



Onboarding Requirements

The below confirms the minimum requirements for new institutional investors.

Depending on the information provided, we may request additional documents to ensure our anti-money laundering and know-your-customer requirements are fully complete.

If there are any changes to the details in relation to the account, please arrange to notify us so our records can be updated accordingly and additional verification can be requested if required.

Additionally, as per the relevant terms and conditions of the investment, we may request further or updated documents at any time during the course of the investment, i.e. at the time of a withdrawal request, to ensure our requirements and the account are fully up-to-date.

For All New Investors:

- Fully completed application form
- Overview of the entity structure including controlling persons and details of the underlying beneficial owner.
- If relevant, this should be in the form of a certified structure chart.
- Names of individuals who own or control over 25% of its shares or voting rights.
- Names of any individual(s) who otherwise exercise control over the management of the company.
- Relevant AML/KYC & reporting documents for the entity type (as outlined below).
- For overseas investors:
 - Completed Overseas Declaration (provided upon request).

AML/KYC Requirements by Entity Type

REGULATED CREDIT OR FINANCIAL INSTITUTION (CORPORATE REGULATED)

- Evidence of FCA authorisation and regulated number (or similar if provided by another regulatory body).
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

PRIVATE COMPANIES (CORPORATE NON-REGULATED)

- Certificate of Incorporation.
- Memorandum & Articles of Association.
- Certified structure chart confirming the full ownership structure of the entity including beneficial owners.
- List of directors and their registered addresses.
- List of shareholders and confirmation of how many shares they own.
- Memorandum approving the investment.
- Most recent audited reports and accounts.
- Authorised signatory list including specimen signatures for each signatory.
- Verification for all directors and authorised signatories.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.
- Verification for all shareholders who own more than 25% of shares.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.

Where the directors, authorised signatories or shareholders are entities, verification will be required as per the relevant section from this document.

TRUSTS & FOUNDATIONS (INCLUDING CHARITABLE TRUSTS)

- Initial trust deed.
- Any subsequent deeds of variation, appointment or removal.
- Proof of trust registration with HMRC (or confirmation and reason why exempt from registration).
- Names and residential addresses of all settlors, trustees, beneficiaries and any protectors or controllers.
- Verification for all settlors, trustees, beneficiaries and any protectors or controllers.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.
- Memorandum approving the investment.
- Evidence to show the regulated status of any Trust Company or corporate trustee.

PENSION SCHEMES - OCCUPATIONAL

- HMRC approval letter or confirmation via the Pensions Regulator.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

PENSION SCHEMES - PERSONAL

- HMRC approval letter or confirmation via the Pensions Regulator.
- Scheme operator's FCA authorisation and registered number.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

CHARITIES

If the charity is governed by a trust or foundation deed (and is therefore in the form of a trust or foundation), please see the relevant section for 'Trusts & Foundations'.

For all charities we require:

- Name, address & charity registration number.
- Nature & purpose of the charity.
- Memorandum approving the initial investment.
- List of all trustees for the charity and their registered addresses.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.
- Verification for all trustees and authorised signatories.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.

If the charity is governed by Memorandum & Articles of Association (and is therefore also a registered private company), we will also require the following:

- Certificate of Incorporation.
- Memorandum & Articles of Association.
- Certified structure chart confirming the full ownership structure of the entity including beneficial owners.
- List of directors and their registered addresses.
- List of shareholders and confirmation of how many shares they own.
- Most recent audited reports and accounts.
- Verification for all directors and authorised signatories.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.
- Verification for all shareholders who own more than 25% of shares.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.

Where the directors, authorised signatories or shareholders are entities, verification will be required as per the relevant section from this document.

Should the charity be governed by a document other than a trust deed, foundation deed or 'Memorandum & Articles of Association', please arrange to contact us for confirmation of any additional information we may require.

CLUBS & SOCIETIES

- Constitution document.
- Nature and purpose.
- Names and addresses of all officers.
- Verification for all officers.
In the form of identity and address verification documents from the 'Guide to Verification of Identity of Address' or successful electronic check following receipt of a completed 'Consent for Electronic Identity and Address Check'.
- Memorandum approving the initial investment.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

COMPANIES LISTED ON AN APPROVED INVESTMENT EXCHANGE

- Evidence that the exchange is recognised, either from the FCA's website or from the table of recognised stock exchanges maintained on www.gov.uk/guidance/recognised-stock-exchanges.
- Evidence of listing from the investment exchange website.
- Details of legal name, registered address and principal place of business.

PUBLIC SECTOR BODIES, GOVERNMENTS, STATE-OWNED COMPANIES & SUPRANATIONALS

- Evidence of nature and status, for example a local authority.
- Details of full legal name and address.
- Details of home state authority.
- Names of Directors or equivalent.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

SOVEREIGN WEALTH FUNDS

- Sovereign Wealth Funds.
- Full name of the SWF.
- Address of the SWF.
- Name of the national government.
- Names of directors/trustees (or equivalent) and any others authorised to give instructions, together with evidence of their authority.
- Constitution Document.

SICAV & CIS SCHEMES

- Constitution Document.
- Country of domicile.
- Regulator's name.
- Regulator's reference number.
- Scheme operator name.
- SICAV/CIS number.
- Authorised signatory list including specimen signatures for each signatory.
- Confirmation of those authorised to operate the account, together with a memorandum approving the same if not on the authorised signatories list.

Reporting Requirements

The below outlines our requirements in terms of tax reporting. These do not affect onboarding or opening of new accounts but are required to complete our records.

FOR TRUSTS & FOUNDATIONS (INCLUDING CHARITABLE TRUSTS)

- Completed Entity Self-Certification form for the trust/foundation.
- Completed Self-Certification form (either Entity or Individual as applicable) for all settlors, trustees and beneficiaries.

FOR ALL OTHER ENTITY TYPES

- Completed Entity Self-Certification form for the account holder.
- Completed Self-Certification form (either Entity or Individual as applicable) for all controlling persons should the FATCA Classification be specified as Passive NFFE or the CRS Classification be specified as Passive NFE.