**Award Category: Investment Team of the Year\*  
Nominee Organisation:**

**Nominee Country:**

**Word Count:**

**Quantitative Data: As part of the entry process for Investment Team of the Year you will need to submit an additional data submission (Part B), which carries a weighting of 40%. Please ensure you send the required data by email to** [**pca@step.org**](mailto:pca@step.org) **by midnight on 23 April in order for your entry to be considered. To view the quantitative data required please visit** [**https://pca.step.org/investment-team-year**](https://pca.step.org/investment-team-year)**. Graphs and charts can be included to support the quantitative data.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Your client service proposition and team capabilities in particular:

• Your client onboarding process and how you handle structures that are more advanced.

• Experience and knowledge of working with the more complex structures used in trust and estate planning.

1. The way your firm communicates and engages with clients and their advisors including:

•The frequency, relevance and clarity of communications, in particular the way fees and risks are explained to clients. *\*A redacted copy of a client report to support this will need to be sent through to* [*pca@step.org*](mailto:pca@step.org) *by midnight on 23 April.*

1. The overall investment proposition of the firm including details of the following:

• The key investment decisions made over the past 12 months (1 May 2020– 23 April 2021) and how they affected client outcomes.

• How the firm monitors and manages investment risk.

\*Please note all entries will be judged using the criteria stated above with each point having equal weighting which comprises 60 per cent of the total mark. All entrants must submit additional quantitative data, which carries a weighting of 40 per cent. Entrants must cover all points and note that the awards are intended to highlight those that have achieved particular success over the past year (1 May 2020 – 23 April 2021). All text within the document including any references and appendices will be included in the 1100 word count. **As of 2021,** **URL links are not permitted within the submission.**