

Confirmation of your Identity when gifting Shares

Registered Charity Number: 1122918

We have responsibilities under UK anti-money laundering legislation and the Proceeds of Crime Act 2002 to confirm the identity and permanent address of our clients. Where you are a client resident in the United Kingdom we will undertake an electronic anti-money laundering check of the personal data you have provided. The check will be undertaken via a reputable referencing agency, which will retain a record of this check. Where an electronic check of personal data is not appropriate or suitable you will be asked to provide documents to verify your personal details. These will generally be a certified copy of your passport and photocard driving licence or other acceptable documents. Details are listed below.

LIST A: Personal identity documents which verify full name

- ▶ Current Signed Passport
- ▶ Current UK or EEA photocard driving licence

If you do not possess a current passport or photocard driving licence one of the following will be accepted:

- ▶ Current full driving licence
- ▶ Residence permit issued by the Home Office to EU Nationals (on sight of own country passport)

LIST B: Documents which evidence address

- ▶ Recent utility bill (dated within 3 months) (Mobile Telephone Bills are not acceptable)
- ▶ Recent Bank statement or passbook (dated within 3 months)
- ▶ Local Authority/ Council Tax bill (Valid for current tax year and residence)
- ▶ Current UK or EEA Photocard Driving licence (If not used to evidence name)
- ▶ Current old style driving licence (if not used to evidence name)
 - ▶ For UK Clients where we are unable to verify your identity electronically we are required to obtain one document from LIST A and one for LIST B
 - ▶ For overseas Clients we require one document from LIST A and two from LIST B
 - ▶ For clients using a PO Box a further document from LIST B will be required
 - ▶ To Eliminate possibility of fraud do not send original passports or driving licences through the post. Please send us Certified Copies

Instructions

Please contact Cranleigh Foundation who will then notify Tim Cook at Brewin Dolphin (BD) in the first instance for specific instructions.

As noted earlier the process for transferring shares is largely dependant on what form the shares are held in:

Certificated

Paper Certificates (UK Only)

- ▶ Securities held in name of donor will require donor to sign transfer forms in order to register the holding into a Brewin Dolphin nominee for the account of Cranleigh Foundation.
- ▶ Tim Cook will provide relevant transfers on completion and receipt of Appendix B. Donor to sign transfers and return with appropriate copies of certificates to Brewin Dolphin

Electronic

Securities held in a nominee account on behalf of donor or in a Unit Trust

- ▶ On return of Appendix B, Tim Cook will liaise with nominee company and effect electronic transfer of securities.

Notes

- ▶ You should be aware that your existing nominee account manager may charge you for the transfer.
- ▶ There can be tax benefits to giving gifts. You should speak to your financial adviser should you require further information about these.
- ▶ Brewin Dolphin reserves the right to impose restrictions on acceptance of shares to the extent that they must be UK Companies and more than a 'negligible' amount

Contacts at Brewin Dolphin

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Approved by Brewin Dolphin in accordance with S.21 of the Financial Services and Markets Act 2000