

Customer due diligence and anti-money laundering (AML) verification - personal (i.e. individuals)

The Premier Portfolio Management Service (PPMS) offers a choice of managed investment solutions, comprising income and growth portfolios designed to meet the different long-term investment needs of investors.

This document provides an overview of the Anti-Money Laundering documents we require in order to process applications.

Should you have difficulty supplying any of the requested documentation please contact us to discuss possible alternatives.

Client proof of identity

Premier Miton has a responsibility to verify the identity of all investors, beneficial owners and account controllers in respect of investments via PPMS. Where possible we will endeavour to confirm the relevant identity checks electronically. Please provide the following evidence with application form(s) to allow us to hold these on file. We will contact you or your financial adviser if we require any further information.

The following lists define the documents we accept as evidence of the above. We require one document from each list. Please do not provide originals, copies will be sufficient for the initial review, except as set out below. We may request additional information.

As evidence of identity:

- Current passport
- Current photocard driving licence (full or provisional)
- Valid National identity Card (non-UK residents)
- Social / welfare or revenue card or any identity document with a photograph issued by a government department

As evidence of address:

- Current council tax bill
- Recent bank statement - if submitting an internet-based bank statement, this should be stamped and certified as a true copy by the bank with which the account is based.
- Recent utility bill
- Current UK driving licence (if not used as evidence of identity)
- Most recent state pension book or notification letter

A driving licence cannot be used to satisfy both evidence of name and date of birth and evidence of address.

Additional requirements to support the prevention of fraud

In addition to the standard Customer Due Diligence (CDD) and AML documentation required, we will verify the bank account that any payments are made from / to. This will require further evidence of the source of funds, which typically can be evidenced by providing a copy of one of the following:

- Bank statement (if possible showing the payment to Premier Miton (but not necessarily))
- Void cheque or paying in slip

In addition, on some occasions we may call you or your financial adviser to confirm withdrawals or transaction activity on your account. We will never call you directly where you or your financial adviser has not been in contact with us initially.

To make sure we are discussing account information with only people authorised to do so on the account, we will ask various security questions if you contact us by phone or may ask for additional information if you contact us by e-mail.



Evidence of address, with the exception of the driving licence, should not be older than six months.



If submitting an internet bank statement, this should be stamped and certified as a true copy by the bank with which the account is based.



Additional anti-money laundering requirements

On some occasions you may be asked to provide additional information relating to 'source of funds' and 'source of wealth.' These are both regulatory requirements and we have provided a summary below of the type of information we would require. This list is not exhaustive and we can accept similar documents that provide the same information.

Source of funds:

Originated from	Evidence
UK bank account	Client original or certified Bank Statement that clearly shows the name, address of the named-account holder, and the payment being made from the account to Premier Miton.
Re-registration	If the source of funds is a transfer from another regulated counterparty, we may seek further information from them or you.

Source of wealth:

Originated from	Evidence such as	Details required to be seen on the document
Salary	<ul style="list-style-type: none"> — Payslip or P60 (recent for both) or letter from employer confirming earnings information for relevant period — Latest accounts and company bank statement (if self-employed) — Letter from a UK regulated accountant confirming earnings information 	<ul style="list-style-type: none"> — Employer's name and address — Details of earnings — Nature of business (if self-employed) — Document should clearly show the investor's name
Bonus	Bonus letter from firm, payslip including the bonus payment	Same as Salary (above.)
House Sale	<ul style="list-style-type: none"> — Letter from solicitor confirming sale of property — Completion statement from solicitor — HMRC capital gains tax return — Re-mortgage and loans. A mortgage offer or loan agreement/statements 	<ul style="list-style-type: none"> — Date of sale of property — Total sale amount — Details of property address — Document should clearly show the investor's name
Inheritance	<ul style="list-style-type: none"> — Grant of Probate, together with a copy of the Will detailing amount inherited — Bank statement showing receipt of funds from solicitors — Letter from solicitors confirming inherited amount 	<ul style="list-style-type: none"> — Solicitor's contact details — Name of deceased — Relationship to investor — Total amount received — Date received — Document should clearly show the investor's name
Gift	<ul style="list-style-type: none"> — Documentary evidence of the Donor's gift — Donor's source of wealth 	<ul style="list-style-type: none"> — Donor's relationship to investor — Donor to provide documents on their source of wealth — Reason for the gift — Gift amount and date gifted
Trust Fund	Trust Deed document	<ul style="list-style-type: none"> — Trust Deed showing investor as Beneficiary — Amount received by the Beneficiary — Nature of Trust and dates — Document should clearly show the investor's name



Originated from	Evidence such as	Details required to be seen on the document
Maturity of life/saving policy	<ul style="list-style-type: none"> — Closing down statement from previous Investment Company — Letter of contract from previous Investment Company confirming surrender 	<ul style="list-style-type: none"> — Name of policy provider — Date of maturity — Amount received — Policy date and reference number — Document should clearly show the investor's name
Sale of Company / Firm	<ul style="list-style-type: none"> — Signed letter from a regulated solicitor or accountant detailing company sale (including proceeds received) on headed paper — Completed sale contract 	<ul style="list-style-type: none"> — Name and nature of the company — Date of sale — Total amount of sale — Investor's share
Company profits	<ul style="list-style-type: none"> — Details of the activity and turnover made from a UK regulated accountant — Latest company accounts 	<ul style="list-style-type: none"> — Confirmation of the nature of the business — Amount of annual profit — Full name and address of the business — Document should clearly show the investor's name

Contact us

Investor Services Team

For general administration queries about the Premier Portfolio Management Service

0333 456 1122

investorservices@premiermiton.com

Website

Visit our website for more information about the Premier Portfolio Management Service

premiermiton.com

For your protection, calls may be monitored and recorded for training and quality assurance purposes.

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