

# Accounts of Personal Estates

A Guide for Personal Representatives and  
Beneficiaries of a Deceased Account Holder

## Our team is here to help

This guide is designed for personal representatives of the estate of an account holder, as well as joint owners or beneficiaries of an account of which the deceased was an owner.

We recognise this is a difficult time. All of us on the Client Services team extend our sympathies, and we promise to help to the full extent possible. Before going further we should mention that the timing of this process is largely up to you. From time to time we may send a check-in letter, but it's fine to wait until you feel ready. We encourage you to take professional advice if you find it helpful.

While we aim to help as much as we can, there are some limits to what we are legally permitted do:

- Before we can discuss account details, the account must be updated and we must have an original death certificate or Grant of Representation.
- We cannot give personal legal, tax or financial advice, although on page 7 you'll find links to resources that can help you find professionals in your area.
- Although some of the information here may be true for accounts elsewhere, this guide speaks only to investments held with J.P. Morgan Asset Management. For other investments, please contact the provider directly to confirm their requirements.

At times we will ask you to send certain official documents to us. Our policy is to return these to you. If you come across words or terms here that are unfamiliar, they may be in the definitions box on page 6.

Alternatively, if you wish to speak to us, see page 7.

## A. Determining which process to use

With a personal estate, there are three possible ways to transfer ownership of an account or its assets. How the account is set up and the amount of assets it holds will determine the option(s) available to you:

**THE JOINT OWNER PROCESS** is for accounts where there is at least one joint owner who survived the deceased.

**THE SMALL ESTATES PROCESS** is an option (not a requirement) for accounts with less than £25,000 in total at J.P. Morgan Asset Management. For eligible accounts it usually can be the simpler option.

**THE GRANT OF REPRESENTATION PROCESS** is required for accounts that do not qualify for either the Joint Owner or Small Estates processes. For Small Estates accounts, it is a second option.

### SHOULD YOU WORK WITH AN ADVISER?

The decision to engage an adviser, and if so what type, is personal. There are no fixed rules, although there are a few questions it may be helpful to ask yourself:

- How comfortable are you with financial or legal matters? Handling asset or account transfers is not necessarily complex, but it may not be right for you.
- How complex is the estate? If there are complications such as a missing will, we encourage you to consider a solicitor or another professional. If using the Grant of Representation process, a solicitor is recommended.

- Is cost a consideration? You may want to start by reviewing some of the free, impartial information that's available online.

- For any individual, a bereavement can have an impact on focus and energy. Even if you are comfortable handling account and asset matters, you may want to have an independent resource simply to feel more confident that everything is complete and in order.

On page 7 you'll find a list of various independent resources for information and for locating professional tax, financial or legal advisers in your area.

### REQUESTING MULTIPLE DEATH CERTIFICATES

In most cases, multiple death certificates are necessary in settling an estate. Since the cost of an official copy of a death certificate periodically

increases, you may want to order sufficient copies with your first request. You can find current prices at [gov.uk](http://gov.uk) or [gro.gov.uk](http://gro.gov.uk).

## B. Each process, step by step

### THE JOINT OWNER PROCESS

- 1. Obtain an official copy of the death certificate** from the Registrar of Births, Marriages and Deaths.
- 2. Send us, by post to the address on page 7, a letter signed by all joint owners that includes all of the following:**
  - Instructions about the bank account linked to the investment account. We will apply your instructions to all future outgoing payments from the account. You may choose one of these three options:
    - confirm that you would like to keep the current bank account with no changes (for example, retaining any current instructions to automatically route money to the bank account)
    - confirm that you would like to keep the current bank account in place, but provide us with instructions to change one or more features of the current arrangement
    - designate a different bank account; the easiest way is to send us a voided cheque or a bank statement (either original or a certified copy) dated within the last 3 months
  - The official copy of the death certificate.
  - Any other information or documents we have previously requested you provide.
- 3. Await confirmation from us that the process has been completed.** In some cases we may need to request further information. Otherwise, there are no further steps to the Joint Owner process.

### THE SMALL ESTATES PROCESS *See Sections C and D for the final steps.*

- 1. As soon as you decide to use this process, let us know.** For this notification, you can use phone, email or post as you prefer (see contact information, page 7). This will allow us to determine if any additional documentation is necessary. Do not take any other actions until Steps 2 and 3 have been completed.
- 2. Obtain an official copy of the death certificate.** You can obtain one from the Registrar of Births, Marriages and Deaths. If you have an official interim death certificate, sending that will help us get started. However, by law we cannot complete the process until we receive a final death certificate.
- 3. Fill out all sections of the Bereavement Form and Small Estates Form, including the Statutory Declaration.** Both of these forms can be found at the back of this brochure.
- 4. Send us, by post to the address on page 7, the following:**
  - The interim or final death certificate.
  - Completed bereavement form
  - Completed Small Estates form, signed by all personal representatives.
  - Any other documents or information we have requested you provide.

