

PSG SIPP Limited Anti Money Laundering Guide

In line with UK Anti-Money Laundering regulations, PSGS is required to verify the identity and residential address for all members prior to accepting a member to our schemes.

Note: When copies of original documents are provided, documents must be suitably certified using the correct wording and by an acceptable person.

Furthermore, if the documents provided are not in English, they must be translated into English. The translation should be dated, signed and certified by an independent person of proven competence confirming that it is a faithful translation of the original.

Outlined below are the acceptable documents that can be provided when a member is joining our scheme. If you need assistance, please call us on +44 3330 918 618 or email info@psgsipp.co.uk.

Other third parties we work with during the course of your transaction may ask for their own identity and verification checks to be completed. These may be different to ours and may use direct methods to contact you to verify your identity.

UK Residents

Proof of Identification (POI)

Certified copy of valid unexpired passport in every instance and only one of the following if passport is not available:

- valid unexpired national or other government-issued identity card;
- valid unexpired residence card;
- valid unexpired driving licence.

Proof of Address

Documents **must meet the below requirements** upon receipt of the completed Application Forms. The document must be issued in the name of the applicant and match the address appearing on the completed application forms or the one held in our records as the permanent residential address.

Please note that documents containing only a PO Box address cannot be accepted.

- Utility Bill (gas, electric, water bill), dated within the last 6 months;
- Council Tax bill dated within the last 12 months;
- An identity document, different to that used for POI, such as a photocard driving license clearly showing the residential address;
- Government issued documentation dated within the last 3 months;
- Current Tenancy Agreement from a local council or recognised letting agency;
- Bank/Building Society statement from a recognised institution, dated within the last 3 months;
- Credit card statement from a recognised institution, dated within the last 3 months;
- Life Insurance/Assurance Policy from a recognised institution, dated within the last 3 months;
- Mortgage Statement from a recognised lender, dated within the last 12 months.

Non UK Residents

Proof of Identification (POI)

Certified copy of valid unexpired passport in every instance and only one of the following if passport is not available:

- valid unexpired national or other government-issued identity card;
- valid unexpired residence card;
- valid unexpired driving licence.

Proof of Address

Documents **must meet the below requirements** upon receipt of the completed Application Forms. The document must be issued in the name of the applicant and match the address appearing on the completed application forms or the one held in our records as the permanent residential address

Please note that documents containing only a PO Box address cannot be accepted.

- Utility Bill (gas, electric, water), dated within the last 6 months;
- Local government/council tax bill dated within the last 12 months;
- An identity document, different to that used for POI, such as a photocard driving license clearly showing the residential address;
- Government issued documentation dated within the last 3 months;
- Bank/Building Society/Credit Union statement from a recognised institution, dated within the last 3 months;
- Credit card statement from a recognised institution, dated within the last 3 months;
- Life Insurance/Assurance Policy from a recognised institution, dated within the last 3 months;
- Mortgage Statement from a recognised lender, dated within the last 12 months;
- Where the residence is supplied as part of the employment, a letter from the employer (on headed paper from the company), which must still be fully certified and must state within the letter that the employer provides the accommodation.

Certification guidelines

Such qualified persons include the following:

- legal professional (e.g. a lawyer or a solicitor);
- accountancy professional;
- a notary;
- a person undertaking relevant financial business (e.g. a regulated financial adviser).

The certifier **must** list the following information:

- the full name of the certifier;
- position/Job title held;
- the name of the company (if applicable);
- signature and date;
- company stamp;
- the certifier's contact details (i.e. phone number or email address).

Any document supplied which includes a photograph of the person being verified should contain the following statement: "I confirm that this is a true copy of the original which I have seen and the photograph is of true likeness to the individual whom I have met". All other documents should contain the following statement: "I confirm that this is a true copy of the original which I have seen".

Corporate entities

PSGS is required to establish company name, registered number, registered office in the country of incorporation as well as the identity of all directors and beneficial owners. We must also check that a company is not dormant, subject to a notice to strike off or any other status other than active. In the first instance we will obtain this information from Companies House (UK), Companies Registration Office (RoI) and where possible other similar overseas institutions.

Details of a differing trading address must be given in the appropriate application form and certified proof of address provided in line with that outlined for UK and non-UK residents above.

Proof of identification must be provided for any beneficial owner where holdings exceed 25%. Where no beneficial owner's holding exceeds 25%, proof of identification must be provided for the beneficial owner with the highest shareholding. If required proofs of identification and address have not been already provided for beneficial owners where they may be members, PSGS will specifically request it as part of the application process.

Further checks will be carried out for complex corporate ownership structures or where a company does not have at least one year's trading accounts lodged with Companies House, Companies Registration Office or overseas equivalent. These checks may generate additional requirements.

Source of funds

PSGS is required to establish the source of funds received for all new monies received into the scheme. We will require a copy of a redacted bank statement (paper or online) showing funds leaving the payer account. Alternatively, if available, we can accept receiving bank confirmation of sending bank, account name, sort-code and account number. Where a corporate entity or individual, that payer must have been formally identified in accordance with this guide before formal acceptance of any contribution can be confirmed.

Source of wealth

PSGS is also required to establish the source of wealth when receiving pension contributions. Where contributions are less than £50,000, we require confirmation of whether that source is from employment, savings/investments, a gift, lottery and other winnings, property sale, inheritance, divorce settlement or other. Where contributions are £50,000 or greater, we will also require certified supporting evidence.

Other identification events

PSGS will also require proof of identification and/or proof of address documentation to be submitted at certain other events throughout the life of the SIPP. The required documentation will be requested as and when those events occur.