

Change of Service Application Form

Private Clients moving from the Discretionary to the Managed Portfolio Service

Where your financial adviser selects your Investment Strategy

VISION | IFP

Please complete this form if you wish to move your accounts from our Discretionary to the Managed Portfolio Service where your financial adviser will be responsible for the selection of the strategy based on your financial circumstances, your aims, your risk tolerance and your capacity to cope with loss on the investment.

Your financial adviser is responsible for the suitability of the service and strategy. If your circumstances change, you should inform your financial adviser who may need to alter the strategy selected.

How to complete your form

If you would like this form in a more accessible format, please do let your investment team know.

Required sections to complete:

To change your account with us please complete the following 5 sections:

1. About you
2. Sharing your account information
3. Your investment strategy
4. Fees and Charges
5. Your consent and signature

We have also included a helpful information sheet for you, including the schedule of charges, see page 12-14.



Note: You will find helpful information in these yellow boxes, so please read them carefully.

Optional sections will have a dashed border, so only complete them if they are relevant to you.

How to return your completed form



Email: Simply scan your completed forms, or attach the PDF, and email them to your investment manager or financial adviser.



Post: To your investment manager at your local Quilter Cheviot office or financial adviser.

Choosing your investment services

1. Please confirm you want to move to the Managed Portfolio Service (MPS)

Managed Portfolio Service (MPS)

The Managed Portfolio Service (MPS) offers a number of predefined investment strategies. MPS strategies are invested into collective funds, some of which are managed by Quilter Cheviot. As a discretionary service we undertake the investment transactions within these strategies without prior reference to you. Our MPS does not take unrealised capital gains into account when making changes to client portfolios. This means that for portfolios which are subject to capital gains tax (CGT), there may be occasions when realised gains are in excess of your Annual Exempt Amount, which may result in you having to pay CGT. The minimum investment amount for our MPS is £20,000. If the value of your portfolio falls below this minimum threshold it may not be possible to align your portfolio to the agreed strategy, meaning that our ability to manage your portfolio to the agreed mandate may also be impacted.

2. Account to be transferred

Please include all accounts you wish to transfer including ISAs.

	Applicant 1	Applicant 2
Account Name	<input type="text"/>	<input type="text"/>
Account number(s)	<input type="text"/>	<input type="text"/>

If a SIPP or Bond is included in the accounts above please confirm:

Provider name	<input type="text"/>	<input type="text"/>
Provider reference	<input type="text"/>	<input type="text"/>

To ensure we still have up to date contact details for you please could you complete the below;

Email address	<input type="text"/>	<input type="text"/>
Phone numbers	<input type="text"/> Mobile: Home:	<input type="text"/> Mobile: Home:

3. How to verify your identity

At Quilter Cheviot, we ensure that our process complies with anti-money laundering regulations. This means that we need to verify your identity as well as any potential beneficial owners before we proceed with the change of service.

I am a UK resident

We use the information we already have on file to perform electronic identification checks.

I am an overseas resident

We will ask you to send us certified copies of your identity documents if the copies we have on file are out of date. We have outlined how to do this on Page 14.

2. Sharing your account information

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This section lets us know if you would like us to share information relating to your investments with a spouse, a civil partner, or a financial adviser.

If you would like the details to remain the same as currently then please tick here:

With your spouse or civil partner

Only complete this section if you can agree with one, or both, of these statements:

- Quilter Cheviot can discuss my accounts with my spouse or civil partner, **who is also a client of Quilter Cheviot.**
- Quilter Cheviot can take instructions in relation to cash or investments from my spouse or civil partner, **who is also a client of Quilter Cheviot.**

Name of your spouse or civil partner:

Their Quilter Cheviot account numbers, if known:

Please read and indicate your consent to any of the following:

I consent to: (Please tick in the box to the right).

1. Quilter Cheviot discussing my accounts and any matters relating to the management by Quilter Cheviot of such accounts with my spouse/civil partner.
2. Quilter Cheviot granting my spouse/civil partner access (whether online or otherwise) to any and all information relating to my accounts.

I consent to: (Please tick in the box to the right).

