

# Application form and guidance notes for the 2023/24 Offers

This is the application form for the 2023/24 share offers for Northern Venture Trust PLC, Northern 2 VCT PLC, Northern 3 VCT PLC (together the Companies and each a Company).

## General information

Save where otherwise stated, words and expressions defined in the Prospectus dated 18 September 2023 apply to this document.

Before making an application, Applicants should;

- a) consider whether to (i) consult an independent financial adviser authorised under FSMA, (ii) submit their application through an 'execution only' intermediary or, (iii) apply directly.
- b) read the Prospectus published by the Companies dated 18 September 2023 (**Prospectus**) (a copy of which can be downloaded from <https://www.mercia.co.uk/vcts/>), including the Terms and conditions of application and guidance notes on how to complete the Application Form as detailed within this document.
- c) consult a person authorised for the purposes of FSMA, who specialises in advising on the acquisition of shares and other securities if they are in any doubt as to what action they should take.

Please complete the Application Form in full and unless instructed otherwise, please leave blank any questions that do not apply to you.

The Companies, the Manager, the Receiving Agent, and the Registrar cannot accept responsibility if any details provided by you, or your financial adviser or intermediary are incorrect.

## Application deadlines

The Offers will open to applications at 8:00am on 27 September 2023 and may close at any time thereafter, but, in any event, not later than close of business on 30 November 2023 in the case of the first allotment, and 12 noon on 28 March 2024 in the case of the last allotment.

## How to apply

Once the Offers open to applications, you may complete and submit your Application Form online via <https://www.mercia.co.uk/vct/>.

From a speed of processing perspective and to reduce their carbon footprint, the Companies recommend the use the online Application Form and to remit monies via bank transfer.

Alternatively, once the Offers open to applications, you may download a PDF copy of the Application Form from <https://www.mercia.co.uk/vct/>. Once downloaded, please complete and send your PDF Application Form via email to [northernvcts@city.uk.com](mailto:northernvcts@city.uk.com).

Or, via post/hand delivery to the Receiving Agent:

Northern VCTs Offers  
The City Partnership (UK) Ltd  
The Mending Rooms  
Park Valley Mills  
Meltham Road  
Huddersfield  
HD4 7BH

It is recommended that you use Royal Mail Special Delivery or Tracked mail and allow at least two working days for delivery.

If you email a copy of your Application Form to the Receiving Agent, please do not send a hard copy in the post.

Applications will be accepted on a "first-come, first-served" basis, subject always to the discretion of the relevant Board. **For these purposes, "first-come, first-served" shall be assessed based on the date and time of receipt of a fully completed Application Form, subject to receipt of application monies (in full) in cleared funds by the earlier of an Offer deadline or within five Business Days from receipt of application to retain the Applicant's priority position.** If application monies are not received within such time, the relevant date and time shall be when the Applicant's application monies are received in cleared funds. An application may not be considered eligible for allotment until identity verification is complete and/or, where relevant, information or supporting evidence required for the application is no longer outstanding.

**Each Board will decide, in its absolute discretion, to accept or reject applications.**

## Payment instructions

Payment can be made by bank transfer or cheque.

### Bank transfers

Bank transfers should be made to:

Bank name: **The Bank of Scotland plc**  
Account name: **City-Northern VCTs-Segregated**  
Account number: **22333865**  
Sort code: **80-22-60**

**Please reference payments using your initials and telephone number (alphanumeric, no spaces) from Section 2 of the Application Form.**

### Cheques

Cheques should be made payable to: **City-Northern VCTs-Segregated**

**Please reference payments using your initials and telephone number (alphanumeric, no spaces) from Section 2 of the Application Form.**

Please send your cheque to the Receiving Agent's address as noted above. You should allow at least three working days from the date of receipt for the cheque to clear.

## Nominee applications

If you are a nominee applying on behalf of beneficial owners, please complete and submit an Application Form for each beneficial owner with the relevant nominee details (CREST or otherwise) in Section 5 of the Application Form. Subject to the number of beneficial owners within the nominee, the Receiving Agent may configure an online Application Form pre-filled with the nominee's details to expedite the subscription process. Nominees should contact the Receiving Agent regarding the remittance of the associated subscription monies to ensure compliance with the Money Laundering Regulations.

## Tracking the status of your Application Form and subscription monies

In addition to email/post communications from the Receiving Agent concerning receipt of your application and associated monies\*, you may use the Receiving Agent's online tracking service to track the status of your Application Form and download a PDF copy of your Application Form.

