

Please use the below criteria as a requirements guide when submitting an instruction to trade into a new unitholder account.



Please note, additional documentation may be required based on the specifics of the investor and investment. For the avoidance of doubt, please refer to the relevant application form and prospectus documents before submitting your instruction.

**Please ensure you complete and send Coverall & Distribution Mandates' with application or new account opening request.**

Account opening requests **cannot** be sent in via the document upload

Is a formal application form required when a subscription will create a new account:

In a new name or registration details?

As a new designated holding under an existing registered name?

Formal application is available if needed. Unambiguous instructions will be accepted as long as they fulfil the same criteria as an application form:  
By Fax, Email, Post or Telephone

|                                                                             |                           |                                                                                  |
|-----------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------|
| Are FATCA and CRS self certificates required?                               | Yes                       | Certificates can be provided post trade.                                         |
| Are PAIF funds available for investment?                                    | No                        |                                                                                  |
| What signatures must be provided on instructions?                           | Two authorised signatures | Please ensure signatories state the name of the person and state their capacity. |
| What is the default method for distributions if no instruction is received? | Cheque                    |                                                                                  |
| What method should the distribution mandate be sent?                        | Post and Document Upload  |                                                                                  |

If you have questions, please contact us via webchat or email [#ClientMaintenance1@uk.sscinc.com](mailto:#ClientMaintenance1@uk.sscinc.com)

Further guidance is available by referencing the Account opening template accessible on the portal: [Accoount Opening Template](#)

*Please note:  
Account names can be up to 45 characters long and Account designations can be up to 35 characters long*