1. My spouse/civil partner giving investment (or other) instructions to Quilter Cheviot on my behalf, including instructions relating to the transfer of any cash from my accounts to a bank account in my name and to Quilter Cheviot accepting any such instructions.
2. My spouse/civil partner doing all such acts or things generally relating to my accounts as they may reasonably consider appropriate.
3. My spouse/civil partner executing or signing all contracts, receipts, acknowledgements, notices, instruments or other documents necessary or desirable to give the instructions relating to my accounts on my behalf, or the doing of any other act they reasonably consider appropriate in relation to my accounts.

2. Sharing your account information

With a third party



Note: If you agree with any of the following, contact your investment manager for an additional supplement to allow this authority to be granted:

- I have a power of attorney.
- I wish to give third party authority to someone who is not my spouse/civil partner.
- My spouse/civil partner is not a Quilter Cheviot client.

With your financial adviser

Name of your financial adviser:

Name of their organisation:

Address of their organisation:

Postcode:

Contact details of their organisation:

Tel:
Email:

FCA registration number of their organisation:

Would you like to grant this authority to your financial adviser and other staff at the organisation named above?

It is our standard practice to grant online access to the organisation named above so that your financial adviser can view your accounts, quarterly investment reports and tax packs via our online portal. Such access may be granted to any individual adviser named above, as well as other staff at their organisation who assist in the provision of their service to you (this may include support and administrative staff and/or other regulated advisers).

If you agree we can also accept instructions from your named financial adviser to make a payment to one of your nominated bank accounts or to the HMRC.

Quilter Cheviot may also accept instructions from support and administrative staff or other regulated advisers working for the same organisation as your named financial adviser to make payments to one of your nominated bank accounts or to the HMRC.

3. Your investment strategy and income preferences

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This section will help us understand your investment strategy. Your financial adviser is responsible for selecting a suitable MPS Strategy to meet your individual circumstances and objectives. Please note that whilst Quilter Cheviot is responsible for managing your chosen MPS Strategy in accordance with the investment objectives and risk definitions as described below, your financial adviser will have an ongoing responsibility to ensure the Strategy continues to meet your individual circumstances and objectives.

Your investment strategy



Note: The MPS does not take unrealised capital gains into account when changes are made to the portfolios. This means there may be occasions when realised gains are in excess of the Annual Exemption. The MPS also does not allow clients to apply investment restrictions. This also applies to previously held restrictions in the DPS.

MPS Global Growth

The investment objective is to grow the capital value of the portfolio. The Quilter Cheviot MPS Global Growth Strategy is designed for an investor with a time horizon of more than 7 years, and a higher tolerance for risk that can accept significant variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot MPS Global Growth Strategy is a diversified portfolio comprising predominantly international and domestic equity funds as well as some exposure to funds investing in alternative assets. This means there is limited scope for diversification across asset classes, although the investments will be spread across sectors. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies. The risk category for this strategy is considered **higher** risk.

MPS Growth

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot MPS Growth Strategy is designed for an investor with a time horizon of more than 5 years, and a medium to higher tolerance for risk that can accept significant variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot MPS Growth Strategy is a diversified portfolio comprising predominantly domestic and international equity funds with a small exposure to fixed interest funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium-higher** risk.

MPS Balanced

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot MPS Balanced Strategy is designed for an investor with a time horizon of more than 5 years, and a medium tolerance for risk that can accept moderate variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot MPS Balanced Strategy is a diversified portfolio comprising predominantly domestic and international equity funds as well as some exposure to fixed interest funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium** risk.

MPS Income

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot MPS Income Strategy is designed for an investor with a time horizon of more than 5 years, and a medium tolerance for risk that can accept moderate variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot MPS Income Strategy is a diversified portfolio comprising predominantly domestic and international equity funds as well as some exposure to fixed interest funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium** risk.

MPS Defensive

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot MPS Defensive Strategy is designed for an investor with a time horizon of more than 3 years, and a lower to medium tolerance for risk that can only accept low variation or disruption to capital value or current income.

The Quilter Cheviot MPS Defensive Strategy is a diversified portfolio comprising fixed interest, domestic and international equity funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **lower-medium** risk.