## THE GRANT OF REPRESENTATION PROCESS *See Sections C and D for the final steps.*

A Grant (in Scotland, Certificate) of Representation is an official document from the Probate Registry confirming that the personal representative(s) has/have legal authority to settle an estate. If you need guidance with this process, working with a solicitor is recommended.

**1. Obtain an official copy of the death certificate** from the Registrar of Births, Marriages and Deaths.

**2. Fill out all sections of the Bereavement Form**

The Bereavement Form can be found at the end of this brochure. This will help us to capture all of the information we need to update the account.

**3. Send us, by post to the address on page 7, the following:**

- Completed bereavement form
- Original death certificate

**4. Locate a will**

- If there is a valid will, the executors named in it must obtain a Grant of Probate from the Probate Registry.
- If no valid will can be found), if a will names executors who unwilling or unfit to serve, the next of kin must obtain Letters of Administration from the Probate Registry.

**5. Obtain a Grant of Representation application form from the Probate Registry, and complete it.**

Your adviser or the Probate Registry can explain which supporting documents to attach when you submit your application form. All personal representatives must sign the application form. The registry may also wish to interview the representatives. If you have a Grant of Representation, or equivalent, that has been issued overseas please call us on either phone number shown on page 7.

**6. Send the Grant of Representation to us at the address on page 7.**

Make sure what you send is an official copy of the Grant of Representation, bearing a Court Seal. Note that you might not receive the Grant of Representation until some or all inheritance taxes have been paid. If you require further assistance with this, please let us know.

## DOCUMENTATION REQUIREMENTS

### WHO CAN CERTIFY DOCUMENTS?

To be a “certified copy”, a document must be signed, on the copy submitted, and certified by an active (not retired) individual who is one of the following:

- UK solicitor or barrister (registered at the bar)
- banker
- CiLEX member
- Post Office representative
- Authorised Financial Professional
- Registered Chartered Accountant
- councillor or local government official
- Justice of the Peace
- Member of Parliament or an embassy, high commission or consulate

### WHAT SHOULD THE CERTIFIER STATE ON THE DOCUMENT?

A certified copy must be dated within the past 12 months, and must contain the following:

- “This is a true copy of the original (document) I have seen”
- “The photograph is a true likeness of the holder” (where applicable)
- The stamp of the certifying body, together with the name, address and telephone, number of the certifier as well as their profession/title, signature and date

### BANK VERIFICATION

To verify a bank account we must have one of the following:

- a voided cheque
- a bank statement (original or certified copy) bearing the account holder’s address
- a paying-in slip

## C. Confirmation and valuation

Once we’ve received the materials described in the previous sections for the Small Estates and Grant of Representation processes, we’ll do the following:

- We’ll update the account(s) and send whoever notified us of the death the full details of the holdings, including valuation at the date of death within 5 working days. You may use this valuation in inheritance tax calculations and if applying for a Grant of Representation. Keep this information on file: tax authorities may later request it.
- We’ll keep all holdings invested as they are, up until they are disbursed (see Section D below). We’ll also discontinue any regular savings arrangements that may be in place on the account. As always, investment values rise and fall with market prices, and may be lower than the amount invested.
- Once we’ve received the Grant of Representation or Small Estates Form, we will add the name(s) of the personal representative(s) to the account. They will then be able to place instructions directly on the account. We will also reissue the cheques for income received, typically one per income payment within 5 working days. Unless notified otherwise by all personal representatives, we will make the cheque payable to the first named personal representative.

Note that no income cheques are issued for accumulation share classes, which retain all income. The value of any income received is therefore included in the share price.

## D. Transferring assets to beneficiaries

There are three options for transfer assets from a J.P. Morgan Asset Management account to beneficiaries, depending on the wishes of the deceased and the beneficiary. You may wish to seek tax advice on these options. Please note, that while we do not charge for selling shares in our OEICs, capital gains tax may be due on any assets that have been sold (converted to cash) since the death of the account holder.

