

TRANSACTION CHECKLIST

The Financial Conduct Authority (FCA) requires us to carry out client verification checks. In order to process your investment as quickly as possible we need to be able to verify you as a client and in the case of a redemption, we require the bank details of where you would like the proceeds to be paid.

The checklist below outlines the documentation we require before we can carry out your request. Please refer to this list before making a transaction with us.

1. Client verification

In order to verify you as a client, we require **two documents** from the following list. Please note these must be separate documents.

- Current signed passport
- Current signed UK/EEA photo card driving licence (the paper counterpart driving licence is NOT an acceptable document for money laundering purposes)
- Current full UK driving licence (old version)
- State pension documentation, benefits book or original notification letter from the Benefits Agency confirming the right to benefits
- EEA Member state identity card
- Recent utility bill (not mobile phone bill). Must be dated within the last 3 months
- Inland Revenue Notifications/letters (Tax Assessment, Notice of Coding or Statement of Account) dated within the last tax year – Not P45 or P60
- Self-employed registration cards for construction industry (CIS3(partner), CIS4(P), CIS4(T), CIS5, CIS6)
- Shotgun or Firearm certificate
- Residence permit issued by the Home Office to EU Nationals
- Local authority tax bill (valid for current year)
- Solicitor/Lawyer letter confirming a house purchase or land registry confirmation

We strongly advise against sending the original versions of valuable personal identity, and as such we are happy to accept copied documents, which have been certified by the following bodies or professionals:

- Bank or building society clerk
- Accountant
- Doctor
- Local Government official/Councillor
- Dentist
- Police officer
- Teacher or lecturer
- Solicitor /Barrister
- Notary public/Public Officer
- Embassy or Consulate official
- Directors of Limited companies
- Justice of the peace
- MP
- General/Colonel
- Post Office Certification Service
- Client's agent

2. Bank details verification

We are able to pay redemption proceeds directly into your bank account. If you wish to have the proceeds paid to your bank account, we will need to have verification of your bank details.

Please provide **one document** from the following list:

- A voided cheque
- An original bank statement. Must be dated within the last 3 months
- A giro or paying in slip for the bank account
- A letter from your bank confirming the bank details

The documents must relate to the bank account that you wish to have the proceeds paid into, and must be your own bank account. The proceeds will be released four working days after the trade date, providing the verification is in place.