



Alternatives

# Application Process Guide

Pembroke VCT



## Application

Advisers can access the application via <https://www.pembrokevct.com/home/current-offers/>

Click the 'Apply Now' button to access the online application system. They will receive an email with a password to access the application. They can then prefill all relevant sections before sending the link and password to the client to complete and submit.



## Verification

Once the client submits, the adviser and client receive an acknowledgement email.

\*In some circumstances, the custodian may require additional information, if so, Pembroke will contact the adviser directly.



## Payment

Payment details are in the app form (section 4). They can also be accessed from the tracking service (a link is provided in the application acknowledgement email). Once funds are cleared and matched, City (Administrator) will send a funds acknowledgement email to both adviser and client.



## Allotment

Following allotment of funds, the adviser and client are issued an 'Allotment' email.

Within this email it directs you to the tracking service to access the allotment letter and Income Tax Relief Certificate.



## Portal

Following the allotment of shares, City offers an online hub and once registered, advisers and clients can view transaction details, dividend history and share certificate information.

The hub can be accessed here: <https://pembroke-vct.cityhub.uk.com>

For updates on Pembroke VCT directly, please visit <https://www.pembrokevct.com/news/>

## Get in Touch

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