### OPTION 1: Transfer shares to another account within J.P. Morgan Asset Management.

For this option:

- We re-register shares in the beneficiary name(s). This allows potential investment growth to continue. As noted above, investment values rise and fall with market prices, and may be lower than the amount invested. For this option:
- Obtain and complete a Stock Transfer form: one form per fund, per beneficiary.
- Inform each beneficiary that if they do not already have an account with us, they will need open one by completing an application form.
- Obtain and send us confirmation, signed by each beneficiary, that they have read and understood the investment documentation for any shares you plan to transfer to them. If you do this using an application form, be sure to include a copy of the form that you have signed (after reading the terms you are signing to).
- Once we have received all of the correct documents, we will complete the transfer within 5 working days, and a letter will be sent to the new account holder confirming their account details.
- Both forms, and all relevant investment documentation, can be found on our website (see page 7).

### OPTION 2: Sell holdings and transfer the proceeds

Under this option all account holdings are sold and the value is transferred as cash. For this option, please either fill out the **withdrawal form** located at the back of this brochure or write a letter to us requesting:

- the sale of all holdings and withdrawal of all cash. This letter must be signed by all personal representatives. Send the signed letter to J.P. Morgan Asset Management. Shares in the account will generally be sold at the next valuation point after we have received, validated and accepted your instruction. If you do not instruct us otherwise, we will pay proceeds via a cheque to the first named representative. However, in general we find most people prefer a bank transfer as it is a quicker and a more secure method of receiving the money.
- In the same letter of instruction or a later one, indicate your preferred method(s) of transfer. The proceeds must be transferred to a solicitor or personal representative; we cannot offer transfer directly to a beneficiary (unless they are a personal representative). Available methods:
  - paid to a personal representative's account in the name of the deceased
  - paid to a bank account in the name of one or more personal representatives.
  - paid to a solicitor's client money account
  - by cheque payable to a solicitor's firm or a personal representative
- Once the withdrawal has been placed and we have received all of the correct documents, we will release the money within 3 working days.

### OPTION 3: Use a combination of Options 1 and 2

The holdings can be divided, with some sold and some transferred. How assets are divided is up to you. Please contact us if you'd like to learn more about this option (page 7).

# Contact Information

## Our UK Client Services Team

If you have questions or wish to report an issue, phone is fastest and most efficient.

**PHONE** *Mon - Fri, 9 AM - 5:30 PM*

UK **0800 20 40 20**

Outside UK **+44 1268 44 44 70**

### POST

J.P. Morgan UK Investor Services Team  
PO Box 12272, Chelmsford CM99 2EL, UK

**Large font and braille versions of our documents are available on request.**

## Other Resources

These websites offer free, unbiased ways to locate various types of professionals throughout the UK as well as forms, guides, advice and support.

### Professional directories

**FINANCIAL ADVICE** Independent financial advisers (IFAs), including those that specialise in tax. [unbiased.co.uk](http://unbiased.co.uk)

**TRUST/ESTATE PLANNERS AND TAX PROFESSIONALS** The Society of Trust and Estate Practitioners (STEP) is the leading professional body. [step.org](http://step.org)

### SOLICITORS

*England and Wales* The Law Society  
[lawsociety.org.uk](http://lawsociety.org.uk)

*Scotland* The Law Society of Scotland  
[lawscot.org.uk](http://lawscot.org.uk)

## Links

Investor home page: [jpmorgan.co.uk/investor](http://jpmorgan.co.uk/investor)

Latest share prices: [am.jpmorgan.com](http://am.jpmorgan.com)

KIIDs, report & accounts, prospectus:  
[am.jpmorgan.com](http://am.jpmorgan.com).

Privacy policy: [jpmorgan.com/pages/privacy](http://jpmorgan.com/pages/privacy)

## Government services

**INHERITANCE TAX INFORMATION**  
HM Revenue & Customs [hmrc.gov.uk](http://hmrc.gov.uk)

**PROBATE FORMS AND RELATED INFORMATION** (*England and Wales*)

The Probate Service  
[gov.uk/wills-probate-inheritance](http://gov.uk/wills-probate-inheritance)

**DEATH CERTIFICATES** General Register Office  
[gov.uk/general-register-office](http://gov.uk/general-register-office)

## Non-profit organisations

**CITIZENS' ADVICE BUREAU** Free independent and confidential advice for non-complex estate planning tax and financial queries, available in over 3,000 UK locations in the UK.

[adviceguide.org.uk](http://adviceguide.org.uk)

**AGE UK** Provides easy-to-read guides and other information on financial planning in later life, with regular updates on legislation that may affect senior citizens. [ageuk.org.uk](http://ageuk.org.uk)

**CRUSE BEREAVEMENT CARE** The leading charity in the UK for support and information for bereaved individuals. [cruse.org.uk](http://cruse.org.uk)

## Glossary of terms

**BENEFICIARY** A person named in a will to receive something from an estate.

**ESTATE** All the assets owned by an individual at the time of their death.

**EXECUTOR** A person nominated by an individual to administer their will.

**INHERITANCE TAX** A tax payable out of a personal estate.

**OPEN-ENDED INVESTMENT COMPANY (OEIC)**

A type of pooled investment managed by professional fund managers.

