



THIS LETTER IS A NOTIFICATION PURSUANT TO THE FINANCIAL CONDUCT AUTHORITY'S CLIENT ASSET SOURCEBOOK RULES 7A.2.4R (POOLING AND DISTRIBUTION OR TRANSFER) AND 7A.2.7AR (CLIENT MONEY RECEIVED AFTER A PRIMARY POOLING EVENT).

To: Clients with remaining Client Money held with BACSL

Beaufort Asset Clearing Services Limited (in special administration) ("BACSL") (the "Special Administration")

Urgent action required to facilitate the return of your client money

As you should already be aware, on 1 March 2018 Russell Downs, Nigel Rackham, and Dan Schwarzmann were appointed by the High Court of England & Wales as joint special administrators of BACSL (the "**Administrators**").

Since the commencement of the Special Administration, the Administrators have made significant progress and distributed the vast majority of client money held by BACSL to its relevant clients. In the circumstances, the Administrators will shortly be closing the client money pool and will thereafter take steps to bring BACSL's special administration to a close.

As per your latest Client Money statement, BACSL's books and records indicate that it continues to hold client money on your behalf, which we would like to transfer back to you. In order for us to return your funds to you, we need you to confirm the following information unless you have already provided it to us (the "**Requested Information**"):

1. Your instructions as to where your client money should be sent for you; and
2. Any outstanding information that would enable BACSL to perform 'know your customer' ("**KYC**") checks legally required to be carried out before your client money can be sent to you (see details appended to this letter).

On 20 July 2020, the Financial Conduct Authority (the "**FCA**") issued two Directions permitting BACSL, having provided appropriate advance notice to impacted clients, to pay to the Insolvency Service's Unclaimed Dividends Account the client money balances of BACSL's clients who have failed since 1 March 2018 to provide to the Administrators the Requested Information identified above. The Directions also permit BACSL to set a deadline by which clients must provide the Requested Information, failing which it may adversely affect your ability to recover client money held on your behalf. BACSL will in due course notify you when this deadline has been set and the implications of such a deadline on any client money still held by BACSL on your behalf.

Please contact us with your most up to date bank details immediately.

What action do you need to take?

You need to respond to this letter as soon as possible providing the Administrators with the information set out above.

As regards your instructions as to where your client money should be sent for you, these instructions should include either electronic settlement instructions, or a current address to which you would like the Administrators to send a cheque. Any clients with funds in an ISA account will need to provide account details for their new ISA account or else may face breaking the ISA wrapper.

The Requested Information can be submitted by sending a secure message via the Portal which can be accessed at <https://dm.pwc.com/BeaufortClientClaims>. If you do not have access to the Portal and

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would like to provide instructions by some other means, you may contact us by:

- Email: client.services@beaufortsecurities.com
- Post: Beaufort Asset Clearing Services Limited, 23 Austin Friars, London, EC2N 2QP

Please also note that our client services helpline is currently suspended. We do, however, remain fully operational by email, where you may request a call back.

CASS Communication

This letter is a notification pursuant to CASS Rule 7A.2.4R(7) and CASS Rule 7A.2.7AR(7B), each as modified by Directions issued by the FCA in relation to BACSL on 20 July 2020 and enclosed with this letter.

We look forward to hearing from you.

Yours faithfully,
For and on behalf of the Company

A handwritten signature in dark ink, appearing to read 'Nigel Rackham', with a horizontal line underneath.

Nigel Rackham
Joint Special Administrator
For and on behalf of BACSL acting as agent and without personal liability

Russell Downs, Douglas Nigel Rackham, and Dan Yoram Schwarzmann have been appointed as joint special administrators by the High Court to manage the affairs, business and property of Beaufort Asset Clearing Services Limited. The special administrators (together the "Administrators") act as agents of the company, without personal liability. All are licensed in the United Kingdom to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. They are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

The Administrators may act as Data Controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on their instructions. Personal data will be kept secure and processed only for matters relating to the Administrators' appointment. Further details are available in the privacy statement on the PwC.co.uk website or by contacting the Administrators.

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KYC Documentation

We appreciate that due to the current government-imposed lockdown, you may be hindered in your ability to produce or certify certain documentation. Note that we are currently only able to accept scanned certified copies via email due to the current COVID-19 pandemic. If you do not have scanned copies at hand, please contact Client Services to make us aware of your situation and we will work with you to either find an alternative solution or address the matter in due course. We will still need to hear from you as soon as possible.

Documents should be certified by either a: lawyer; bank manager; chartered accountant; post office; approved financial professional, director or manager of a regulated financial services business; official of an embassy or consulate; or a high commissioner.

Please ensure the following wording is used on all certified copies: *“Certified to be a true and accurate copy of the original seen by me”*, accompanying the following detail: Name; Address; Date and Signature.

Please provide all relevant documentation in English. Where this is not possible, a translation is required and should be certified using the following wording: *“Certified to be a true and accurate translation of the original seen by me”*, accompanying the following detail: Name; Address; Date and Signature.

Note that self-certification is not permitted.

KYC Documentation required for individual clients

For us to return your cash, we will require KYC information to confirm your identity. Please therefore provide the KYC documents listed below:

- One certified photographic ID document containing full name and date of birth (this could be a passport, driving license or national identity card); **and**
- One utility bill/bank statement dated within the last three months clearly stating your full name and address.

KYC Documentation required for incorporated clients

For us to return your cash, we will require KYC information to confirm your corporate identity. Please therefore provide the KYC documents listed below.

- Documentation containing entity name, proof of existence, company registration number and registered address; **and**
- Names (including middle name) and documentation, as outlined above for individual clients, for Ultimate Beneficial Owners (“**UBO**”) who hold, directly or indirectly, 25% (EEA) / 10% (Non-EEA) or more of the capital or voting rights.

KYC Documentation required for Trusts and Foundations

- Documentation containing full name of the trust, proof of existence, registered address, nature and purpose of the trust and country of establishment; **and**
- Names and documentation, as outlined above for individual clients, for UBO.

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