise your right to cancel the Agreement, you may be liable to pay your Financial Adviser for advice or services received which led to you entering into the Agreement. You will need to discuss any such outstanding charges with your financial adviser and settle them directly.



# Questions and answers – JISA

| About the scheme | |
|---|---|
| Q. | What is the 7IM JISA? |
| A. | The 7IM Junior ISA (JISA) is a stocks and shares ISA set up in the name of a child who is under 18 years of age and who does not have a Child Trust Fund ("CTF") opened in their name. |
| Q. | Who can apply for a 7IM JISA? |
| A. | Only a parent, guardian or someone who has parental responsibility can open a Junior ISA for a child under 18 years of age. |
| Q. | Who will operate the 7IM JISA and manage your investments? |
| A. | • Management of your investments will depend on the service you have opted for, whether you have appointed 7IM as discretionary manager, or your financial adviser to manage your investments.<br>• 7IM will operate your account and arranges custody of your assets. Custody and settlement services are provided by Pershing Services Limited; this is unless you have an offshore account, in which case Pershing (Channel Islands) Limited ("PCI") provides these services and is subject to the rules of the Jersey Financial Services Commission ("JFSC"). |

| Making contributions to your account(s) | |
|---|---|
| Q. | Who can contribute to a JISA? |
| A. | • Anybody can pay into a JISA, but the amount paid in must not exceed the limit allowed in that tax year. |
| Q. | How can I contribute? |
| A. | Payments can be made as a one off payment by bank transfer or cheque. |
| Q. | How much can I contribute? |
| A. | • There is no minimum payment.<br>• The maximum payment is subject to change per tax year. |

## Transfers

Q. Can I transfer my existing accounts?

A. Yes, to transfer existing JISA or CTF investments from another manager you will need to complete a transfer form.

Q. Can I transfer out to another JISA scheme?

A. Yes, you can transfer to another provider at any time.

If you wish to transfer to another approved manager willing to accept the transfer, we will usually complete the transfer within 30 days of receiving written instructions from you. 7IM makes no charge for transfers out, but you should be aware that third party charges may apply in relation to transferring the account.

## Investments

Q. How can I see how much my account is worth?

A. You (and your nominated Financial Adviser) will have access to our online service where you can keep track of how your investments are performing.

We will provide a quarterly valuation statement which can be accessed online via the 7IM app, portal or sent by post.

## Charges

Q. What are the charges for the 7IM JISA?

A. Details of all fees and charges are set out in the 7IM fees and charges document for the relevant Investment Service.

This may be amended from time to time and, if applicable, any additional fee information will be provided to you or your financial adviser.

## Cancellation

Q. Can I change my mind?

A. You may cancel a JISA within 14 days of entering into an agreement for our services in respect of the JISA. During this 14 day cancellation period, HMRC will treat the position as if no subscription to a JISA had been made in the first place and your right to subscribe to an alternative JISA offered by another JISA provider within the same tax year will be unaffected.

Cancellation does not mean that investment transactions carried out prior to cancellation are themselves cancelled. If an investment transaction has been carried out and the value of the investment has fallen, you will bear the fall in value.

Cancellation does not affect your liability for fees and charges accrued and payable before cancellation, and up to the point of transferring your investments, or any third party charges incurred in transferring your investments.

If you exercise your right to cancel the Agreement, you may be liable to pay your Financial Adviser for advice or services received which led to you entering into the Agreement. You will need to discuss any such outstanding charges with your financial adviser and settle them directly.

# Other information

## Complaints

A copy of our complaints handling process is available on our website (www.7im.co.uk), from your Financial Adviser or from us on request.

If you ever need to complain about any aspect of the service you have received, you can contact us at the following address:

Compliance Director, 7IM, 1 Angel Court, London EC2R 7HJ

Telephone: 020 7760 8777

Email: complaints@7im.co.uk

A summary of our complaints procedure is available on request or via our website.