3. Your investment strategy and income preferences

MPS Conservative

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot MPS Conservative Strategy is designed for an investor with a time horizon of more than 3 years, and a lower to medium tolerance for risk that can only accept low variation or disruption to capital value or current income.

The Quilter Cheviot MPS Conservative Strategy is a diversified portfolio comprising predominantly fixed interest funds as well as some exposure to domestic and international equity funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **lower-medium** risk.

MPS Cautious

The investment objective is to generate a return from the income from the portfolio. The Quilter Cheviot MPS Cautious Strategy is designed for an investor with a time horizon of more than 1 year, and a lower tolerance for risk that regardless of market conditions would only be comfortable with minimal variation or disruption to capital value or income.

The Quilter Cheviot MPS Cautious Strategy is a diversified portfolio comprising predominantly fixed interest funds with a small exposure to domestic equity funds. There may also be an allocation to funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **lower** risk.

Quilter Cheviot IDX Growth

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot IDX Growth Strategy is designed for an investor with a time horizon of more than 5 years, and a medium to higher tolerance for risk that can accept significant variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot IDX Growth Strategy is a diversified portfolio comprising predominantly domestic and international equity index-tracking funds with a small exposure to fixed interest index-tracking funds. There may also be exposure to exchange-traded products (ETPs) and funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium-higher** risk.

Quilter Cheviot IDX Balanced

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot IDX Balanced Strategy is designed for an investor with a time horizon of more than 5 years, and a medium tolerance for risk that can accept moderate variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot IDX Balanced Strategy is a diversified portfolio comprising predominantly domestic and international equity index-tracking funds as well as some exposure to fixed interest index-tracking funds. There may also be exposure to exchange-traded products (ETPs) and funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium** risk.

Quilter Cheviot IDX Income

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot IDX Income Strategy is designed for an investor with a time horizon of more than 5 years, and a medium tolerance for risk that can accept moderate variation or disruption to capital value or current income in order to achieve their longer-term objective.

The Quilter Cheviot IDX Income Strategy is a diversified portfolio comprising predominantly domestic and international equity index-tracking funds as well as some exposure to fixed interest index-tracking funds. There may also be exposure to exchange-traded products (ETPs) and funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **medium** risk.

Quilter Cheviot IDX Conservative

The investment objective is to grow the capital value of the portfolio as well as to generate some degree of income. The Quilter Cheviot IDX Conservative Strategy is designed for an investor with a time horizon of more than 3 years, and a lower to medium tolerance for risk that can only accept low variation or disruption to capital value or current income.

The Quilter Cheviot IDX Conservative Strategy is a diversified portfolio comprising predominantly fixed interest index-tracking funds as well as some exposure to domestic and international equity index-tracking funds. There may also be exposure to exchange-traded products (ETPs) and funds investing into “alternatives” such as commercial property, private equity, commodities and absolute return strategies.

The risk category for this strategy is considered **lower-medium** risk.

3. Your investment strategy and income preferences

Responsible investment considerations

The MPS is an 'Aware' service and aim is to optimise financial returns for the risk level selected whilst being aware of ESG factors as an an important input to achieve this. If you wish to apply a focused or dedicated strategy this is not possible in MPS so please speak to your financial adviser before completing this form.

Risk definitions

Your overall financial circumstances will principally determine your risk tolerance and you may have to accept more risk than you initially anticipate in order to achieve your long-term objective. Your risk tolerance means your ability to absorb falls in the value of your investments. All investments involve an element of risk to capital and/or income and there will also be periods when the short-term return differs from the long-term objective.

Lower	Lower to Medium	Medium	Medium to Higher	Higher
I/we have a low tolerance for risk and regardless of market circumstances, I/we would only be comfortable with minimal variation or disruption to capital value or current income.	I/we have a lower to medium tolerance for risk, I/we would only be comfortable with moderate variation or disruption to capital value or current income.	I/we have a medium tolerance for risk and can accept moderate variation or disruption to capital value or current income in order to meet my/our longer-term objectives.	I/we have a medium to high tolerance for risk and can accept significant variation or disruption to capital value or current income in order to meet my/our longer-term objectives.	I/we have a high tolerance for risk and can accept significant variation or disruption to capital value or current income in order to meet my/our longer-term objectives.

