

## Identification Requirements for Trust Account - SIPP Account

**All documents must be legible, and be written preferably in English or at minimum in a language based on the Latin Alphabet for ease of translation. Any documents submitted in Aramaic (i.e. Arabic / Hebrew), Logographic (i.e. Chinese), Greek / Cyrillic (i.e. Russian) Alphabets or such other non-Latin Alphabets will either be rejected or will contribute severe delays to the account opening process if no other document has been provided instead.**

In accordance with Joint Money Laundering Steering Group (“JMLSG”) guidance, we can accept electronic copies or **certified colour scans** of the identification documents detailed in this document subject to the following specifications. **Please note any documents provided electronically which are not clear, in colour and certified in accordance with the below will not be accepted.** Alternatively, we can also accept copies of the original documents via post detailing an original certification signature but this will delay the completion of our account opening due diligence:

Identity Document Requirements	Address Verification Document Requirements
<i>Please ensure that your digital photograph or <b>colour scan</b> clearly displays the following:</i>	<i>Please ensure that your digital photograph or <b>colour scan</b> clearly displays the following:</i>
<ul style="list-style-type: none"> <li>All 4 corners of the document (no cropping)</li> <li>Your full name, date of birth, and current mailing address</li> <li>All details on the page (no black/blurred portions)</li> <li>ID number</li> <li>Valid issue date (document cannot be expired)</li> <li>Front and back of the ID card</li> <li>The relevant certification per the Certified Document Checklist below</li> </ul>	<ul style="list-style-type: none"> <li>All four corners of the document (no cropping)</li> <li>Your full name, mailing address and date</li> <li>Official company letterhead</li> <li>Printed/mailed document (we do not accept online statements)</li> </ul>
Certified Document Requirements	Certified Document Checklist
<i>The following people can certify documents. Please note that we may contact the certifier or request additional documentary evidence from you.</i>	<i>(for the certifier)</i>
<ul style="list-style-type: none"> <li>A member of the judiciary, councillor, a senior civil servant or a serving police or customs officer</li> <li>A solicitor, lawyer or notary public</li> <li>An actuary</li> <li>A minister of religion</li> <li>A doctor or dentist</li> <li>A teacher or lecturer</li> <li>In the UK, the Post Office</li> <li>An accountant holding a recognised professional qualification (i.e. chartered or certified accountant)</li> <li>A director, officer or a manager of a regulated financial services business operating in an equivalent jurisdiction (i.e. bank official)</li> <li>An embassy, consulate or high commission of the country of issue of the documentary evidence of identity</li> </ul> <p>The certifier must be independent of the individual for whom the certification is being provided, cannot be living at the same address, and cannot be a family member or associated in any way with the account to be opened with us. The certified must provide their name, address, and proof of their capability to provide such certification (i.e. a stamp or other such mark).</p>	<ol style="list-style-type: none"> <li>Please take a photocopy of the document.</li> <li>Please write the following wording on the photocopy: <ul style="list-style-type: none"> <li><b>For identity verification</b></li> <li>“I certify that I have seen the original document and this is a complete and accurate copy and that the photograph is a true likeness of the person who presented it.”</li> <li><b>For address verification</b></li> <li>“I certify that I have seen the original document and this is a complete and accurate copy.”</li> </ul> </li> <li>Please add signature and date.</li> <li>Please print your name underneath in BLOCK CAPITALS.</li> <li>Please add your position of capacity e.g. accountant, business name and address.</li> <li>If you have an official stamp, please stamp the document.</li> </ol>