If you are unhappy with the outcome of 7IM's investigation, you can ask the Financial Ombudsman Service to review the matter. The Financial Ombudsman Service is there to help settle disputes between consumers and businesses providing financial services. Their contact details are:

The Financial Ombudsman Service at: Exchange Tower, Harbour Exchange Square, London E14 9SR

Telephone: 0800 023 4567 or 0300 123 9123

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

## Financial Services Compensation Scheme

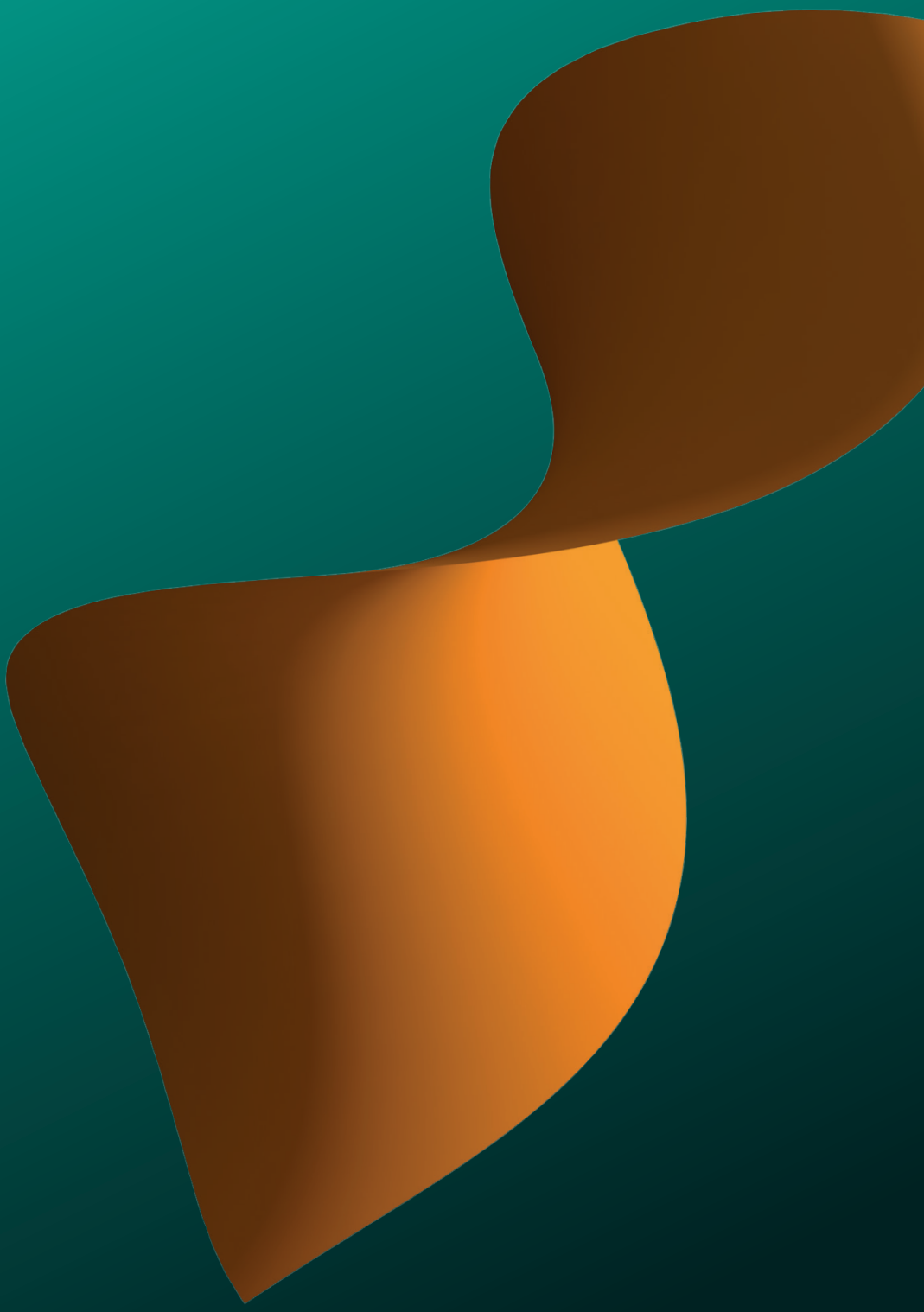
7IM is covered by the Financial Services Compensation Scheme (FSCS). This is a scheme that provides limited compensation for customers who might otherwise lose out if an FCA regulated firm is unable to pay claims against it.

If 7IM is unable to meet its obligations to you, then you may be eligible to make a claim for compensation under the FSCS.

FSCS contact details: 10th Floor, Beaufort House, 15 St Botolph Street, London
EC3A 7QU

Telephone: 020 7741 4100

Website: www.fscs.org.uk/contact-us





**How to contact us**

All communications from us to you will be in English.

If you have any questions, you can contact us using the details below:

7IM, 1 Angel Court, London EC2R 7HJ

Telephone: 020 7760 8777

Email: information@7im.co.uk

It is important that you inform us of any changes in your personal circumstances, such as your address details. Please either contact us directly or via your Financial Adviser, if you have one.

**You can find more information about these products in the client Terms & Conditions, available on our website.**

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