



# ARTEMIS

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Ms G Stuliglowa  
Pension Practitioner.com  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

Date: 14 April 2016  
Our ref: ART/05256433/JE

Dear Ms Stuliglowa

**Artemis Income Fund Class R Accumulation Units**

**Client name: Mr Anthony John Carson, Mrs Edna Carson and Standard Life Trustee Co Ltd**

**Client reference: 3168131**

Thank you for your letter we received on 4 April 2016 requesting us to remove the trustee from the account and update the holdings administrators.

For us to action the request in your letter we do require money laundering verification documents for both Mr Carson and Mrs Carson. We also require individual self certification for Mrs Carson, please complete the enclosed form and return back to us using the pre-paid envelope enclosed.

To enable us to verify your client's names and address for anti-money laundering purposes, please send us one item from each section shown overleaf.

We recommend you do not send us original items such as passports, driving licences or benefit books. Please see the attached list, which shows details of who can certify copies of these documents.

For further assistance, please contact our Client Services team on 0800 092 2051.

Yours sincerely

**Michelle Costanzo**  
**Head of Retail Operations**

Enclosure(s): Individual Self Certification Form  
Certifier Information slip  
ML Documents Required  
Pre paid envelope

Artemis Fund Managers Limited  
Correspondence address:  
PO Box 9688  
Chelmsford CM99 2AE

### **Certifier Information**

**If your identification documents have been certified, please arrange for the certifier to provide their details below. Please note the certifier must sign and date the documents stating 'original seen', be easily contactable and must not be a family member.**

Print name:	
Sign name:	
Job title:	
Date:	
Business telephone:	
Business address:	

Client reference:	
Client name:	
Client address:	

**Please return with your identification documentation  
FAILURE TO FULLY COMPLETE THIS FORM MAY RESULT IN YOUR DOCUMENTS  
BEING REJECTED**

## **DOCUMENTATION GUIDELINES**

**Copies certified by authorised signatories** (such as a Solicitor or Lawyer, a Doctor, a Dentist, a Teacher, a Police Officer, a Bank or Building Society employee, a Financial Adviser, a Mortgage Broker, a Stockbroker or an Accountant) are acceptable. Please note – this is not a full list so please contact Client Services for further acceptable certifiers if you are unable to obtain certified documents from someone in one of these professions. The authorised signatory must not be retired and must sign and date the front of the document stating original seen. They must also include their name, profession and contact details. Certifications that are on the back of documents will be rejected. The person undertaking the certification must be easy to contact and not a family member. The certification must be dated within the last six month period and documents must be no older than six months, unless they are annual notifications then they must be the most recent one issued. If you have any questions regarding the documents that you are about to submit please contact the Client Services team before sending them and they will be able to assist you.

Please supply one document from each section below. The same document cannot be used to cover both sections, and they must each come from a different source.

### **SECTION ONE: Evidence of personal identity**

Original or Certified copy of a current and signed passport  
Original or Certified copy of current signed UK / EEA Photocard or Paper Driving Licence (Full/Provisional) \*  
Benefits book or original notification letter from the Benefits Agency or DWP confirming the right to benefits or state pension  
HMRC notifications/letters (including Tax assessment, Notice of Coding, Statement of Account dated within the last tax year) NOT P45 or P60  
Shotgun or Firearm certificate (UK no longer than 5 years, European until expiry date listed)  
Biometric residence permit issued by the UK Border Agency Home Office to EU Nationals  
Current non-EEA foreign national Identity Card  
Northern Ireland Electoral Identity Card

### **SECTION TWO: Evidence of address**

Local authority tax bill (no older than 12 months)  
Original or Certified copy of current signed UK / EEA Photocard or Paper Driving Licence (Full/Provisional)  
Recent system generated or signed documentation from a regulated financial sector firm indicating that an account/investment/insurance relationship exists and which includes the account holder address (no older than 12 months)  
Solicitor/Lawyer letter confirming a house purchase or land registry confirmation (no older than 12 months)  
Local council tenancy agreement  
Benefits book or original notification letter from the Benefits Agency or DWP confirming the right to benefits or state pension  
Recent utility bill (not mobile phone bill) or certification from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (no older than 3 months)  
HMRC notifications/letters (including Tax assessment, Notice of Coding, Statement of Account dated within the last tax year) NOT P45 or P60  
Instrument of Court Appointment (Liquidator/Grant of Probate no older than 12 months) - Must have address stated

**All documents will be returned as soon as possible.**

\* UK paper driving licence consists of old style paper licence which can only be held if no photocard has ever been issued. A paper counterpart driving licence, previously issued by DVLA with a photocard, is not acceptable.

Client Id:

Office Use Only: USDECS

**Individual Self-Certification Form****Tax Residency**

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency<sup>2</sup>. In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your account(s) with Her Majesty's Revenue & Customs (HMRC) who may in turn share this information with any or all participating tax jurisdictions<sup>3</sup>.

Please indicate all countries in which you are resident for tax purposes and your associated Tax Identification Number(s) in the table below. If you are also a US citizen you must include United States in this table along with your US Tax Identification Number. If you have any questions about your tax residency<sup>2</sup>, please contact your tax adviser.

Country/Countries of Tax Residency	Tax Identification Number*

**Declaration**

I declare that the information provided on this form is, to the best of my knowledge and belief, accurate and complete.

I agree to notify Artemis Fund Managers Limited immediately if any of this information changes in the future.

Name (please print in full):

Permanent Residence Address:

Post Code \_\_\_\_\_ Country \_\_\_\_\_

Date of Birth (dd/mm/yyyy)\*:

Signature:

Date (dd/mm/yyyy):

<sup>1</sup> The term "tax regulations" refers to the International Tax Compliance Regulations 2015 which implements the Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

<sup>2</sup> In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If in doubt, please contact your tax adviser.

<sup>3</sup> Those countries that have agreed to exchange information under FATCA and the CRS<sup>1</sup>.

\* If you are a UK Tax resident and not a tax resident anywhere else and also not a US citizen, you are not required to provide details of your 'Tax Identification Number' or 'Date of Birth', or if you are not resident in a jurisdiction that is reportable under CRS or FATCA and also not a US citizen, you are not required to provide your 'Tax Identification Number' or 'Date of Birth'.

Please return this form to:

Artemis Fund Managers Limited, PO Box 9688, Chelmsford, CM99 2AE