The Receiving Agent's online tracking service is at: <https://cityvora.uk.com/offers/nrth-2324/tracking>.

For any new shares for which your application is accepted, the Receiving Agent will issue an email notification concerning the availability of the associated allotment letter and income tax relief certificate(s) for download via the online tracking service within 3 working days following the allotment. The Receiving Agent will issue the associated allotment correspondence by post within 10 working days following the allotment for applicants who do not provide an email address. The Registrar will issue the related share certificate(s) (where applicable) by post within 20 working days following the allotment.

To access the service, you need to provide (i) your unique application reference number (starting "NRTH-2324-"), which will be noted on the Receiving Agent's correspondence to you, (ii) your date of birth, and (iii) your National Insurance number or Unique Taxpayer Reference, as provided in your Application Form.

**\* The Receiving Agent will issue the relevant acknowledgement correspondence (by email or post) once the Application Form and monies are processed. Therefore, the Receiving Agent kindly asks Applicants and their financial intermediaries to refrain from ad-hoc requests to confirm the receipt of applications or associated monies.**

## Guidance notes & administrative queries

It is essential that you complete all relevant parts of the Application Form in accordance with the guidance notes at the back of this document. Please take the time to read the guidance notes carefully. If you have any administrative questions regarding the completion and return of the Application Form, please contact the Receiving Agent, The City Partnership (UK) Limited, on 01484 240 910 (Monday to Friday, excluding English public holidays, 9.00 am - 5.30 pm) or at [northernvcts@city.uk.com](mailto:northernvcts@city.uk.com).

The Companies, the Manager and the Receiving Agent respect your privacy and are committed to protecting your personal information. If you would like to find out more about how the Company, the Manager and the Receiving Agent use and look after your personal information, please refer to their privacy notices, which can be found at <https://www.mercia.co.uk/privacy-policy/> and <https://city.uk.com/privacy.html>.

**HM Revenue & Customs may inspect this Application Form. It is a serious offence to make a false declaration.**

## SECTION 1 – FINANCIAL INTERMEDIARY FIRM

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Please tick this box if a financial intermediary firm is associated with this Application.

If the financial intermediary firm is associated with a network or service provider/platform, please tick the relevant box below or provide the name of the network or service provider:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> GrowthInvest                      | <input type="checkbox"/> Openwork Ltd  | <input type="checkbox"/> Platform One |
| <input type="checkbox"/> Quilter                           | <input type="checkbox"/> SFIA          | <input type="checkbox"/> SimplyBiz    |
| <input type="checkbox"/> St James' Place Wealth Management | <input type="checkbox"/> Tenet Connect | <input type="checkbox"/> Tenet Select |

Other (please specify):

## SECTION 2 – APPLICANT DETAILS

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### Personal details

Title	Forename(s)	Surname
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Date of Birth
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### Current address

Address 1	Address 2
Address 3	City
Country	Postcode

### Previous address

For identity verification purposes, if you have lived at your current address for less than three years, please provide your previous address below:

Address 1	Address 2
Address 3	City
Country	Postcode

**Contact details**

The Receiving Agent and/or Manager would like to issue, via email, an acknowledgement of receipt of application and confirmation of receipt of monies. If you consent to such communication, please provide your email address below. Alternatively, the Receiving Agent will issue the relevant correspondence to you by post.

Email Address
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For applications accepted under the Offers, the Companies' Registrar will send the associated share certificate(s) in the post (if applicable).

As the Receiving Agent asks that you use your telephone number as part of your payment reference, please provide it below. The Receiving Agent and/or Manager may contact you via telephone regarding the processing of this application and the associated monies.

Telephone Number
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**UK tax residency details**

If you are a tax resident of the United Kingdom, please provide your National Insurance number below. Please provide your Unique Taxpayer Reference if you do not have a National Insurance number.

National Insurance number	Unique Taxpayer Reference
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**Non-UK -tax residency details**

Other than the United Kingdom, please list below any countries in which you are a tax resident and the associated Taxpayer Identification Number (TIN) or equivalent.

Country	TIN/Equivalent
Country	TIN/Equivalent
Country	TIN/Equivalent

The Companies, the Manager, the Receiving Agent and/or the Registrar may, if necessary, disclose information to HMRC and the IRS to satisfy its FATCA and/or CRS obligations.

