

Overview

The following guidelines are applicable where the client intends to make a deposit to their portfolio which is not part of a transfer in from another service provider.

If at any time a client wishes to transfer funds into their portfolio, they can do so either via cheque or electronic transfer.

Cheque Deposits:

Cheques should be made payable to **Pershing Securities Limited** and not to King & Shaxson to avoid delays in having the funds credited to the portfolio.

All transfers of funds via cheque should be sent to the following address, along with a covering letter, quoting the unique portfolio number to where the funds are to be credited:

King & Shaxson Asset Management Limited

Ethical Support

1st Floor, Cutlers Court

115 Houndsditch

London

EC3A 7BR

We request that cheques are sent via our offices as:

1. Deposits to ISA's and GIA accounts are processed by different teams at Pershing
2. It allows King & Shaxson to monitor the crediting of the clients portfolio.
3. It allows King & Shaxson to acknowledge receipt and subsequent crediting of the funds to the client

Electronic Deposits:

Monies can be deposited directly to Pershing Securities Limited for crediting to the clients portfolio via electronic means (bank transfer).

Full details of where to make deposits in GBP, EUR and USD are overleaf.

GREAT BRITISH POUND TRANSFERS	
Bank Address	The Royal Bank of Scotland Plc London Corporate Service Centre 7 th Floor, Aldgate Union 10 Whitechapel High Street London E1 8DX
Account Name:	Pershing Securities Limited Client Account
Account Number:	31266302
Sort Code:	16-04-00
Swift Code:	RBOSGB2LXXX
IBAN:	GB27RBOS16040031266302
Reference:	Client Portfolio Number

EURO TRANSFERS	
Bank Address	Citibank NA, London Branch 33 Canada Square Canary Wharf London E14 5LB
Account Name:	Pershing Securities Limited Client HUB Account
Account Number:	08548854
Sort Code:	18-50-08
Swift Code:	CITIGB2LXXX
IBAN:	63CITI18500808548854
Reference:	Client Portfolio Number

UNITED STATES DOLLAR TRANSFERS	
Bank Address	Citibank NA, New York 388 Greenwich Street New York NY 10013 USA
Account Name:	Pershing Securities Limited Client Account
Account Number:	36163143
ABA No:	021000089
Reference:	Client Portfolio Number

Points to Note

1. For new clients no attempt to deposit by electronic means should be made until they have received confirmation that their account is open and have been given a portfolio reference. If a portfolio has not been confirmed as open, monies will be returned to the remitting bank.
2. It is essential that any deposit made is referenced with the client's portfolio number to where the funds are to be credited. Failure to do so will delay the crediting of funds to the nominated portfolio or may result in the funds being returned as unallocated to the remitting bank.
3. All deposits of money are subject to the usual anti-money laundering checks and clients are reminded that deposits should always be made from an account in the same name as which the portfolio is held and not from a third party.
4. It is recommended that the client informs King & Shaxson that a deposit has been made, so that they can monitor and confirm receipt. This can be done via e-mail to ethical.support@kasl.co.uk and suggested wording of said advice is given on appendix 1.

Appendix 1

Insert clients address

King & Shaxson Asset Management Limited

Ethical Support

1st Floor, Cutlers Court

115 Houndsditch

London

EC3A 7BR

Dear Sir/Madam

Re: Notification of Cash Deposit for Account *(insert your account number(s) here)*

Please accept this letter as notification that I/we *(delete as applicable)*:

- Have send a cheque for the sum of *(insert amount)*
- Have made an electronic transfer for the sum of *(insert amount)*

On receipt funds are to be credited as follows:

Account	Amount
<i>(insert account number)</i>	<i>(insert amount)</i>
<i>(insert account number)</i>	<i>(insert amount)</i>
<i>(insert account number)</i>	<i>(insert amount)</i>

Please confirm safe receipt of funds and that the amounts have been allocated as indicated above to *(insert contact details and method)*.

Yours faithfully

Disclaimer

Please remember that the value of investments and the income arising from them may fall as well as rise and is not guaranteed. All information contained in this document has been prepared by King & Shaxson Ethical Investing. All opinions and estimates constitute our judgement as of the date of publication and do not constitute general or specific investment advice. Nothing in this document constitutes an offer to buy or sell securities of any type or should be construed as an offer or the solicitation of an offer to purchase or subscribe or sell any investment or to engage in any other transaction. The information contained in this document is for general information purposes only and should not be considered a personal recommendation or specific investment advice.

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