

Small Self-Administered Scheme

Platinum SSAS

Property Tenant Information Form

Anti-money laundering requirements

We are required to verify the company (by means of a Companies House check), and the identity of every Beneficial Owner, which we do via an electronic search. If the company is regulated by the FCA or listed on the main market of the LSE, you do not need to provide any directors' details.

If our electronic search is unsuccessful, we will require further evidence in the form of identification and address verification documents for that individual. To save time, you may wish to provide these documents along with the completed form.

You should read the 'Platinum SSAS Tenants' Information Guide' before completing this form.

Please use **BLOCK CAPITALS** only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this, or any other item of our literature, in large print, Braille or audio format, please contact us on 0345 25 05 610 or by email at platinumssas@investacc.co.uk.

User guide – property tenant information form

Helpful tips

- You can find more information in the 'Platinum SSAS Tenants' Information Guide' about how we will hold the data provided in this form and the checks we will complete to establish the identity of every relevant entity and Beneficial Owner, together with an explanation of the term "Beneficial Owner".
- Unless the company is regulated by the Financial Conduct Authority (FCA) or is listed on the main market of the London Stock Exchange (LSE), we are required by law to check all company and Beneficial Owner details against the details held at Companies' House. For companies, Beneficial Owners include Persons of Significant Control (PSCs). If we identify any discrepancies, we may require additional information before we can proceed with the lease.
- You must provide a signing resolution for the company if it has one.
- If any sections are incomplete or unclear, we will need to request further information before we can proceed with the lease.

Digital signatures or electronic signatures

You may be able to complete this form and sign it without the need to print it out, if you have the free Adobe Acrobat Reader with the 'fill and sign' option, which allows you to add a signature. Note that this must clearly be your actual signature, not a handwriting font or similar. We reserve the right to refuse applications or to ask for evidence of signature, such as that on a driving license or passport, or to obtain a traditional wet signature.

Tenant's details

| | |
|--|---------------------------------------|
| Business name/contact | |
| FCA registration number and/or LSE ticker code (if applicable) | |
| Registered address | |
| | |
| Postcode | Country |
| Main operating address (if different from above) | |
| | |
| Postcode | Country |
| Company registration number | Country of registration/incorporation |

Please ensure this section is completed. We must carry out identity and verification checks on all proposed tenants before a lease is executed.

Details of Beneficial Owners

Please provide details of all Beneficial Owners, including all PSCs, copying and completing page 4 as many times as is required. A PSC is any person with "significant influence or control" over a limited company's affairs and could include individuals, members of managing bodies and/or other companies. If the company is regulated by the FCA or listed on the main market of the LSE, you do not need to provide any directors' details. If a PSC is another company, please provide details using a copy of page 2 together with details of all PSCs of that company using page 4. Please provide a summary list of all Beneficial Owners in the table below, and include a structure chart for complex ownership structures, especially where any Beneficial Owner is another company, including company and FCA registration numbers and LSE ticker code (as applicable).

Structure Chart

| |
|--|
| |
|--|

Please confirm all countries of citizenship and all countries of residence for tax purposes for all Beneficial Owners, using additional sheets if necessary. If any of the Beneficial Owners have been at the address shown for less than three years, please provide their previous address on a separate sheet and attach to this form.

Beneficial Owner details

Please confirm all countries of citizenship and all countries of residence for tax purposes for all Beneficial Owners, using additional sheets if necessary. If any of the Beneficial Owners have been at the address shown for less than three years, please provide their previous address on a separate sheet and attach to this form.

| | | | |
|-------------------------------|---------|------------------|--|
| Title | Surname | | |
| Forename(s) | | | |
| Date of birth | | Country of birth | |
| Permanent residential address | | | |
| | | | |
| Postcode | | Country | |

Please tick as appropriate

Citizen Resident for tax Both

| |
|-------------------------------|
| Nationality 1 |
| Nationality 2 (if applicable) |
| Nationality 3 (if applicable) |

Please provide details of all Beneficial Owners

| | | | |
|-------------------------------|---------|------------------|--|
| Title | Surname | | |
| Forename(s) | | | |
| Date of birth | | Country of birth | |
| Permanent residential address | | | |
| | | | |
| Postcode | | Country | |

Please tick as appropriate

Citizen Resident for tax Both

| |
|-------------------------------|
| Nationality 1 |
| Nationality 2 (if applicable) |
| Nationality 3 (if applicable) |

Data privacy statement

We'll use the information you provide to check the identity of anyone whose details you provide in this form as a Beneficial Owner with credit reference and fraud prevention agencies. These agencies will record our checks and will make that record available so others are able to verify their identity.

So we can thoroughly check the available data, we verify their identity using scoring methods. If you supply false or inaccurate information and we suspect fraud, we'll inform the fraud prevention agencies.

If we can't verify their identity by electronic means, we may ask for additional information.

We will also verify information against Companies House records. Where information provided on the form differs to the information held by Companies House, we may request evidence to support the extent of control the person/entity listed has over the company entering into the lease. Where discrepancies are identified between the information provided on the form and the information held by Companies House, we may be obliged to report these discrepancies to Companies House. Any missing information will mean that the lease process is delayed.

Depending how the data has been processed, and subject to some exemptions, Beneficial Owners have a number of legal rights concerning their personal information. These include the right to:

- access personal information;
- rectify/erase personal information;
- Restrict the processing of their personal information;
- Transfer their personal information;
- Object to the processing of personal information;
- Object to how we use their personal information for direct marketing purposes;
- Obtain a copy of personal information safeguards used for transfers outside their jurisdiction; and
- Lodge a complaint with their local supervisory authority.

For our full privacy policy visit investaccplatinum.co.uk/privacy

Declarations

Please read the following carefully before you sign.

I/we declare that:

1. I am/we are aged 18 years or over.
2. The declarations and information contained in this form are true, correct, complete and not misleading to the best of my/our knowledge and belief, and I/we undertake to notify InvestAcc Pension Administration Limited of any changes without delay.
3. The Beneficial Owners of the tenant have authorised me/us to complete and submit the form on their behalf and I/ we have received positive affirmation of all Beneficial Owners' understanding of, and agreement to, the 'Platinum SSAS Tenants Information Guide' and for you to conduct the necessary identity and information checks with credit reference and fraud prevention agencies and Companies House (as appropriate).
4. You are authorised to make whatever checks are necessary to verify the tenant's identity, as required to comply with the Money Laundering Regulations.

| | |
|-----------|------|
| Signature | Date |
| Name | |
| Capacity | |

| | |
|-----------|------|
| Signature | Date |
| Name | |
| Capacity | |

Once completed and signed, this form should be returned to:

InvestAcc Platinum

5th Floor, 4 Exchange Quay
Salford Quays
Manchester
M5 3EE.



InvestAcc Platinum

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