**Existing Shareholder**

Regarding you or your spouse/partner, if you were an existing shareholder in one or more of the Companies on 14 June 2023, please provide the associated 11-digit shareholder reference(s) or CIN(s), as detailed on any recent correspondence from the Registrar. If you are the beneficial holder of shares in the Companies, please provide the name(s) of the nominee(s):

Shareholder Reference(s), CIN(s) or Nominee Name(s)
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Your shareholder reference is an 11-digit reference and may be located on any recent correspondence from the Registrar. If you or your spouse/partner cannot locate your 11-digit shareholder reference, please provide your initial(s), surname(s), and postcode(s) in the box above to assist the Companies with verifying your holding(s).

**The existing shareholder discount will only be applied to existing shareholders who include the appropriate information in the above box. Failure to enter the relevant information above will result in the existing shareholder discount not being applied.**

## SECTION 3 – APPLICATION AMOUNT

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**Application(s) must be for a minimum of £6,000 in aggregate across the Offers and a minimum of £2,000 per Company. If you are not applying to one of the Companies, please enter '0' in the associated box.**

I hereby offer to subscribe the following amount(s) (**including** any initial adviser fee to be facilitated as set out in Section 8) in **whole pounds sterling** for Offer Shares at the relevant Offer Price subject to the re-allocation instructions below and under the Terms and conditions of application as detailed within the Prospectus:

	Tax Year 2023/24
Northern Venture Trust PLC (£)	
Northern 2 VCT PLC (£)	
Northern 3 VCT PLC (£)	
<b>Total Application Amount (£)</b>	

Upfront income tax relief will be available for qualifying investors in respect of the full Application Amount accepted (i.e., **including** any initial adviser fee to be facilitated).

### Re-allocation/return instructions

In the event that one or more, but not all, of the Offer(s) for which I have applied has/have, or is/are deemed, closed at the time my Application Form is processed, then I hereby request the following:

- The amount in respect of the closed Offer(s) be **re-allocated** so that it is invested equally in all the remaining Offer(s) **for which I have applied**, and which is/are open.
- The amount in respect of the closed Offer(s) be **re-allocated** so that it is invested equally in all the remaining Offer(s) **which is/are open**.
- The amount in respect of the closed Offer(s) be **returned to me**.

**Please note that if you fail to tick a box above, or tick all three boxes, your application monies in respect of the closed Offer(s) will be returned to you. Any subscriptions that are reallocated will be reallocated in whole pound amounts.**

## SECTION 4 – PAYMENT

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The bank transfer or cheque should be for the Total Application Amount in Section 3 (i.e., including any initial adviser fee for facilitation as detailed in Section 8).

Applications will not (unless otherwise agreed by the Companies) be regarded as valid unless cleared funds are received in respect of the application. **Applications with cleared funds by the earlier of an Offer deadline or within five Business Days from the time of receipt of a fully completed Application Form will be given priority.**

Please confirm the method of payment below:

Bank transfer

Bank Transfers should be made to:

**Bank name:** The Bank of Scotland plc  
**Account name:** City-Northern VCTs-Segregated  
**Account number:** 22333865  
**Sort code:** 80-22-60  
**Reference:** [your initials followed by your telephone number as detailed in section 2 (alphanumeric, no spaces)]

Cheque

Cheques should be made payable to 'City-Northern VCTs-Segregated' with the following reference noted on the reverse of the cheque: *your initials followed by your telephone number as detailed in section 2 (alphanumeric, no spaces)*. Cheques should be posted to the Receiving Agent at the following address:

**Northern VCTs Offer**  
**The City Partnership (UK) Limited**  
**The Mending Rooms**  
**Park Valley Mills**  
**Meltham Road**  
**Huddersfield**  
**HD4 7BH**

It is recommended that you use Royal Mail Special Delivery or Tracked mail and allow at least two working days for delivery. Please allow three working days for cheques to clear.

### Remitting bank account details

Regardless of the payment method, please provide the details of the remitting bank account below.

Unless your intermediary, or investment platform, has **pre-agreed** alternative arrangements with the Receiving Agent, the bank account should be sterling denominated, held at a UK regulated credit or electronic money institution and in **your name (sole or joint)** – the Companies do **NOT** accept payments from business accounts or third parties, including a spouse/civil partner.

Account in name of	
Sort Code	Account Number

## SECTION 5 – SHAREHOLDING PREFERENCES

### Registration

For any new Shares for which this application is accepted, please confirm your shareholding registration preference:

Individual certificated shareholding  Nominee (CREST or otherwise) shareholding

### Nominee

If you have elected to hold any new Shares for which your application is accepted in a nominee (CREST or otherwise), please provide the relevant details below:

CREST Participant ID	CREST Member Account ID
Nominee Name	

Nominee Contact Name	Nominee Contact Telephone number
Nominee Contact Email Address	

Address 1	Address 2
Address 3	City
Country	Postcode

The “Communications” and “Dividends” sections below concern individual certificated holdings only. Applicants who wish to hold new Shares within a nominee (CREST or otherwise) should contact the nominee regarding their preferences following the relevant allotment.

