

Application form for IPsx Approved Valuers

May 2019

IPsx Approved Valuers application form

Introduction

This form should be completed by **Applicants** seeking to become an **IPsx Approved Valuer**.

All Member Firms are bound by the **IPsx Rules** and must ensure compliance with these rules. The Rulebook is available at ipsx.com/rules-and-guidance

Queries

If you have any queries regarding the completion of this form, please contact:

IPsx Market Regulation Team

+44 (0)20 3931 8765

regulation@ipsx.com

Send form to

Please return the completed application form to IPsx Market Regulation. Scanned copies of the form and supporting documents should be emailed to [**regulation@ipsx.com**](mailto:regulation@ipsx.com)

If there is not enough space for any answer in this form, please complete the answer in a separate document and attach it with this application form.

Check list (before sending)

Scanned copies of the whole form ready to be emailed to the above address?

 Yes:

Scanned copies of the supporting documents ready to be emailed to the above address?

 Yes:

All signatures provided?

 Yes:

IPsx Approved Valuers application form

Please complete the form using **BLOCK CAPITALS** or typed and all signatures must be original or scanned electronic signatures.

Terms in **bold** in this form have the meaning given to them in the **IPsx Rules**.

A. Applicant information

Full name of the **Applicant**:

Trading name (if different):

Registered number:

Registered office in country of incorporation:

Address:

Town:

Country:

Postcode:

Tel:

Email:

Business address:

Address:

Town:

Country:

Postcode:

Tel:

Email:

A1.

Legal status of the **Applicant** (e.g. public limited company, private limited company, limited liability partnership, etc.):

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A2.

Place and date of company incorporation or formation:

	Date:
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A3.

Primary contact for the purposes of this application:

Name:	Title:
Email:	Tel:

A4.

If the **Applicant** is a private or unlisted company, please provide names of all the company's directors:

Full name:	Position:

A5.

If the **Applicant** is a private or unlisted company, please provide names of persons who own or control over 10% of its shares or voting rights:

Full name:	% Shareholdings:	Relationship to the Applicant :

A6.

If the **Applicant** is a private or unlisted company, please provide the names of any other persons who otherwise exercises control over the management of the company:

Full name:	Relationship to the Applicant :

A7.

Has the **Applicant** previously applied to be an **IPsx Approved Valuer**?

Yes:	No:
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If yes, please provide details of any previous applications, including the names of individuals and dates of submission:

Contact:	Company:	Date:

B. RICS registration

B1.

Can you confirm that the **Applicant** is a member of the **RICS Registered Valuer Scheme**?

 Yes: No:

B2.

Named individuals who will be completing **IPSX valuation services** and their years of relevant experience (list below full names, position in company and RICS membership numbers):

Full name:	Position:	Years of relevant experience:	RICS membership number:

B3.

Please confirm that the **Applicant**, including the individuals named in B2 above, is able to carry out **Red Book Regulated Purpose Valuations** and **Secured Lending Valuations**:

 Yes:

B4.

In addition to being regulated by the RICS, is the **Applicant** also authorised by the FCA or another EEA Competent Authority?

 Yes: No:

If yes, please state the name of the **Applicant's** Competent Authority and reference number:

C. Experience

Please list below examples of **Red Book valuations** which the **Applicant** has produced in the three years preceding the application date for (please list in as much detail as possible):

Financial Statements:

Transaction:	Role performed:	Individual(s) involved:	Date of transaction:

Stock Exchange listings for inclusion in prospectuses, shareholder circulars or AIM admission documents:

Transaction:	Role performed:	Individual(s) involved:	Date of transaction:

In connection with takeovers and mergers (in the UK):

Transaction:	Role performed:	Individual(s) involved:	Date of transaction:

Collective investment schemes:

Transaction:	Role performed:	Individual(s) involved:	Date of transaction:

Secured Lending:

Transaction:	Role performed:	Individual(s) involved:	Date of transaction:

D. Disciplinary History

Please include details of any regulatory intervention, criticism or disciplinary action in relation to the **Applicant** or individuals of the firm that will be carrying out or have responsibility for activity in connection with **IPsx**, and where relying on membership of a **designated professional body**, any similar actions taken by that body. This should include the names of the individuals, the type of action, the date of the action and by which regulatory body:

E. Conflicts of Interest

E1.