**PERSONAL REPRESENTATIVE** An executor or solicitor responsible for a personal estate, as named on the Grant of Representation.

**PROBATE** The process of getting legal authority to administer and distribute a deceased's estate.

**PROBATE REGISTRY** The government's department for probate matters, with its central office in London as well as a network of local offices.

**WILL** (noun) A legally recognised document stating how an individual wishes their assets distributed after their death.

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# Bereavement Form

Please read each section of the form, complete all appropriate questions in **CAPITAL LETTERS** and tick boxes where relevant.

If you wish to withdraw the account and receive the proceeds, please fill out the **Withdrawal Form**. If you wish to transfer the account into the name of the Executor/Beneficiary, please fill out a **Stock Transfer Form**. Both forms are enclosed within this pack.

If you need help completing the form, please refer call our helpline on 0800 20 40 20 or +44 1268 44 44 70 if calling from overseas. We are available from 9.00am – 5.30pm Monday to Friday. Please note, our calls may be recorded for training and monitoring purposes.

The address to return this form to is as follows:

**J.P. Morgan Asset Management**  
Client Administration Centre  
PO Box 12272  
Chelmsford CM99 2EL

## 1. Details of the late customer

In this section, please provide the details of the late client along with their account number(s), these are in the format 000XXXXXX and can be found on correspondence and/or statements they would have received from us previously.

Title

Forename (s)

Surname

Residential address (at time of death)

  
  

Postcode

Previous address (if applicable)

  
  

Postcode

Date of birth

Date of death

Account number

Important – the information you provide above must match the records we hold. If however the deceased had moved prior to their death, for example to a care home, and we had not already been notified of this change, make sure you include their 'previous address' above.

# Bereavement Form

## 2. Executor/Personal Representative Details

Please fill out the below boxes with the Executor(s)' details.

### First executor/personal representative

Full name

|               |  |
|---------------|--|
| Full name     |  |
| Address       |  |
| Date of birth |  |
| Telephone     |  |
| Signature     |  |
| Date          |  |

### Second executor/personal representative

Full name

Address

Date of birth

Telephone

Signature

Date

|               |  |
|---------------|--|
| Full name     |  |
| Address       |  |
| Date of birth |  |
| Telephone     |  |
| Signature     |  |
| Date          |  |

### Third executor/personal representative

Full name

Address

Date of birth

Telephone

Signature

Date

|               |  |
|---------------|--|
| Full name     |  |
| Address       |  |
| Date of birth |  |
| Telephone     |  |
| Signature     |  |
| Date          |  |

# Withdrawal Form

## 3. Withdrawal form

If you wish to sell the holding and receive the proceeds, please fill out this form. We can make payment directly to a bank account; however we must verify the bank details before we can do this. If you choose to receive the proceeds by cheque, please leave the account number and sort code fields blank and only complete the 'Payee Name' section.

Late Client's Account Number

Late Client's Name

Executor/Personal Rep1 Name

Executor/Personal Rep 2 Name

Executor/Personal Rep 3 Name

I/We wish to place a withdrawal on the above account for the amount of

Payee name

Account number

Sort code

In order for us to pay to a bank account, we need to verify this is in your name. With this form, please also provide a void cheque, paying in slip or original bank statement dated within the last 3 months.

Executor/Personal Rep 1 Signature

 Date 

Executor/Personal Rep 2 Signature

 Date 

Executor/Personal Rep 3 Signature

 Date

## GUIDANCE NOTES FOR THE COMPLETION OF THE STOCK TRANSFER FORM: UK COLLECTIVE INVESTMENT SCHEMES

Please note, these guidance notes should ONLY be used with the form called *Stock Transfer Form: UK Collective Investment Schemes*, as made available from December 2023.

### DEFINITIONS

|                   |  |
|-------------------|--|
| <b>Transferor</b> | The person transferring ownership, whether they are selling or gifting it.   |
| <b>Transferee</b> | The person receiving ownership of the shares/units of the fund.  |
| <b>Capacity</b>   | The form asks, in various places, for the capacity in which a person is acting. This may cover instances such as where the transferor or transferee is acting for someone else, such as executor of a deceased person's will or as power of attorney, or as a trustee. |
| <b>ISIN</b>       | The International Securities Identification Number of the share class.   |

### INTRODUCTION

These guidance notes aim to aid completion of the form and the sections referred to in the notes relate to those of the form. Some fields in the form are optional and do not need to be completed as they may only apply in some circumstances or are there to gather additional information.