### Communications

The Companies are required to communicate with you in respect of your shareholding(s). Please select one of the options below regarding your communication preference.

Notifications by email  Notifications by post  Hard copy documents by post

If you are an existing Shareholder in a Company, **the above election will be applied to the existing shareholding account to which your new Shares are allotted** (irrespective of any previous election).

### Dividends

For any dividends that may, from time to time, become due on any new Shares which stand in your name on the Companies’ registers, please confirm your payment preference by ticking the relevant boxes below. If you are an existing Shareholder, **your selection below will apply to your total shareholding in the Companies from the date of allotment of any Offer Shares.**

	Cash (cheque)	Cash (bank transfer)	Dividend Investment Scheme
Northern Venture Trust PLC			
Northern 2 VCT PLC			
Northern 3 VCT PLC			

## Dividend bank mandate

If your dividend preference is “Cash (bank transfer)”, please provide the details of the bank account into which you wish the relevant Company to pay any dividends below. The bank account should be a pound sterling account held at a UK-regulated credit or e-money institution in the sole/joint name of the Applicant.

Account in name of	
Sort Code	Account Number

## SECTION 6 – APPLICANT DECLARATION

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By signing (or equivalent) and submitting this Application Form, I hereby irrevocably declare that:

1. I have read and understood, and agree to be bound by, the Terms and conditions of application and the Prospectus and as further set out in this Application Form.
2. Where applicable, I confirm that I have read, understood and accept the terms and conditions of the relevant Company’s Dividend Investment Scheme(s).
3. To my knowledge, I have provided accurate information and I have signed or personally inserted my name and electronic signature below. Where I/we have completed this Application Form on behalf of the Applicant, I/we confirm that the Applicant has given me/us the authority to do so\*.
4. Where applicable, I confirm the amount of the initial adviser charge payable to my financial intermediary set out in Section 8 and agree to the Companies facilitating payment of such as set out in this Application Form.
5. I accept that my personal circumstances may change during the lifetime of my investment. I will notify the Companies in the event there are changes to my personal circumstances.
6. If my financial intermediary has classified me as a Professional Client for the purposes of this application, I am aware of the risks involved in such classification and of the rights I am giving up and I wish to be treated as a Professional Client in respect of my application.
7. I hereby authorise the Companies, the Receiving Agent and the Registrar (in each case as relevant) to provide, to the financial intermediary (including any associated network or service provider) noted in Section 7 (or such replacement financial intermediary as notified in writing) upon request, information regarding my shareholdings in the Companies (including any existing Shares).

\*Please confirm below whether this Application Form will be signed by or on behalf of the Applicant:

- I am the Applicant and will personally sign below.
- I am the Applicant’s financial intermediary (as per Section 7) and will sign below on behalf of the Applicant.
- I am not the Applicant’s financial intermediary, but the Applicant has given me the authority to sign this Application Form on their behalf. I will provide the power of attorney, or a copy thereof duly certified in ink by a solicitor or bank to the Receiving Agent, by post, and use the Applicant’s initials and telephone number as the reference (i.e., the same reference as used for payment of application monies).

Signature	
Print Name	Date

IF APPLICABLE, THE REMAINDER OF THE APPLICATION FORM MUST BE COMPLETED BY AN AUTHORISED REPRESENTATIVE OF THE ASSOCIATED FINANCIAL INTERMEDIARY FIRM.

## SECTION 7 – FINANCIAL INTERMEDIARY DETAILS

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### Firm details

Firm Name	Firm FCA Number
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### Individual adviser/intermediary details

The Receiving Agent will use these contact details to issue application acknowledgements, or in the event of any queries in respect of this Application Form or intermediary fees/commissions.

Name
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Email Address
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Telephone Number
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If this Application Form is associated with St James's Place Wealth Management, please provide the relevant Partner Code in the box below. Failure to provide a valid Partner Code will delay the processing of this Application Form.