Please confirm that a copy of the **Applicant's** Conflicts of Interest policy is provided alongside this application form:

Yes:

E2.

a) Please indicate what other services, if any, does the firm intend to provide on **IPsx**:

IPsx Lead Adviser

Yes:

Market Maker

Yes:

Broker

Yes:

b) If the **Applicant** does intend to provide other services on **IPsx**, please outline below how the **Applicant** plans to manage any conflicts of interest that may arise between these functions:

E3.

a) Is the **Applicant** an investor in, or have any other relationship with **IPsx Group Limited**?

Yes:

No:

b) If the **Applicant** has any interest in or relationship with **IPsx Group Limited** and its subsidiaries (including **IPsx Group Limited** Directors or other senior management), please outline below how the **Applicant** plans to manage any conflicts of interest that may arise:

E4.

If the **Applicant** has identified any other potential conflicts of interest which may arise if it were to become an **IPsx Approved Valuer**, please state them below. Please also outline how the **Applicant** plans to manage these potential conflicts of interest:

F. Systems and Controls

F1.

Confirm your firm has a working knowledge of the **IPsx Rules** as they impact upon **IPsx Approved Valuers**:

F2.

Summarise what training employees engaged, or likely to be engaged, in the provision of **valuation services** to **IPsx Issuers** will receive in respect of **IPsx Rules** and associated procedures:

F3.

Confirm the structure of the team which will be completing the **valuation services**, specifically highlighting reporting lines (attaching a team organogram to the application is acceptable):

F4.

Summarise what procedures and controls are in place to ensure that you will adhere to the RICS Global Professional and Ethical Standards, RICS Rules of Conduct for Firms and Members and RICS Professional Standards and Guidance, Global Conflicts of Interest:

F5.

How will the **Applicant** monitor compliance with **IPsx Rules** by employees engaged in the provision of valuation services to an **IPsx Issuer**?

F6.

Confirm you intend to complete **IPsx valuation services** on a continuous basis for an Issuer once appointed:

G. Remuneration

G1.

Please provide details on what basis the **Applicant** intends to charge **IPsx Issuers** for their services as an **IPsx Approved Valuer**:

J. General data protection disclosure

The **Exchange** and the **Applicant** shall comply with the provisions of Appendix 2 of the **IPsx Admission Agreement** (Data Protection).*

* www.ipsx.com/media/uploads/documents/IPsx_Admission_Agreement.pdf

H. Declaration by officers of the Applicant

I am/we are authorised to make this application for approval as an **IPsx Approved Valuer** on behalf of the **Applicant** named in Section A.

I/We will notify **the Exchange**, as soon as is practicable, of any regulatory intervention, criticism, or disciplinary action in relation to the **Applicant** or individuals of the firm that will be carrying out or have responsibility of activity on **IPsx**, of which the Exchange might reasonably expect notice.

I/We understand that the **Exchange** may require me/us to provide further information or documents at any time after I/we have sent the application and before the **Applicant** has been approved as a **IPsx Approved Valuer**.

I/We authorise the Royal Institute of Chartered Surveyors to provide to **IPsx** information about the **IPsx Approved Valuers**, and their individual valuers, which could impact on **the Exchange's** view of the **IPsx Approved Valuer's** compliance with its continuing obligations under **IPsx Rules**.

I/We will notify **the Exchange** immediately of any conflicts of interest that may arise and will immediately deal with the conflict based on our conflicts policy.

I/We understand that the **Exchange** may require me/us to provide further information or documents at any time after I/we have sent the application and before the **Applicant** has been approved as an **IPsx Approved Valuer**.

I/We confirm the **Applicant** agrees, if approved, to comply with and be bound by the **IPsx Rules** which are or may be in force from time to time.

I/We agree to the terms of the **IPsx Admission Agreement**.

This declaration must be signed by two directors of the **Applicant**, or, in the case of a partnership, by two partners. One should have management responsibility for the provision of **IPsx Approved Valuer** services; the other should have responsibility for compliance by the **Applicant** with the **IPsx Rules**.

Full name:

Position:

Overall responsible for compliance with the **IPsx Rules**?

Yes:

Signature:

Date:

Full name:

Position:

Overall responsible for compliance with the **IPsx Rules**?

Yes:

Signature:

Date:

Applicants should be aware that processing an application will be delayed if the information and/or documentation submitted to the **Exchange**, at any stage of the approval process, is found to be inaccurate or incomplete.



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