



## Funds that are administered by Smith & Williamson Fund Administration Limited (also trading as St Vincent St Fund Administration)

With recent events having led to many changes to our lives both individually and in business, rest assured our fund administration services remain open to you. Following Government guidance, the vast majority of our workforce is now working from home, utilising our IT infrastructure to gain access to our systems within a secure environment.

Whilst postal services remain operational, we can continue to interact in this way, however we cannot guarantee for how long this will be and therefore we are keen to highlight alternative methods to ensure our services remain available to you.

### Fund Dealing, Settlement, Transfers or Registration

We can accept electronic or scanned instruction via email to the Smith & Williamson Fund Administration Limited (SWFAL) Transfer Agency team at [swfadealing@smithandwilliamson.com](mailto:swfadealing@smithandwilliamson.com). These include;

- fund applications and dealing
- settlement
- transfers or registration requests
- AML documentation

Please provide us with your telephone number should we need to contact you regarding your request.

### Contract notes, Cheques, and Distribution Vouchers

Whilst we continue to post Contract notes as required, we are also looking to send a copy electronically where possible to ensure safe receipt. Therefore, please kindly provide us with a copy of your email address via the contact details specified below.

We do still accept cheques in relation to investments, however, our preference would be to receive monies electronically either via online banking or by a telephone request to your bank branch.

If you are expecting distribution vouchers in the coming months, and do not normally receive any electronic communication from us, it would be appreciated if you could email us advising us of your account number and telephone number so we can update records to enable electronic emailing of distribution vouchers in the future.

### Contact details

To provide us with updates or if you need any further information please contact the Transfer Agency team on +44 141 222 1150 or email [swfadealing@smithandwilliamson.com](mailto:swfadealing@smithandwilliamson.com) .