Account strategy

Please select your chosen strategy.

Our MPS strategies

These strategies invest predominantly in "active" funds, and seek to generate outperformance through our tactical asset allocation and manager selection decisions.

- | | | |
|-------------------------------------|------------------------------------|--------------------------------|
| <input type="radio"/> Global Growth | <input type="radio"/> Income | <input type="radio"/> Cautious |
| <input type="radio"/> Growth | <input type="radio"/> Defensive | |
| <input type="radio"/> Balanced | <input type="radio"/> Conservative | |

Our IDX strategies

These strategies invest predominantly in "passive" funds, and seek to generate outperformance principally (though not entirely) through our tactical asset allocation decisions.

- | | |
|------------------------------------|--|
| <input type="radio"/> IDX Growth | <input type="radio"/> IDX Conservative |
| <input type="radio"/> IDX Balanced | |
| <input type="radio"/> IDX Income | |

3. Your investment strategy and income preferences

Income instructions



Note: Please note, monthly income payments and retaining income in your QC income account are not available options for MPS. If you would like to amend these or add new instructions, please complete the section below.

If you would like the income details to remain the same as currently then please tick this box

If you do not want us to transfer your income to your capital account and reinvest into your portfolio please tick one alternative below

Transfer £ to capital to fund or partly fund a fixed Quarterly payment commencing on / /

Transfer £ to capital to fund or partly fund a fixed Monthly payment commencing on / /

Quarterly payments of income received payable on / /

If you have selected to receive income on a monthly or quarterly basis and specified the date above we will send your payment to you once we have received your funds/assets.



Note: If you chose a fixed payment, and this exceeds the income generated from the account, the amount of money in the account will be depleted.

Bank or building society details



Note: Bank or building society account details are required even if no income is being withdrawn.

Account name
(as it is on your statement):

Account number:

Sort Code:

 / /

Building society reference:



Note: You can only make payments or asset transfers from your account to third parties under some circumstances. If you would like to do so, please speak to your investment manager for more information. Normally, cash or asset withdrawals go to another bank or investment account that is in your name. We do permit payments to the HMRC. If one of the banks listed is for the HMRC for tax payments please include your unique tax payer reference in the account name line.

If you have more than one bank or building society account, please fill in the details on next page.

3. Your investment strategy and income preferences

Additional bank or building society details

Account name (as it is on your statement):	<input type="text"/>		
Account number:	<input type="text"/>	Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Building society reference:	<input type="text"/>		

Account name (as it is on your statement):	<input type="text"/>		
Account number:	<input type="text"/>	Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Building society reference:	<input type="text"/>		

Account name (as it is on your statement):	<input type="text"/>		
Account number:	<input type="text"/>	Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Building society reference:	<input type="text"/>		

Account name (as it is on your statement):	<input type="text"/>		
Account number:	<input type="text"/>	Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Building society reference:	<input type="text"/>		

Account name (as it is on your statement):	<input type="text"/>		
Account number:	<input type="text"/>	Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Building society reference:	<input type="text"/>		

4. Fees and Charges

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In this section we will ask you to confirm your agreement to our fees and charges as well as confirming if you would like us to pay your adviser's charges, if applicable, from your portfolio.

Quilter Cheviot Fees and Charges Consent

I/We confirm, by **ticking this box**, that I/We are in receipt of the Quilter Cheviot schedule of charges and my/our investment proposal or investment schedule, setting out the applicable initial and annual management charges, and I/We agree to such charges.

I consent

Adviser Charges Consent

Only complete this section if you have a financial adviser and you would like to use this account to pay for their charges. If not, please skip to the next section called 'Your consent and signature' on page 11.

Adviser name

Annual servicing charge

£

OR

%

of the total assets under management with Quilter Cheviot on a continuing basis.

Is VAT applicable to the ongoing annual servicing charge? It is your adviser's responsibility to determine this.

Yes

No

Initial Charge

£

OR

%

of all new funds invested into your portfolio.

