



## QUILTER CHEVIOT

### **Policy for Receiving Gifts/Donations on Behalf of Pembroke College**

- The donor should write to Quilter Cheviot, addressed to David Miller, informing him of their wish to make the donation.
  - This should include details of the gift (stock/fund name, nominal amount) and details of where the gift is currently held, as well as confirming that they are an alumnus of Pembroke College, Cambridge.
  - Should this be with another broker, contact details of the current broker should be included.
- If the donor is not a client, QC will need to verify them via one of two methods:
  - They can provide us with a certified copy of both their proof of ID (passport or driving license) and proof of address (utility bill, bank statement), or;
  - They can provide us with their full name, address, date of birth and passport or driving license number, as well as written authority that they are happy for us to electronically verify them. It should be noted that should electronic verification fail, then certified proof of ID and address will be required before the transfer can take place
- Pembroke College needs to confirm to us, by signed letter (please note that email is no longer accepted), that they are happy to accept the gift and that the donor is an alumnus.
- Upon receipt of both confirmations and after the donor has been verified, Quilter Cheviot's Nominees Department will contact the current broker to arrange the transfer.
- Quilter Cheviot will produce a receipt for the donor which will be dated on the date that the donor's letter was received.
- Once the gift has arrived with our custodian, Quilter Cheviot will let both Pembroke College and the donor know.
- If a donor has previously made a gift and was verified then they will not have to provide their personal details again, or accompanying documents. Letters will still be required however.
- The following are able to certify documents:
  - UK / Overseas Solicitor
  - Notary Public
  - Commissioner for Oaths
  - UK Barrister (NOT Judge)
  - UK Licensed Conveyancer
  - UK / Overseas Certified or Chartered Accountant
  - Banker
  - Authorised financial adviser
  - Authorised mortgage broker
  - Embassy, Consulate or High Commission of the country of issue for non-UK nationals
  - Quilter Cheviot Staff (in the ordinary course of business)

David Miller  
April 2017