

AML Requirements – Prime Rate Cash Management Funds (Isle of Man) PLC

The requirements given below are for guidance only. In any individual case we may request additional information and use independent sources of information such as credit rating agencies etc.

The information below only applies where the entity is domiciled in a FATF country.

Identification of Private Clients

UK Nationals

A government-issued document that incorporates: the customer's full name and either their residential address **or** date of birth (see List 1), **supported by** a second document, either issued by the government, a judicial authority, a public sector body or authority, or another FSA-regulated firm in the UK financial services sector, or in a comparable jurisdiction, which incorporates: the customer's full name and his residential address (see List 2)

List 1

- Valid photocard driving licence (full or provisional)
- Valid (old style) UK driving licence (full only)
- National Identity card (non-UK nationals)
- Firearms certificate or shotgun licence
- Passport
- Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other
- Residence permit: issued by Home Office to EU Nationals on sight of own country Passport.

List 2

- Instrument of a court appointment (such as liquidator, or grant of probate) Current council tax demand letter, or statement
- Current bank statements, or credit/debit card statements, issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (but not ones printed off the internet)
- Utility bills (but not ones printed off the internet)
- Solicitors letter confirming recent house purchase or Land Registry confirmation

Non-UK Nationals

Two documents must be submitted, one to confirm the identity of the client and the second to verify the address.

Acceptable Identification Documents

Personal Identity Verification

Original or certified current, signed Passport.
Original or certified current EEA member state identity card, or other National Identity Card.
Current EEA or UK Photocard Driving Licence

Address Verification

Recent original or certified copy of a bank, building society or credit union statement or passbook providing details of your current address (Note: this should be no more than 3 months old).

Original or certified current EEA member state identity card, or other National Identity Card, that contains an address, **provided it has not been used for Personal Identity Verification.**

Utility bills: must be more than 3 months old, not printed off the internet and must be from an EEA territory.

EEA photocard driving licence: Only accepted if not used for personal identity verification and must contain the address.

Lawyers / Accountants and Solicitors

Where the above are acting in a professional capacity in the course of their normal business, perhaps as trustees or as an attorney, ID requirements could be satisfied with reference to their Regulators website for example: - <http://www.lawsociety.org.uk>. The results of the search should be printed, scanned and placed against the relevant account.

Corporates

Publicly Quoted Companies

Proof of listing

Private Companies

Evidence of the following is required:

- Registered name
- Company number
- The company's registered address and business address.
- Names of all directors (or equivalent)
- Names of beneficial owners holding over 25%
- An original or certified list of authorised signatories

Please note: The authorised signatories list must have the name printed next to the signature and be accompanied by a letter from the issuing company, signed by a director or similar. Any changes to the authorised signatories list must be updated and verified.

Evidence for the above can be found in a variety of complimentary documents, depending on the country of incorporation, local requirements and market practice:

- Certificate of Incorporation
- Articles of Memorandum / Association or Report and Accounts
- Authorised signatories
- A company document containing the list of directors and any beneficial holder over 25%.

Regulated Firms

- Either a certified copy of the licence issued by the client's local regulator or
- A reference to the regulator's website listing the regulated firm.

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Trusts

- Scheme Trust Deed or latest Deed of Appointment, listing all the current trustees
- Identification for the Trustees
- Identification for any 3rd party payers.

This deed will give information regarding the set-up and beneficiaries of the trust, who can appoint new trustees, and who is allowed to operate the trust.

Pension Schemes

If Her Majesty's Revenue and Customs Office approve the pension scheme then we require sight of this documentation. In addition, we will require an original or certified copy of the authorised signatories of the scheme.

Alternatively, we will require:

- A certified copy of the formal trust document(s), which confirms the names of the current trustees and their addresses.
- An up to date certified copy of an authorised signatories list for the trust with specimen signatures.
- Verification of identity of the principal employer unless the employer is a regulated entity.
- Identity documentation as listed in the attached table (one personal identity verification and one address verification) for each of the trustees/ authorised signatories of the scheme.

UK Public Sector Bodies

For UK Public Sector Bodies evidence of the following information must be obtained:

- Existence of the public institution
- Confirmation empowering the institution to undertake the investment

Evidence of the above can be confirmed as follows:

- Online search of the council/government/public body, confirming name, address, legal status, and executives
- Documentation confirming name, address, legal status, and executives
- Resolution of the council/government/public body authorising the undertaking of the transaction

In addition, an original or certified list of authorised signatories is required to ensure that the person we are dealing with is duly authorised. The authorised signatories list should have the name printed next to the signature and should be accompanied by a letter from the issuing body signed by a director or similar. Any changes to the authorised signatories list must be updated and verified accordingly.

Who can certify copy documents?

- Lawyers or Solicitors
- Bank Officers.
- Accountants.