SJP Partner Code (if applicable)
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## SECTION 8 – FINANCIAL INTERMEDIARY REMUNERATION

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Please confirm the nature of the service provided to the Applicant by ticking one of the boxes below:

- (A) This is an 'advised-own' case (adviser subscribing on behalf of themselves) or I have provided financial advice to the Applicant who is a Retail Client (per COBS 3.4) of the firm, and we have agreed an adviser charge (NIL or otherwise), which complies with COBS 6.1A.
- (B) We have acted in an execution-only capacity on behalf of the Applicant for which we are entitled to 2.5% commission per COBS 2.3/2.3A and any other applicable FCA regulations.
- (C) We have provided restricted advice to the Applicant, who is a Professional Client (as per COBS 3.5) of the firm, for which we are entitled to 2.5% commission per COBS 2.3/2.3A and any other applicable FCA regulations.

### Adviser charge

If you have ticked (A) above, please insert the adviser charge agreed with the Applicant in the box below **in whole pounds**. Please enter "0" if NIL or if you have made alternative payment arrangements with the Applicant or if this application is in respect of your own investment. The maximum initial adviser charge the Companies may facilitate is 4.5% of the total application amount detailed in Section 3.

(£)
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### Initial Commission

If you have ticked (B) or (C) above, please insert the initial commission you wish to waive (up to 2.5% of the total application amount) for the benefit of the Applicant in the box below (**please enter '0' if NIL**):

	%
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**Payment administration**

Please confirm the firm’s bank account into which any initial facilitated adviser charge or commission payment associated with this application should be paid:

Account in name of	
Sort Code	Account Number

If this Application Form is associated with St James’s Place Wealth Management, please provide the relevant AOR number in the box below. Failure to provide a valid AOR number will delay the processing of this Application Form.

SJP AOR Number (if applicable)
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**Firm’s finance department email address**

If you would like your firm’s finance department to receive a copy of a statement of payment, please provide the relevant email address below. Please note that, where applicable, the Receiving Agent will email a copy of the statement to the individual adviser/intermediary detailed in Section 7.

Firm’s Finance Department Email Address
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**Please note that retrospective requests for additional copies of statements will be issued by the Receiving Agent in return for a £10 administration fee.**

**SECTION 9 – FINANCIAL INTERMEDIARY DECLARATION**

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By signing (or equivalent) and submitting this Application Form, we, the financial intermediary identified in Section 7, confirm that:

1. We have read and understood, and agree to be bound by, the Terms and conditions of application and the Prospectus and as further set out in this Application Form.
2. We have applied customer due diligence measures on a risk-sensitive basis regarding the application to the standard required by the Money Laundering Regulations within the guidance for the UK financial sector issued by the Joint Money Laundering Steering Group. If the Companies or the Manager, or the Receiving Agent require additional information to accept the application, we will provide it to them within two Business Days of receiving their request.
3. We confirm our understanding of the characteristics of the Companies (including risks, fees and charges) and that this has been clearly explained by us to the Applicant. We confirm that the Applicant falls within the Companies’ identified and intended target market, and are comfortable that the Companies offer fair price and value when aggregated with any distributor related fees and charges.
4. Where we have advised the Applicant concerning an investment in the Companies, such investment is considered suitable for the Applicant in their current circumstances. Unless otherwise communicated to the Companies, we confirm that no Applicant vulnerabilities have been identified. We undertake to notify the Companies immediately should we become aware of a change in the Applicant’s circumstances.
5. Our details included in this Application Form are true and accurate.
6. We undertake to notify the Companies of any changes to our details provided above or if the Applicant ceases to be our client regarding their investment in the Companies.
7. Where we have completed and signed this Application Form on behalf of the Applicant, we confirm that we are duly authorised by the Applicant to do so (and will provide the power of attorney or a copy thereof duly certified in ink by a solicitor or bank on request).
8. The individual who has signed the form has the authority to sign this declaration on behalf of the financial intermediary firm detailed in Section 7.

Signature	
Print Name	Date

## GUIDANCE NOTES

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Save where the context otherwise requires, words and expressions defined in the Prospectus dated 18 September 2023 apply to this document.

Please read the following notes in conjunction with the Application Form and the Terms and conditions of application.

If you are in any doubt as to what action you should take, you should consult a person authorised for the purposes of the Financial Services and Markets Act 2000 (as amended) (“FSMA”), who specialises in advising on the acquisition of shares and other securities.

If you have any administrative questions regarding the completion and return of the Application Form, please contact the Receiving Agent, The City Partnership (UK) Limited, on 01484 240 910 (Monday to Friday, excluding English public holidays, 9.00 am - 5.30 pm) or email [northernvcts@city.uk.com](mailto:northernvcts@city.uk.com).

Where applicable, please complete the Application Form in BLOCK CAPITALS and use black/blue ink.

