

# Anti-Money Laundering (AML)

## Summary guide

As J.P. Morgan Asset Management is regulated by the Financial Conduct Authority, we are obliged to follow the guidance set out by them to prevent any fraudulent and criminal activities. This means that we are required to verify the identity of our Customers and those acting on their behalf, including without limitation executors and power of attorneys (together “Customers”).

To the extent possible, we will attempt to verify our Customers electronically. However, if for any reason we are unable to do this, we will request further documentation from you so we can complete the verification. Verification is usually required when we first establish a relationship with our Customers. However, there may be circumstances where we need to verify our existing Customers following the establishment of the relationship (e.g., when we receive a change of personal details or as a result of any regulatory and/or legal change).

It is important to note that if our Customers do not provide the required documents to enable us to complete our verification checks, this will result in a delay in paying withdrawal proceeds.

### What documents will we accept?

The name and address stated on the documents must match the details we hold on our records. The documents must be in English (or accompanied with an English translation) and we will require a separate document from section one and two. 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
- For care home residents, a signed and dated letter from the Care Home Manager confirming they are a resident

We encourage our Customers to send in certified copies of their documents to prevent the original document from being lost or intercepted in the post. 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
- Stockbroker

If you do not have any of the above documents, please contact us to discuss this further.

Telephone - 0800 20 40 20 (or +44 1268 44 44 70)

Postal - J.P. Morgan Asset Management

Client Administration Centre

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