Is VAT applicable to the initial charge? It is your adviser's responsibility to determine this.

Yes

No

If you answered a percentage payment above, how long would you like for this instruction to remain in place?

For the initial investment only

For 12 months from the date of this instruction

Until cancelled in writing (this option will be applied if you choose to not make a selection)

Vision Investment Portal Fee

In respect of due diligence on the discretionary fund management marketplace and on investment portal provision the following additional charge will apply and be paid to Vision Investment Portal:

- For Managed Portfolio Service clients 0.2% plus VAT
- For Managed IDX Portfolio Service clients 0.1% plus VAT

5. Your consent and signature

Please take your time and carefully read, sign and date this page to agree to:

- ✓ confirm that you agree to this application form, our Terms and Conditions, risk disclosures, investment proposal, cost and charges information on the Quilter Cheviot website and schedule of charges and (if you have a Quilter Cheviot ISA) our ISA Terms and Conditions (Agreement);
- ✓ confirm that, if applicable, you instruct Quilter Cheviot to facilitate the payment of adviser charges to your named adviser as set out in Part 4 of this application form;
- ✓ give your consent to our order execution policy and list of execution venues, and to Quilter Cheviot (or an affiliate) effecting transactions on your behalf outside a regulated market, multilateral trading facility or organised trading facility; and
- ✓ give your consent to us sending notices (such as changing our Terms and Conditions) electronically, such as by attaching a document to an email or linking to our website.



Note: Assets that we hold on your behalf will, as standard practice, be held on an omnibus basis in our nominee name. This means that your investments will be pooled with others that belong to our other clients. Ownership of each client's investments is always immediately and separately identifiable in our books and records.

As an alternative, we can hold some assets individually on a segregated basis. This means that your assets will be held in our nominee name but will be separate from other clients' assets. If you would like an individual segregated account, there may be additional annual administration charges. This service is only available on request. Please speak to your investment manager if you would like further information.

Signature

Applicant 1

Applicant 2

Date

Print name

Thank you for completing this form



Email: Simply scan your completed forms, or attach the PDF, and email them to your investment manager or financial adviser.



Post: To your investment manager at your local Quilter Cheviot office or to your financial adviser.

Helpful information

Our reporting services

Once your account is opened, we will regularly provide you with a comprehensive investment report which includes a valuation, performance summary, transaction schedule, capital and income statements.

You can instantly access your report via your online portal by choosing to go paperless and receive all reporting electronically. Simply provide your email and mobile telephone number, and we will provide you with details on how to register.

If your investments are subject to UK or Irish income or capital gains taxes, we'll also provide an annual tax summary. Please note that this tax information does not constitute tax advice and you should seek independent tax advice.

Our schedule of charges

Core Charges:

1. Annual Management Charge

We calculate our annual management charge based on the value of your portfolio (including cash and ISAs where applicable) at the end of each month and average it over our charging period. This management charge is paid directly from your Quilter Cheviot account to us quarterly in arrears at the end of March, June, September and December and it can be subject to VAT.

The Investment Proposal or Schedule that you should have already received from your investment manager describes the relevant annual management charges in the 'Our pricing structure' section. You can confirm your agreement to these in the 'Your signature and declarations' section 6 of this application pack under your consent and signature.

2. Initial Charge

For investments into our AIM service we charge an initial of 1% (plus VAT) with a £5,000 maximum based on the value of your portfolio when the account is opened.

For Advice and Dealing & Execution Only Accounts: (the following charges apply)

Dealing Commission

This will be calculated based on transaction values meaning the more you invest with us, the better rates you can unlock. The minimum charge is £50.

Custody Charge

£45 per UK or overseas asset. This is offsettable against commission at the end of November. This charge is not applied to estates in administration.

Dealing Charge

Contract charge of £40 per transaction.



Commission Values

All assets above £20,000
= 0.3%

The next £10,000 = 0.5%

The first £10,000 = 1.9%

Helpful information

Other charges:

CHAPS or SWIFT

£20 for a same day transfer of cash.

Currency Conversion

Our exchange rate used on currency conversions includes Quilter Cheviot's own charge of 0.75% that is applied to the currency exchange rate at the time the trade is done, after we adjust for the foreign exchange brokerage charge of 0.07% applied by our broker on our currency trades with them.