**SECTIONS 1 – 6 OF THE APPLICATION FORM MAY BE COMPLETED BY THE APPLICANT, THE APPLICANT’S FINANCIAL INTERMEDIARY, OR AN INDIVIDUAL ON BEHALF OF THE APPLICANT WHO IS AUTHORISED TO DO SO.**

### Section 1 – Financial Intermediary Firm

Please tick the box if a financial intermediary firm is associated with the application. If the financial intermediary firm is associated with a network or service provider/platform, please tick the relevant box, or enter the name of the network or service provider in the box provided.

### Section 2 – Applicant Details

Please provide your full name, date of birth, current address, previous address (if you have been at your current address for less than three years), email address (if you have one), telephone number, National Insurance number (NINo) (if you have one), Unique Taxpayer Reference (if you do not have a NINo), and non-UK tax residency details (if any).

The Companies are legally required to collect information about the tax residency and classifications of new Shareholders which may be shared with HMRC.

Regarding you or your spouse/partner, if you were an existing shareholder in the Companies on 14 June 2023, please provide your shareholder reference(s) (an 11-digit number found on any recent Equiniti correspondence) or City CIN(s) or the name of the nominee(s) in which you hold Shares. If you or your spouse/partner cannot locate your 11-digit shareholder reference or CIN(s), please provide your initial(s), surname(s), and postcode(s) in the box provided to assist the Companies with verifying your holding(s).

We appreciate that providing this information may require additional work on your part; however, our reason for asking is to avoid duplicate entries in the registers and, thereby, avoid sending you duplicate copies of communications.

It is important that this section of the Application Form is completed clearly and accurately, as the Receiving Agent will send application acknowledgement correspondence (by email or post) to the address details in this section. If the application is successful, the Registrar will enter the name and address from this section onto the relevant Company’s register and on the associated tax and share certificates.

### Section 3 – Application Amount

Please insert the amount of money (whole pounds sterling) you wish to subscribe for new Shares. The total application amount must be for a minimum value of £6,000 (including any initial adviser charge to be facilitated). Income tax relief is available on the total application amount (i.e., including any initial adviser charge to be facilitated). The maximum aggregate investment in Venture Capital Trusts (including shares issued under a dividend reinvestment scheme) on which tax reliefs are available is £200,000 per tax year.

In the event that one or more, but not all, of the Offer(s) for which you have applied has/have, or is/are deemed, closed by the time your Application Form is processed, please tick the relevant box (one only) to denote your instructions on how you want your application to that/those Offer(s) to be re-allocated or whether you want your application to that/those Offer(s) to be returned.

If all of the Offers to which you have applied have, or are deemed, closed by the time your Application Form is processed, the total amount of your application will be returned to you.

In the event that you choose to have your application re-allocated, you will be informed of the allocation of your application as a result of the re-allocation, following the allotment of your new Shares.

Please note that subscriptions will be reallocated in whole pound amounts.

If you have requested that your application in respect of a closed Offer be returned to you, monies will be returned to you by bank transfer as indicated by you in Section 4, subject to the satisfactory completion of any verification of identity checks, at the risk of the person(s) entitled thereto.

## Section 4 – Payment

You can pay by bank transfer (to the Bank of Scotland plc account details of which are set out in Section 4 of the Application Form) or cheque. Your payment must relate solely to your application.

Your bank transfer or cheque must be drawn in pounds sterling from an account with a UK-regulated credit or e-money institution, which is in your sole or joint name, and must bear, if a cheque, the appropriate sort code in the top right-hand corner.

Your payment, whether via bank transfer or cheque, must also include an alphanumeric reference comprising your initials and telephone number provided in Section 2. Please detail this reference in the payment reference field on the bank transfer payment instruction or on the back of the cheque. For example, the payment reference for an Applicant with the name Ms Mary Jane Bloggs and telephone number +44 (0)123 456 7891, should be MJB01234567891.

To pay by cheque, you should send a cheque, as per the details provided, to the Receiving Agent (with the Application Form if you have not applied online or emailed the application to the Receiving Agent) at the address provided. Cheques may be presented for payment on receipt. Application Forms accompanied by a post-dated cheque will not be accepted. It is recommended that you use Royal Mail Special Delivery or Tracked mail and allowing at least two working days for delivery. You should allow three working days for cheques to clear.

Regardless of your payment method, you should provide the details of your remitting bank account to allow the Receiving Agent to match, reconcile, and confirm receipt of the monies. Verification of your remitting bank account also forms part of the Companies' checks under the Money Laundering Regulations. The bank account should be a pound sterling account held at a UK-regulated credit or e-money institution in your sole/joint name.

