

## Valu-Trac Investment Management Limited New Investor Verification Process for Existing Investors

### **INDIVIDUAL INVESTORS**

#### **STEP 1:**

If you are an existing investor, we will shortly be writing to you - at the address we currently hold on file - to request that you complete an Information Request Form. This form should be completed in full. The letter will outline a number of methods you can supply this information, including email, post (via a pre-paid envelope) or via our website.

#### **STEP 2:**

Once we have received your details - including your email address and mobile phone number - you will be contacted by SmartSearch via email (from [clientservices@smartsearchuk.com](mailto:clientservices@smartsearchuk.com)) or text message (from Smartsearch). Smartsearch will then ask you to complete the next process of the verification by uploading a photo of your proof of identity i.e. a valid passport or driving licence, followed by a facial recognition process - which involves capturing a live image of yourself.

Further information on this process, please see the Step-by-Step guide at [www.valu-trac.com/investorrelations/smartsearch](http://www.valu-trac.com/investorrelations/smartsearch)

#### **STEP 3:**

Smartsearch will then verify your details allowing us to complete the verification process and update your records. You do not need to provide us with any further documentation unless we specifically request it from you.

Please ensure that you respond with the information requested and complete the Smartsearch verification process to allow us to provide a streamlined service to you going forward and to avoid any inconvenience and delay in processing future transactions.

### **PRIVATE TRUSTS**

If you are an existing investor the process will be as described above for Individual Investors and will be required to be followed for each Trustee.

In addition, if you could please provide a copy of the latest Trust Deed.

### **CORPORATE ENTITIES AND INCORPORATED TRUSTS**

If you are an existing investor we will be contacting you to request your current information. Please ensure you reply with all the information requested.

You do not need to provide us with any further documentation unless we specifically request it from you.

### **NEW INVESTORS**

Guidance for all new Investors of all types can be found on the application form on the fund pages at [valu-trac.com](http://valu-trac.com)

If you have any queries please refer to the relevant fund page at [valu-trac.com](http://valu-trac.com) for the best contact email address.

### **IMPORTANT**

It is a regulatory requirement for regulated companies to verify your identity before undertaking any business transaction with you. We are also required to frequently re-verify your identity throughout the business relationship.

Until verification has been completed by us, you will not be able to invest in any of our funds and may not be able to undertake any other transactions - which includes redemption of your holdings or payment of distribution payments.

**Valu-Trac Investment Management Limited is authorised and regulated by the Financial Conduct Authority (FCA), and this can be checked on their website, [register.fca.org.uk/s/](http://register.fca.org.uk/s/) our registration number is 145168. Under GDPR, Valu-Trac Investment Management Limited is both a data controller and processor, registration number Z2252160, this can be checked on the Information Commissioner's Office [website](http://www.ico.org.uk).**

**Our Partner, [SmartSearch UK](http://www.smartsearchuk.com), is a trading name of SmartCredit Ltd, they are based in Ilkley, West Yorkshire. Under GDPR, Smart Credit Limited is a data controller, registration number Z1108931, this can be checked on the Information Commissioner's Office [website](http://www.ico.org.uk).**

If you have any questions please contact Valu-Trac Investment Management Limited on 01343 880344 or for email, refer to the relevant fund page at [valu-trac.com](http://valu-trac.com)