

# Guide to adding someone to help administer your account

## Summary guide

There may come a time when you need someone to access your account or you need to have authority on another person's account. There are different ways you can do this which are detailed below:

### Information Only Letter of Authority

A letter of authority grants a third party access to an account for strictly information only purposes. This may be useful if you need someone to talk to us on behalf of you on the phone or to write us and ask for any account information. Please note, a letter of authority does not allow a third party to place deals or make changes to your account.

To add a letter of authority to your account, please send us a signed instruction with 1) your account number, name and address along with 2) the third party's name and address and 3) confirmation that you wish for them to be added onto the account for information only purposes.

### Power of Attorney

A Power of Attorney document is a legal document issued by the Office of the Public Guardian to grant a nominated person (Attorney) access to a client's (Donor/Granter) affairs. A Power of Attorney can be granted for health, welfare, property and finance reasons. Please note, J.P. Morgan Asset Management can only accept documents issued for property and financial affairs of the Donor.

#### The main 3 Power of Attorney documents issued in England and Wales are as follows:

- **Ordinary Power of Attorney** - Only valid whilst the Donor still has mental capacity. It is a document intended to be mainly used for convenience and practical reasons. For example, a Donor will be overseas and grants his/her parents authority to deal with the Donor's financial affairs whilst overseas.
- **Enduring Power of Attorney** (made before 1 October 2007) - Valid both whilst the Donor has mental capacity and after the Donor has lost mental capacity. The document does not have to be registered with the Office of the Public Guardian if the Donor still has his/her mental capacity. However, if the Donor has lost his/her mental capacity, it needs to be registered with the Office of the Public Guardian before it can be used.

- **Lasting Power of Attorney** (replaced the Enduring Power of Attorney as of 1 October 2007) - Valid when the Donor has mental capacity (with his/her permission) and after the Donor has lost mental capacity. This document must be registered with the Office of the Public Guardian before it is deemed 'valid' to be used.

### Continuing Power of Attorney (Scotland)

There are three types of Power of Attorneys issued in Scotland which are as follows:

- **Continuing Power of Attorney** - This document is used for decisions regarding finance and property. It can be used as soon as it is registered with the Scottish Office of the Public Guardian and is valid both whilst the Granter does and does not have mental capacity. Any specific instructions regarding when this can be used will be detailed in the document.
- **Welfare Power of Attorney** - This document is solely used for health and personal welfare decisions and we are unable to accept this.
- **Combined Power of Attorney** - This is a combination of both the Continuing and Welfare Power of Attorney, and depending on the restrictions laid out in the document, we may be able to accept this. If you would like to add this document to your account, please contact us to discuss this further.

It is important to note that once an Attorney is added following a Power of Attorney method, they can instruct placement of deals and make changes to your account.

### Court of Protection

A Court of Protection document is a legal document issued by the Courts to grant a nominated person (Deputy) access to a client's affairs. A Court of Protection is granted after a client loses his/her mental capacity. A Deputy can instruct placement of deals and make changes on an account.

## What do J.P. Morgan Asset Management accept?

We accept original and certified copies of the abovementioned documents to allow Attorneys to act on the Donor/Grantor's behalf. Certifications, where acceptable, must be on every page and confirm that it is a copy of the original document. They should be signed, state the company name and the certifier's capacity in order to provide enough information for the certifier to be contacted. Documents can be certified by the following:

- Solicitor/Lawyer
- Bank Official
- Notary Public
- Commissioner of Oaths
- Judge
- Post office
- Donor
- Stockbroker

Please note, we are only able to accept original Court of Protection documents.

## Additional Information

- When we add a Power of Attorney or Court of Protection document onto our system, we will need to verify the identity and address of the Attorney/Deputy before any instructions are to be completed on the account (e.g. withdrawals, transfers etc). This is in accordance with the Joint Money Laundering Steering Group guidelines. To the extent possible, we will endeavour to electronically verify the Power of Attorney/Deputy. However, if for any reason we are unable to do this, we will request and require identity and address documentation. A list of acceptable documents is enclosed, you may wish to send these in with the Power of Attorney/Court of Protection document.
- The information for the Attorney/Deputy provided on the document(s) will be added onto our system. Therefore, if a name or address has been changed since the document was issued, you will have to advise us of any changes and may need to provide additional documentation to support this.
- If a withdrawal is made on the owner's account, for security purposes, we can only pay by cheque or to a bank account in the owner's name.

## DOCUMENTATION GUIDELINES UK

Copies of the documents need to be originally signed and certified for a UK resident by a UK solicitor or barrister (registered at the bar), banker, Post Office Representative, authorised financial professional, registered chartered accountant, Councillor or local government official, Justice of the Peace, Police Officer, Member of Parliament or an Embassy, High Commission or Consulate. Certification by retired professionals will not be accepted.

The wording on the certification should include "This is a true copy of the original [document] I have seen" and, where applicable, "The photograph is a true likeness of the holder". Each certified document should be stamped by the certifying body and should state the name, address and telephone number of the certifier as well as their profession, signature and date. The date on the certification must be within the past 12 months.

**Please supply one document from each section below. This means that the same document cannot be used to cover both sections, as each document must come from a different source. At least one document provided must include your date of birth.**

### SECTION ONE: Evidence of personal identity

- Current signed passport
- Current signed UK / EEA photo-card driving licence (Full or Provisional), or blue disabled driver's pass
- Current full UK driving licence (old version), provisional licences are not acceptable
- Recent evidence of entitlement to a state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year)
- HMRC tax notification (dated within the last year). Please note that P45 and P60 documents are not acceptable
- Shotgun licence or Firearms Certificate
- Residence permit issued by the Home Office to EU nationals
- EEA member state identity card
- Northern Ireland voter's card

### SECTION TWO: Evidence of address

- Local authority tax bill (valid for current year)
- Current signed UK / EEA photo-card driving licence (Full or Provisional), or blue disabled driver's pass
- Current full UK driving licence (old version), provisional licences are not acceptable
- Solicitor's letter confirming house purchase or land registry confirmation
- Local council rent card or tenancy agreement

- Recent evidence of entitlement to a state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year)
- Original utility bill no older than 3 months (not including mobile phone bill) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms
- HMRC correspondence addressed to the applicant at the stated address (dated within the last year)
- EEA member state identity card
- Northern Ireland voter's card
- Recent system-generated or signed documentation (not printed from the internet) from a regulated financial sector firm indicating that an account / investment relationship exists and which includes the account holder's address

Please blank out or obscure any information that is not relevant. For example, if you send a utility bill, we do not need to know how much your bill was. We only need to be able to see what the document is, your name, address and account or reference number.

**All documents will be returned as soon as possible.**

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LV-JPM53128 | 03/21