Historically, the common stock transfer form was used to effect a transfer of company shares or stock and has also been used for UK unit trusts and open-ended investment companies ("funds"). However, 2007 legislation imposed a requirement on fund managers to verify the identity of all registered holders of their funds as well as any other beneficial owners and controllers, and so a bespoke form for UK funds has been in use since then.

### WHEN THIS FORM SHOULD BE USED

The form should be used to transfer the ownership of shares/units of funds between different parties. You don't have to use a solicitor or other legal or financial adviser to complete the form, but the help we can give you is limited, and we cannot give you legal or financial advice.

A single form can cater for cases where shares/units in up to six fund share classes are to be transferred, and where the transferees or recipients are the same – where more than six share classes are being transferred, or different transferees are receiving different share classes, separate forms are required.

### WHEN THIS FORM SHOULD NOT BE USED

If the funds are held within an ISA or other tax-wrapped product, the shares/units usually need to be sold before they can change ownership. Please contact us for details of how to effect this in the most efficient way.

### ADDITIONAL DOCUMENTATION

In addition to the form, the administrator of the fund may require a tax residency self-certification, an application form, or other documentation for each transferee.

- A "Tax Residency Self-Certification" form is available from the administrator and should be completed by each transferee in order to confirm where each is resident for tax purposes.
- An application form may be needed to obtain further information from each transferee. In order to effect the transfer you will need to agree to the terms and conditions contained within the application form, which is available from the administrator.
- Other documentation may be needed for anti-money laundering or identification purposes, such as a copy of a passport or other form of ID. You need not provide this unless requested.

### COMPLETION OF THE FORM

#### Section 1: Transferor(s) details

This first section relates to the transferor's details, and enables the administrator to clearly identify the ownership of the units/shares in the fund.

|                 |               |                          |               |
|-----------------|---------------|--------------------------|---------------|
| Account number: | <b>Note 1</b> | Reference (if required): | <b>Note 2</b> |
|-----------------|---------------|--------------------------|---------------|

**Note 1:** Enter the account number in which the units/shares are currently held. This can be found on a recent statement or other documentation.

**Note 2:** Optional field. Enter your reference number for this case, if applicable. Typically only used by institutions managing large numbers of transfers.

|   |   |  |
|---|---|--|
| Full name(s) of registered unit/share holder(s), address of first registered holder and account designation (if any).<br><br>If the transfer is not being made by the registered holder(s), insert also the name(s) and capacity (eg. Executor(s)), of the person(s) making the transfer. | 1 <sup>st</sup> holder full name<br><br><b>Note 3</b>   | 2 <sup>nd</sup> holder full name:<br><br><b>Note 3</b> |
|   | Residential or registered address:<br><br><b>Note 3</b> | 3 <sup>rd</sup> holder full name:                      |
|   |   | 4 <sup>th</sup> holder full name:                      |
|   |   | Account designation:<br><br><b>Note 4</b>              |

**Note 3:** These boxes should be used to enter the full name(s) and address (including postcode) in which the units/shares are currently registered. If someone is acting on behalf of a holder they should additionally add their name and capacity. If there are joint holders then these names should be stated in the boxes provided (no address needed).

**Note 4:** If the holding is designated (for example, "ABC Account"), the designation should be entered in the box provided.

This part is where the current holders execute the transfer and authorise the units/shares to be transferred:

|  |  |                                       |   |
|--|--|---------------------------------------|---|
| I/We transfer the above units/shares out of the name(s) above to those below and request that the necessary entries be made in the register to give effect to this transfer.               |  |                                       | Stamp or agent code (if known) of the institution lodging this form (if any), for queries etc. concerning the transfer: |
| Signature(s) :<br><br>1. ....  | Signatory name (if different from holder name)<br><br>2. ....<br><b>Note 5</b> | Date:<br><br>3. ....<br><b>Note 5</b> | .....<br><br>4. ....<br><b>Note 5</b><br><br><b>Note 6</b>  |
| All transferors, or those acting for them, must sign. Bodies corporate should execute under their common seal, or otherwise as determined by their Memorandum and Articles of Association. |  |                                       |   |

**Note 5:** All current registered holders must sign and date (columns one and three).

If the signatory's name is different to that of the holder name (for example, as a joint signatory acting on behalf of someone else) then they should print their name in the second column for identification purposes. Additionally, the document appointing them (or a properly certified copy) must be attached if it has not already been lodged with the administrator.