The Receiving Agent cannot take responsibility for correctly identifying payments without a reference nor where a payment has been received but without an accompanying Application Form. The right is reserved to reject any application in respect of which the bank transfer or cheque has not been cleared on first presentation. Any monies will be returned by bank transfer to the remitting account subject to the satisfactory completion of any verification of identity checks, at the risk of the person(s) entitled thereto.

The Receiving Agent will acknowledge receipt of the Application Form (online, email, or post) by email (to email address provided in Section 2, if any) or post. Further, the Receiving Agent will also issue confirmation of receipt of payment, by email or post, once the monies have been matched to the Application Form.

Any financial intermediary associated with the application, as detailed in Section 7, will receive copies of the Receiving Agent's acknowledgement correspondence by email.

## Section 5 – Shareholding Preferences

You must confirm your shareholding registration preference for any new Shares for which the application is accepted.

If you wish for any new Shares for which the application is accepted to be allotted to a nominee (CREST or otherwise), please enter the nominee details in the relevant boxes.

**The “Communications” and “Dividends” sections below concern individual certificated holdings only. Applicants who wish to hold new Shares within a nominee (CREST or otherwise) should contact the nominee regarding their preferences following the relevant allotment.**

The Company would like to communicate with you electronically in respect of your shareholding in the Company. The Articles of the Company provide authority to use electronic means to convey information to shareholders, including, but not limited to, sending, and supplying documents or information to shareholders by making them available on a website. This means that you will receive notifications by email (where you have provided an email address in Section 2) or by letter that information and/or documents are available on the Company's website.

We will notify you when documents and information are available to access on the website, and we will provide you with (i) the address of the website, (ii) the place on the website where the documents and information may be accessed; and (iii) details of how to access the documents or information.

Regarding any new Shares for which your application is accepted, please confirm how you would like the Company to communicate with you.

Please note that you have the right to opt out of electronic communications at any time and revert to receiving hard copies of documents by post, by emailing [northernvcts@city.uk.com](mailto:northernvcts@city.uk.com) or calling 01484 240 910 (Mon-Fri, 9 am-5.30 pm, excl. English public holidays). If you do not

confirm a communications preference and you're a registered holder of Shares, the Company will send hard copy documents to you by post to the address provided in Section 2.

For any dividends that may, from time to time, become due on any new Shares that stand in your name on the relevant Company's register, please confirm your payment preference by ticking the relevant box.

If you wish to participate in a Company's dividend investment scheme ("DRIS"), having first read and understood the terms and conditions of the scheme which can be found in the Prospectus, please tick the appropriate box.

If you are an existing shareholder, your dividend preference selection will apply to your total shareholding in the relevant Company.

If your dividend preference is "Cash – Bank Transfer", you must provide the details of the bank account into which you wish the associated Company to pay any dividends. The bank account should be a pound sterling account held at a UK-regulated credit or e-money institution in your sole/joint name.

## Section 6 – Applicant Declaration

Please confirm whether you will sign the Application Form or if it will be signed on your behalf.

If the signatory is not your financial intermediary, but you have given the signatory authority to sign the Application Form on your behalf, the signatory must provide the power of attorney, or a copy thereof duly certified in ink by a solicitor or bank, to the Receiving Agent at the address below and use the Applicant's initials and telephone number as the reference (i.e., the same reference as used for payment of application monies).

Northern VCTs Offers  
The City Partnership (UK) Limited  
The Mending Rooms  
Park Valley Mills  
Meltham Road  
Huddersfield  
HD4 7BH

The signatory must sign, state their name, and date the Application Form in Section 6. By signing and dating the Application Form, the Applicant agrees to subscribe for new Shares at the relevant Offer Price on the Terms and Conditions of the Offers as set in the Prospectus.

**If the Application Form is not signed, the Receiving Agent will not be able to process the application and the application monies will be returned to the remitting account by bank transfer, subject to the satisfactory completion of any verification of identity checks, at the risk of the person(s) entitled thereto.**

**IF APPLICABLE, THE REMAINDER OF THE APPLICATION FORM (SECTION 7 ONWARDS) MUST BE COMPLETED BY AN AUTHORISED REPRESENTATIVE OF THE ASSOCIATED FINANCIAL INTERMEDIARY FIRM.**

## Section 7 – Financial Intermediary Details

Please detail the name of the firm, the firm's FCA number, the individual adviser's/intermediary's name, email address, and telephone number. The Receiving Agent will use these contact details to issue application acknowledgements, or in the event of any queries in respect of this application or intermediary fees/commissions. The right is reserved to reject any application or withhold any payment of fees or commission if the Companies are not, at their sole discretion, satisfied that the intermediary (firm or individual) is authorised or is unable to identify the intermediary (firm or individual) based on information provided.

