

## Company/Trust Share Account checklist

In order to comply with current Anti-Money Laundering regulations, please provide the appropriate documentation set out below. Original documents will, of course, be returned to you.

### Publicly Quoted companies (including shares traded on AIM)

- A copy of the Board Resolution authorising the establishment of a Share Account with The Share Centre.
- A list of authorised signatories, specifying the number of signatories required to authorise a written instruction, together with a specimen signature for each person.
- For each Director and Authorised signatory please provide one item from EACH of lists A and B on the reverse of the Personal details form, each less than six months old showing your name and permanent residential address.
- A cheque for £18 to cover any Anti-Money Laundering verification checking. (credited to account if not required)

### Unquoted companies (including those traded on PLUS markets and Sharemark)

As above, plus:

- An original or Certified Copy (by a lawyer, attorney or bank official) of the Certificate of Incorporation.
- A Certified Copy (by a lawyer, attorney or bank official) of your Memorandum and Articles of Association.
- A copy of your latest Annual Report and Accounts.
- Completion of the Personal details form for all Directors, authorised signatories AND, where different, shareholders who hold 25% or more of the issued share capital.
- For each Director and Authorised signatory please provide one item from EACH of lists A and B on the reverse of the Personal details form, each less than six months old showing your name and permanent residential address.
- Evidence of the Company's registered address and, if different, the trading address eg. an original bank statement. The statement you provide must relate to the bank/building society account details you have included on your Account application.
- A cheque for £18 to cover any Anti-Money Laundering verification checking. (credited to account if not required)

### Trusts

- An original or Certified Copy (by a lawyer, attorney or bank official) of the Trust Deed, to include details of the settlor, trustees and beneficiaries, and confirming the nature and purpose of the Trust.
- A copy of the Trustees' resolution authorising the establishment of an account with The Share Centre.
- For each Trustee, settlor and where different, signatory, please provide one item from EACH of lists A and B at the bottom of the Personal details form, each less than six months old showing your name and permanent residential address.
- Completion of the Personal details form for all authorised signatories AND, where different, beneficiaries entitled to an interest in at least 25% of the capital of the property.

### Partnerships

- Completion of the Personal details form for all Partner and/or Authorised signatories AND, where different, those that own or control over 25% of the voting rights, capital or profit.

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