

Checking your identity

September 2023

This booklet has been designed to help you understand why Baillie Gifford requests documents from you to verify your identity.

If you have any questions about this information, please contact our Client Relations Team on 0800 917 2113.

What is Money Laundering?

When criminals make money from their activities they need to make the proceeds look legitimate. They do this by placing the money with financial institutions, like Baillie Gifford, using false names or stolen identities. The funds, when withdrawn, will then appear legitimate to the authorities and other institutions.

How can we prevent Money Laundering?

It's quite simple. Firms like Baillie Gifford are required to 'know their customers'. We do this by asking you for proof of your identity.

How does this help?

It makes it much more difficult for criminals to use our services and also to use false names and addresses, possibly stolen from a legitimate investor.

Why do I have to prove my identity?

If you are a new customer we may not have received enough evidence of your identity to satisfy the legal requirements. In this instance, we will contact you to request the required documentation.

But I have been a customer for years!

Since you became a customer the laws surrounding anti-money laundering may have changed. In order to keep our records up to date and to prevent you encountering difficulties in the future, we may contact you to request proof of identity.

What do I need to provide?

At the time of your application, we will initially carry out an electronic check of your identity and if we cannot verify your identity electronically, we normally request two items of evidence; one from each of the lists on the next page. One document should give your full name and address and the other document should give your full name and either your date of birth or your address.

We will not accept photocopies or faxes unless otherwise stated in the 'Lists of acceptable documents' but we will accept copies certified by a professional from the following list who is independent of the application and not related to you. The certifier must provide us with their full name, contact details (address and phone number), position and company name (if applicable). Please note that we are unable to accept certification from a retired person as the individual must be active in their occupation.

- Regulated Financial Services Firm
- Lawyer, Barrister, Notary, Accountant (on appropriate register)
- Law Enforcement Agency
- Judge
- Embassy/Consulate/High Commission Employee
- Justice of the Peace
- Registrar of births, deaths and marriages (due to Crown copyright restrictions only this certifier can certify UK birth, death and marriage certificates)

In addition, the Post Office offers a document certifying service. The Post Office charge a small fee for this service. Please note that not all Post Office branches offer this service.

If you send in original documentation as evidence we will return it to you by recorded delivery as soon as our records have been updated.

Lists of acceptable documents

For adults, two documents are required – one from List A and one from List B below.

List A – Government-issued documents include:

Latest evidence of entitlement to a state or local authority-funded benefit (e.g. housing benefit, council tax benefit), tax credit, pension, educational or other grant

Valid passport

Valid photocard driving licence (full or provisional)

National Identity Card (non-UK nationals)

Firearms certificate or shotgun licence

Identity card issued by the Electoral Office for Northern Ireland

Valid (old style) full UK driving licence

List B – the second document

The options here are:

- A second document from List A

or

- a document, either government-issued, or issued by a judicial authority, a public sector body or authority, or another regulated firm in the financial services sector.

List B documents include

Instrument of a court appointment (such as grant of probate or grant of confirmation)

Latest council tax demand letter, or statement

Bank statements, or credit/debit card statements, issued by a regulated financial sector firm dated within three months. Pdf printouts of online bank statements showing name and address and dated within three months are acceptable.

Utility bills (except mobile phone bills) dated within three months. Pdf printouts of online utility bills showing name and address and dated within three months are acceptable.

What if I don't have the documents that you need?

In some circumstances, we appreciate that you may not have the documents requested by us. For example, you may not have a passport or driving licence and you may not be named on any utility bills. In this instance, we would ask that you contact us so that we can discuss alternatives with you. Please be aware that, if we receive an application without identity documents, and we cannot verify your identity through our electronic checks, we will return the application and funds to you.

What if I don't provide the back-up for my identity?

Initially, we may contact you again requesting this information.

If you decide to sell your shares in the future and we have not received the appropriate documents there may be difficulties and delay in releasing the funds to you.

Further information

We hope that this answers all of your questions, but if you require further assistance, please contact:

Baillie Gifford & Co Limited
Calton Square
1 Greenside Row
Edinburgh
EH1 3AN

Or telephone the Client Relations Team on:
0800 917 2113 or **0131 275 3499**

Or email the Client Relations Team at:
trustenquiries@bailliegifford.com

Please refer to the FCA website at:
www.fca.org.uk

Your call may be recorded for training or monitoring purposes.