**Note 6:** Optional field. This box is for the stamp of any firm that has completed the form on behalf of either the current or new holder(s) and with whom the administrator should correspond in the event of a query. If the agent code is known, this could also be entered here.

## Section 2. Transferee(s) details

This second section provides spaces for the details of the transferee(s) in whose names the units/shares are to be registered:

|   |  |  |
|---|--|--|
| Full name(s) and full postal address(es) (including postcode) and date(s) of birth of the person(s) to whom the security is transferred*, and any account designation.<br><br>In each case please state title or salutation (eg. Mr., Mrs. etc.).<br><br>Note that only the 1 <sup>st</sup> holder's address will appear on the register of title.<br><br>*Please see "Customer Due Diligence For Anti-Money Laundering Purposes" overleaf. | 1 <sup>st</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br>Date of Birth:<br><br>3 <sup>rd</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br>Date of Birth:<br><br>Account designation: <b>Note 8</b> | 2 <sup>nd</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br>Date of Birth:<br><br>4 <sup>th</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br>Date of Birth: |
|---|--|--|

**Note 7:** These boxes must contain the full name(s), address(es) (including postcode), capacity (such as Trustee) and date(s) of birth of the person(s) to whom the units/shares are being transferred. They must be completed in BLOCK CAPITALS.

Note that only the address of the first named holder will usually be entered on the register. The remaining details are required by the Manager in connection with its customer due diligence obligations (see the 'Guidance notes for the 'Customer due diligence for anti-money laundering purposes' form' below).

**Note 8:** Optional field. Any designation (for example, "ABC Account") that the new holder(s) wish to be included on the register for identification purposes may be added here.

**Note 9:** Optional field. If the transferee(s) have an existing account they wish to use, quote it here. Additional comments, context or instructions to the administrator can also be noted here.

### Section 3: Funds to be transferred

This third section relates to the assets in the account that are changing ownership:

|                              |                 |   |                |
|------------------------------|-----------------|---|----------------|
| Name of Fund and Share Class | ISIN (if known) | Number of units or shares to be transferred. If the entire holding, insert "ALL".<br>Words: | Figures:       |
| <b>Note 10</b>               | <b>Note 11</b>  |   | <b>Note 12</b> |

**Note 10:** Enter the name of the fund in which the units/shares are held including the name of the class (if applicable), for example:

*European Fund, Income Shares; or UK Equity Fund, share class A*

**Note 11:** Optional field. Enter the ISIN (International Securities Identification Number) of the share class of the fund if known. It can usually be found on fund documentation, contract note or a statement.

**Note 12:** Enter the number of units/shares to be transferred in both words and figures. If the entire holding is to be transferred, "ALL" may be entered in both boxes, instead of an actual figure.

For cases where more than six ISINs are to be transferred, a separate form should be completed.

## **GUIDANCE NOTES FOR THE COMPLETION OF THE "CUSTOMER DUE DILIGENCE FOR ANTI- MONEY LAUNDERING PURPOSES" FORM**

This form deals entirely with the Manager's legal obligations to undertake "customer due diligence" measures in relation to the transferee(s) (those persons to whom the shares are being transferred).

The explanation at the top of the form concerns mainly the Manager's obligation to verify the identities of both the transferees and any other beneficial owners or controllers, for which they may require documentary evidence or may undertake searches of electronically-held records. In connection with this, the table below must be completed as necessary and the declaration signed. The table is used to list the names of any beneficial owners or controllers that may exist other than the transferee(s).

What constitutes a beneficial owner for these purposes depends upon whether the units/shares are being transferred to a company or to one or more individuals who may be acting as trustees:

- For **companies and partnerships**, the beneficial owners that must be listed are any shareholders or other individuals that ultimately own or control more than 25% of the voting rights or are entitled to more than 25% of its capital profits or otherwise have control over the management of the company or partnership. Note that they may not necessarily be the actual shareholders in the company. Directors of a company do not need to be listed unless they fall within this definition.
- For **trusts and other similar arrangements**, the beneficial owners are individuals that are nominated to benefit from at least 25% of the trust property, as well as any trustees that may exist in addition to the transferee(s) or others that may exercise control over them.

|           |  |                                    |
|-----------|--|------------------------------------|
| Full Name |  | Residential or registered address: |
| Capacity  |  | <b>Note 13</b>                     |
|           |  |                                    |

**Note 13:** The names and full addresses of any beneficial owners or controllers should be entered in the boxes provided, together with brief descriptions of their capacities. These boxes should be completed in BLOCK CAPITALS.

