

## Purpose

This document outlines how to open an account at Credo.

## Application Form Completion

General Investment Account (GIA) / Self Invested Personal Pension (SIPP) /  
Offshore Bond / Onshore Bond

1. The Financial Intermediary (FI) to complete the Application Form – Individuals or Trust & Company
2. When investing in 'US securities and/or any security which has US sourced income', please complete:
  - Form W8-BEN (GIA) signed by the beneficial owner/Investor
  - Form W8-BEN-E (SIPP/Offshore Bond/Onshore Bond) signed by the legal owner (e.g. Wrapper Provider). A form is required for each Tax Wrapper referencing the beneficial owner and/or the Provider account number
3. Refer to Due Diligence Requirements to determine whether additional information is needed
  - For Offshore custody, include a copy of Investors Due Diligence
4. Scan and email the Application Form and any supporting documents to Credo Client Services (clientservices@credogroup.com)
5. The Investor is to complete the discharge forms supplied by current Provider (see Asset Transfers In)

### No change in Provider

- The Investor sends an instruction to the existing Provider who instructs the existing Custodian to transfer assets (see Asset Transfers In)

### Change in Provider

- The Investor is to complete a new Provider application form available from new Provider website
- The Investor to complete discharge forms supplied by current Provider (refer to Asset Transfers In)

## Individual Savings Account (ISA)

1. The FI to complete the Application Form – Individuals and ISA Application Form (and ISA Transfer Form (if applicable)). The ISA forms must be signed by the beneficial owner/Investor
2. When investing in 'US securities and/or any security which has US sourced income', please complete:
  - Form W8-BEN (ISA) signed by the beneficial owner
3. Refer to Due Diligence Requirements to determine whether additional information is needed

4. Scan and email the Application Form and ISA Application Form (and ISA Transfer Form (if applicable)) and any supporting documents to Client Services (clientservices@credogroup.com)
5. The original ISA Transfer Form to be posted to Credo for the attention of Client Services if completed wet inked.
6. The Investor to complete the discharge forms supplied by current Provider (refer to Asset Transfers In)

#### Trust / Company Accounts / Qualified Recognised Overseas Pension Schemes (QROPS) / Small Self-Administered Scheme (SSAS)

1. The FI is to complete the Application Form – Trust & Company
2. When investing in 'US securities and/or any security which has US sourced income', please complete:
  - Form W8-BEN-E (Trust/Company/QROPS/SSAS) signed by the legal owner (e.g. trust or Wrapper Provider). A form is required for each Tax Wrapper referencing the beneficial owner and/or the Provider account number
3. Refer to Due Diligence Requirements to determine whether additional information is needed
  - For Offshore custody, include a copy of Investors Due Diligence
4. Scan and email the Application Form and any supporting documents to Client Services (clientservices@credogroup.com)
5. The Investor to complete the discharge forms supplied by current Provider (refer to Asset Transfers In)

#### **No change in Provider**

- The Investor sends an instruction to the existing Provider who instructs the existing Custodian to transfer assets (see Asset Transfers Guide)

#### **Change in Provider**

- The Investor is to complete a new Provider application form available from new Provider
- The Investor to complete discharge forms supplied by current Provider (refer to Asset Transfers In)

## Welcome Email

1. Client Services will send the Welcome Email to the FI
2. Welcome Email includes:
  - MyCredo Client login details
  - Custodian account details (for the Investor to transfer assets)
  - Custodian payment details (for the Investor to transfer cash)
3. The FI to send Welcome Email to the Investor
4. Once the account is open, it will be reflected on MyCredo, irrespective of whether the account holds any assets and / or cash

## Process Overview