**Trust Account - SIPP Account**

**Requirements for SIPP Administrator (Master Account)**

<b>Proof of Registration</b>	<b>Proof of Residency</b>
<i>(For the corporate legal person acting as the SIPP administrator)</i>	<i>(For the corporate legal person acting as the SIPP administrator)</i>
<ul style="list-style-type: none"> <li>• <b>Certificate of Incorporation</b> (and which, unless public access to the company's register for relevant jurisdiction is available, must be certified in accordance with the Certified Document Requirements on the first page of this guide)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Utility Bill</b> (e.g. electricity, water, telephone, gas; the bill must be less than 3 months old and show the account holder's full name and address) Please note: Bills for cell phone service are not valid proof of residency.</li> <li>• <b>Other Company Document</b> (e.g. articles of incorporation - must show the company's current address)</li> </ul>

<b>Proof of Authority</b>	<b>Proof of Regulation</b>
<i>(For EACH individual engaged in opening the account for the SIPP Administrator)</i>	<i>(For the corporate legal person acting as the SIPP administrator)</i>
<ul style="list-style-type: none"> <li>• <b>Trustee Resolution / Letter</b> (must grant the authority to the individual or individuals to open the account and confirm by the Trustees that the opening of the account in the name of the SIPP is within the rules of the SIPP)</li> <li>• <b>Other Company Document</b> (which grants a similar authority to the individual or individuals and purpose by the Trustees)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Notarized Document from Regulatory Body</b> (proof that the entity is regulated as a SIPP (or such other similar structure) administrator)</li> <li>• <b>Registration Number with the Financial Conduct Authority</b> (proof that the entity is regulated as a SIPP (or such other similar structure) administrator)</li> </ul>

<b>Proof Trust Deed</b>	<b>Proof of Registration</b>
<i>(please submit one item from this list for EACH individual designated in the proof of authority)</i>	<i>(For the corporate legal person acting as the SIPP administrator)</i>
<ul style="list-style-type: none"> <li>• <b>Trust Deed</b> (copy of the trust deed certified or notarized as a true copy of the original deed detailing who the assets are managed by etc)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Notarized Extract From The U.K. Office Of The Registrar Of Companies</b> (i.e. the "Trade Register") (must be less than 3 months old); or</li> <li>• <b>Comparable Document From The Company's Country Of Origin</b> (must be less than 3 months old); and</li> <li>• <b>Proof of Tax Status</b> (must be less than 3 months old showing existence / registration with the appropriate tax revenue agency)</li> <li>• <b>Certificate of Incorporation</b> (and which is certified in accordance with the Certified Document Requirements on the first page of this guide)</li> </ul>

**Requirements for SIPP Client (Sub Account)**

<b>Proof of Identity</b>	<b>Proof of Residency</b>
<i>(please submit one for EACH SIPP client's sub account)</i>	<i>(please submit one for EACH SIPP client's sub account)</i>
<ul style="list-style-type: none"> <li>• <b>Passport</b> (must be certified, currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue; any visa stamped pages must be included)</li> <li>• <b>National ID Card</b> (must be certified, currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Utility Bill</b> (e.g. electricity, water, telephone, gas; the bill must be less than 3 months old and show the account holder's full name and address) Please note: Bills for cell phone service are not valid proof of residency.</li> <li>• <b>Driver's License</b> (must be currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue)</li> <li>• <b>Bank Statement</b> (must be less than 3 months old and show the account holder's full name and address)</li> <li>• <b>EU-based: Certified Document</b> (must be another document e.g. rental/ lease, agreement, work permit etc, which show currently valid address, be less than 3 months old, and which is certified in accordance with the Certified Document Requirements on the first page of this guide)</li> <li>• <b>Non-EU based: Notarised Document</b> (must be another document e.g. rental/ lease, agreement, work permit etc, which show currently valid address and be less than 3 months old, and which is certified by an authorised notary public)</li> </ul>

<b>Proof of Association</b>	
<i>(please submit one for EACH SIPP client's sub account)</i>	
<ul style="list-style-type: none"> <li>• <b>SIPP Statement</b> (copy of a statement between the entity acting as the SIPP Administrator and the client opening a SIPP sub account, must be dated with the last 3 months)</li> </ul>	