**If the transferee(s) are the only beneficial owner(s) of the units/shares, simply enter "TRANSFeree" or "TRANSFerees" as appropriate on the first name space.**

If there are beneficial owners, but none has an interest that exceeds 25% or otherwise is in a position of control (see above), "NONE" should be entered in the first name space and a line drawn through the rest of the table.

Where a trust or arrangement is established for unspecified individual beneficiaries - the trustees may, for example, have discretionary powers to identify who should receive payments out of the trust property on an ad hoc basis, or an arrangement such as a charity may have been established for the general benefit of a section of the community - these are referred to as "classes" of beneficiary. In these cases, a description of the class of beneficiary should be entered in the table (this may extend across both columns). Note that all additional trustees or controllers must be listed individually.

The table can be used to provide the names of up to four beneficial owners or controllers. If there are more than four, a tick should be placed in the small box immediately below the table and details of the others provided on a separate sheet.

Signature(s): 1 ..... Date: .....

**Note 14**

2 .....

**Note 14:** One or more (if there are any) of the transferees should sign and date here to certify both that the table above has been completed properly and that any beneficial owners or controllers that may be listed are known to at least one of those who sign.

# STOCK TRANSFER FORM: UK COLLECTIVE INVESTMENT SCHEMES

This form should be completed and signed, as necessary, and sent to the fund administrator. In addition to this form, a tax residency self-certification, an application form, or other documentation for each transferee (the person receiving ownership) may be required. It may be helpful to refer to the Guidance notes as you complete the form.

|                                 |   |  |   |
|---------------------------------|---|--|---|
| <b>1. Transferor(s) details</b> | Account number:   | Reference (if required):   |   |
|                                 | Full name(s) of registered unit/share holder(s), address of first registered holder and account designation (if any).<br><br>If the transfer is not being made by the registered holder(s), insert also the name(s) and capacity (eg. Executor(s)), of the person(s) making the transfer. | 1 <sup>st</sup> holder full name<br><br>Residential or registered address: | 2 <sup>nd</sup> holder full name:<br><br>3 <sup>rd</sup> holder full name:<br><br>4 <sup>th</sup> holder full name:<br><br>Account designation: |
|                                 | I/We transfer the above units/shares out of the name(s) above to those below and request that the necessary entries be made in the register to give effect to this transfer.  |  |   |
|                                 | Signature(s) :<br><br>1. ....<br><br>2. ....<br><br>3. ....<br><br>4. ....  | Signatory name (if different from holder name)<br><br>.....                | Date:<br><br>.....  |
|                                 | All transferors, or those acting for them, must sign. Bodies corporate should execute under their common seal, or otherwise as determined by their Memorandum and Articles of Association.  |  |   |

|                                 |   |  |  |
|---------------------------------|---|--|--|
| <b>2. Transferee(s) details</b> | Full name(s) and full postal address(es) (including postcode) and date(s) of birth of the person(s) to whom the security is transferred*, and any account designation.<br><br>In each case please state title or salutation (eg. Mr., Mrs. etc.).<br><br>Note that only the 1 <sup>st</sup> holder's address will appear on the register of title.<br><br>*Please see "Customer Due Diligence For Anti-Money Laundering Purposes" overleaf. | 1 <sup>st</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br><br>Date of Birth:<br><br>3 <sup>rd</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br><br>Date of Birth:<br><br>Account designation: | 2 <sup>nd</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br><br>Date of Birth:<br><br>4 <sup>th</sup> holder full name<br><br>Residential or registered address:<br><br>Capacity (if relevant):<br><br>Date of Birth: |
|                                 | Existing account number (if applicable)<br>& Additional comments (if required)  |  |  |

|                                   |                              |                 |  |          |
|-----------------------------------|------------------------------|-----------------|--|----------|
| <b>3. Funds to be transferred</b> | Name of Fund and Share Class | ISIN (if known) | Number of units or shares to be transferred. If the entire holding, insert "ALL".<br>Please write the number in words below: | Figures: |
|                                   |                              |                 |  |          |
|                                   |                              |                 |  |          |
|                                   |                              |                 |  |          |
|                                   |                              |                 |  |          |
|                                   |                              |                 |  |          |
|                                   |                              |                 |  |          |

# CUSTOMER DUE DILIGENCE FOR ANTI-MONEY LAUNDERING PURPOSES

The administrator may refuse to register the transfer or allow further disposal of the units/shares until such time as due diligence measures have been completed to the Manager's satisfaction on all parties to the transfer.