Legal Entity Identifier (LEI) Charge (only required for trusts, corporate entities, charities and some pension funds)

£70 + VAT. Annual renewals are £60 + VAT and will be carried out only on request.

Indemnity Charge (for share certificate replacement)

Any charges received from external third parties will be charged to your portfolio.

Probate Valuation Charge

0.10% of the value of assets with minimum charge of £75 + VAT maximum of £500 + VAT.

Third Party Brokerage Rates (with applicable minimum charges in brackets)

0.04% - USA (USD10)

0.05% - Canada (CAD10)

0.05% - Eurozone ex Ireland and Greece (up to EUR20 depending on the country)

Third-party brokerage charges are calculated by applying the above rates to the value of the transaction. Minimum charges will apply if the value of the transaction does not meet the minimum amount that is set by our broker. These are charged in the relevant local currency.

The details above are for the international markets where we carry out transactions the most often. Full details of the additional countries that we trade in less frequently including their rates and minimum charges can be found on our website (www.quiltercheviot.com).

Transfer Out In-Specie

Charged when transferring investments to another custodian as they are (not transferred to cash):

- £50 per holding of overseas assets
- £15 per holding of UK assets

Additional information about investing with us

Estates in Administration

When one of our clients passes, we move their account to our Execution only service and apply an administration charge of 0.3% per year based on the value of the portfolio at the end of each month and average it over our charging period. This charge is paid directly from the Quilter Cheviot account to us quarterly in arrears at the end of March, June, September and December and it can be subject to VAT.

Adviser Charges

If you have an Adviser, they may apply a charge on top of the fees charged by Quilter Cheviot. You can provide us with your Adviser's initial and ongoing charge in the 'Your Fees and Charges' section of this application pack under 'Adviser Charges'. Any charges you pay to your adviser from your portfolio will appear in your valuation.

Helpful information

How to certify your identity documents

If you are an overseas resident or have an incomplete identification check, your evidence of identity must be confirmed by either an FCA-authorized person or a member of a professional organisation recognised by the Money Laundering Regulations 2007.

The following are the authorised individuals who can certify your documents:

- UK/Overseas Solicitor
- Notary Public
- Commissioner for Oaths
- UK Barrister (not a Judge)
- UK Licensed Conveyancer
- UK Legal Executive
- UK/Overseas Chartered Accountant
- Bank Manager
- Authorised financial adviser
- Authorised mortgage broker
- Embassy, Consulate or High Commission of the Country of issue for non-UK nationals
- Quilter Cheviot Staff (in the ordinary course of business)



Note: If your identity documents are not certified by someone who fits the approved list above, we cannot accept them. To open your account with us you will need to re-submit documentation that is certified to our requirements.

In addition, we need to be able to read documents that have been photocopied. If we cannot, we will ask you to re-submit a legible version.

How to send us your identity documents

All documents must be certified as follows:

"I hereby certify this is a true copy of the original as seen by me (name) on (date) [and that it bears a true likeness of the person described therein]."

Please add the words in the square brackets [] where the document includes a photograph of the individual.

The person who provides the certification must be named and able to be contacted about the document if it is necessary. Therefore, a certification in the name of a firm is not acceptable. The person who certifies your document must be currently employed in the approved position. For us to accept your identity documents, the following information about the certifier needs to be clear on the certification:

- Their name
- Their title
- Their occupation
- The date of certification
- Their contact details



Note: We need the original signature of the person certifying any photocopied documents. We cannot accept electronic signatures or photocopies of certified copy documents.

Data Protection

The personal information you provide will enable us to provide our services to you. The personal data you provide will be used and stored in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

For further information on how we use your personal data and your rights in relation to your personal data, please see our Privacy Notice which can be accessed on our website at: www.quiltercheviot.com/important-information/privacy-notice/quilter-cheviot-privacy-notice/ or provided on request.

Should you have any enquiries relating to the personal data that we may hold about you, how your personal data is processed, or how to exercise your rights you can contact our Data Protection team, at privacy@quiltercheviot.com.