



Client Services & Dealing Tel: 0800 092 2051
Client Services Fax: 020 7399 6497
Dealing Fax: 0845 076 2290
e-mail: investorsupport@artemisfunds.com
Sales & Broker Support Tel: 0800 092 2090
e-mail: brokersupport@artemisfunds.com
artemis.co.uk

Ms G Stuliglowa
Daws House
33-35 Daws Lane
London
NW7 4SD

Date: 13 June 2016
Our ref: ART/05287352/CD

Dear Ms Stuliglowa

Client name: Mr Anthony John Carson, Mrs Edna Carson
and Standard Life Trustee Co Ltd
Client reference: 3168131

Thank you for your recent instruction. We are writing because we need some additional documentation from you.

Please note, we have accepted the passports as proof of ID but we still need the correct documentation to verify the address for both Mr and Mrs Carson. To help us meet our requirement, please send us one item from section two from both clients shown overleaf.

If you do not currently have documentation for Mr and Mrs Carson's Spanish address you can send us these as soon as they are to hand.

We recommend you do not send us original valuable 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.

Please send us both items using the pre-paid envelope provided, along with the enclosed documentation slip. We will return all items to you once we have verified them.

If an investor decides to sell their holding, anti-money laundering regulations prevent us from releasing the proceeds without having first obtained verification documents. We appreciate that many investors find this inconvenient and we would like to thank you in advance for your co-operation.

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

Yours sincerely

Michelle Costanzo
Head of Retail Operations

Enclosure(s): Certifier Information slip
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**

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.