If the Application Form is associated with St James's Place Wealth Management, please provide the relevant Partner Code in the box provided. Failure to do so will delay the processing of the Application Form.

## Section 8 – Financial Intermediary Remuneration

Please confirm the nature of the service provided to the Applicant by ticking one of the boxes provided.

Please tick box (A) if this is an 'advised-own' case (i.e., the individual adviser is subscribing on behalf of themselves) or if the individual adviser has provided financial advice to the Applicant, who is not a Professional Client (as per the FCA's Conduct of Business Sourcebook ("COBS") 3.5) and agreed on an initial adviser charge (nil or otherwise) with the Applicant which complies with COBS 6.1A. Please enter the initial adviser charge for facilitation in pounds sterling in the box provided (please enter "0" if NIL or if the application is in respect of your own investment). If the individual adviser does not want the Companies to facilitate payment of the initial adviser charge, or if the individual adviser has made alternative payment arrangements with the Applicant, please enter "0" in the box provided.

Please tick box (B) if the intermediary has acted in an execution-only capacity on behalf of the Applicant, so is entitled to receive commission in accordance with COBS 2.3/2.3A and any other applicable FCA regulations.

Please tick box (C) if the intermediary has provided restricted advice to the Applicant, who is a Professional Client (as per COBS 3.5) of the firm, so is entitled to receive commission in accordance with COBS 2.3/2.3A and any other applicable FCA regulations.

In respect of (B) and (C), the intermediary may waive up to 2.5% of the initial commission for the benefit of the Applicant. Please insert the % amount of initial commission to be waived in the box provided (please enter "0" if NIL).

Please confirm the bank account into which any initial adviser charges or commission payments associated with the application should be paid by bank transfer.

If the Application Form is associated with St James's Place Wealth Management, please enter the relevant AOR Number in the box provided. Failure to do so will delay the processing of the Application Form.

If a copy of a statement of fee/commission payment should be sent to the firm's finance department, please provide the relevant email address in the box provided. Please note that where applicable, the Receiving Agent will email a copy of the statement to the individual adviser/intermediary detailed in Section 7.

Retrospective requests for additional copies of statements will be issued by the Receiving Agent in return for a £10 administration fee.

### Section 9 – Financial Intermediary Declaration

An individual with the authority to sign on behalf of the financial intermediary firm detailed in Section 7 must sign and date the Application Form in Section 9.

## MONEY LAUNDERING NOTICE

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Per the Money Laundering Regulations, an Applicant's identity must be verified before allotting new Shares under the Offers. Verification of identity is a routine step associated with the application process. It ensures that Applicants (i) are who they say they are, (ii) that they have not acquired the application monies illegally, and (iii) that they are not attempting to use the Companies or the Receiving Agent as part of criminal activity.

**Please note that the Companies cannot allot new Shares to an Applicant whose identity cannot be verified.**

**For applications made via a financial intermediary**, the intermediary should complete verification of the Applicant's identity. By signing the Application Form, the financial intermediary confirms that they have verified the identity of the Applicant to the standard required by the Money Laundering Regulations within the guidance for the UK financial sector issued by the Joint Money Laundering Steering Group, and that if the Companies, Manager and/or the Receiving Agent request additional information in connection with that verification, they will provide it within two Business Days of receiving the request.

**For direct applications**, the Receiving Agent will use the Applicant's personal information from the Application Form to verify their identity through Veriphy, a specialist anti-money laundering ("AML") compliance solution provider. Veriphy's AML checks include identity and UK address validation as well as integral mortality, departure, sanction, and politically exposed person searches. **Veriphy's checks have no impact on an Applicant's credit score or their ability to obtain credit.**

In the small number of cases where Veriphy is unable to verify the Applicant's identity sufficiently, the Receiving Agent will need the Applicant to supply evidence of their identity and will contact the Applicant (or their financial intermediary if applicable) to request copies of the relevant documents (typically, an original or certified copy of a passport or driving licence, as well as a recent bank statement or utility bill) and explain how they should be provided. Please note that failure to provide satisfactory evidence following such a request may result in a delay in processing an application or, at the point of the Offers closing to applications, the application being treated as invalid. The Companies will return monies associated with an invalid application upon satisfactory completion of any associated verification of identity checks.

**Note:** The Companies and the Receiving Agent may, in their absolute discretion, and regardless of the application amount and/or the involvement of a financial intermediary, require identity verification.