*This section does not apply where the transferee is a regulated financial institution or other entity that satisfies the criteria necessary to permit the Manager to apply "simplified" customer due diligence. If you believe this is the case, tick this box:*

## BENEFICIAL OWNERSHIP AND CONTROL

(a) If the transferee(s) is/are the individual beneficial owner(s), please state "TRANSFeree" or "TRANSFerees", as appropriate, in the first name space in the table below.

(b) If the transferee is a body corporate or a partnership, it must enter in the table below the names of any persons that own or control more than 25% of the voting rights in the body or partnership, or are entitled to more than 25% of its capital or profits, or otherwise exercise control over the management of the body or partnership\*.

(c) If the transferee(s) is/are acting as trustee(s) (or similar), they must enter in the table below the names of any further trustees or others that have control over the management of the trust or arrangement and any individuals that have an entitlement to at least 25% of the property of the trust or otherwise have control over the trust\*.

\* If no individual has a specified interest that exceeds the above limits, please state "NONE" in the first name space below and strike through the remainder of the table. In the case of entities and arrangements that are not established for the benefit of any specified individual(s), the table should be used to provide a description of the nature of those who will benefit from the entity or arrangement ("the class of beneficiary").

|           |                                    |
|-----------|------------------------------------|
| Full Name | Residential or registered address: |
| Capacity  |                                    |
| Full Name | Residential or registered address: |
| Capacity  |                                    |
| Full Name | Residential or registered address: |
| Capacity  |                                    |
| Full Name | Residential or registered address: |
| Capacity  |                                    |

*Please complete the table in BLOCK CAPITALS. If there is insufficient space above to list all the relevant individuals, please tick here  and continue onto a separate sheet of A4 paper, which should be included with this form.*

I/We hereby certify that the above is a complete list of the beneficial owners and controllers as described above and that they are known to me/one or more of us or, in the case of a class of beneficiary, that the description is appropriate and accurate.

I/We accept the terms and conditions of the investment as outlined in the application form. To be signed by one or more of the transferees named overleaf, in whose names the units/shares will be registered.

Signature(s): 1 ..... Date: .....

2 .....

3 .....

4 .....

*In the event of doubt as to how to complete the table, please contact the fund administrator. If the table and declaration above are not completed, the administrator may need to contact the transferee(s) prior to registering the transfer in order to fulfil their obligations under UK money laundering and data protection legislation.*

## Small Estates Form

Please complete this form in order to confirm who has the legal right to act when Grant of probate has not been applied for.

Please complete this form using BLOCK capitals

To:

In the Estate of

Title ..... Forename/s ..... Surname .....

Date of Death ..... A/C No .....

Address .....

..... Postcode .....

I/We declare that :-

- The total value of the J.P. Morgan holding is not more than .....
- There is no inheritance tax payable in connection with the estate of the deceased
- I/We have not and do not intend to apply for a Grant of Representation and to the best of my/our knowledge no other person has or intends to apply for one in connection with the estate
- I/We make this solemn declaration conscientiously believing it to be true and by virtue of the Statutory Declaration Act 1835
- I/We agree to indemnify you against any losses, damages, charges, costs and expenses incurred by reason of you acting in accordance with my/our instructions

First-Named or sole executor or next of kin

Title: ..... Forename/s ..... Surname .....

Date of Birth ..... Relationship to deceased .....

Address .....

..... Postcode ..... Telephone No .....

Second-Named executor or equal next of kin

Title: ..... Forename/s ..... Surname .....

Date of Birth .....

Address .....

..... Postcode .....

If there are more than 2 additional executors or equal next of kin please add their details and signatures at the end of the form

We are required to verify the identity of investors and beneficial owners in order to comply with UK anti-money laundering legislation. This involves obtaining independent documentary evidence confirming identity and permanent residential address. This may involve an electronic check of information. By signing this Small Estates Form you will give us the right to access such information for the purposes of the General Data Protection Regulation (GDPR). We reserve the right to request further information or documentation if required.

In the case of an estate of a deceased person in the course of administration, the beneficial owner is the executor, original or by representation, or administrator for the time being of a deceased person.

IN CONSIDERATION of you recording my/our name(s) as Personal Representative(s) of the Deceased without production of a Grant of Representation and accepting instructions from me/us and dealing with the holding in the above, I/we, do hereby agree to indemnify you and keep you indemnified from and against all losses, damages, charges, costs and expenses which you may sustain, incur or be liable to in consequence of your so doing

Signed by executor or next of kin (First)

Name .....  
.....

Date of Signing .....

Signed by executor or next of kin (Second)

Name .....  
.....

Date of Signing .....