

78 Mount Ephraim  
Royal Tunbridge Wells  
Kent TN4 8BS

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Email invest@jarvisim.co.uk

## How to complete your W-8BEN

### Part I

- Box 1 - Enter your full name
- Box 2 - Enter your Country or citizenship
- Box 3 - Enter your permanent residential address - you cannot use a C/O address or a PO Box.
- Box 4 - Enter your mailing address if different from your residential address.
- Box 6 - Enter your National Insurance number (if you have one).
- Box 7 - Enter your Jarvis Client Reference number.
- Box 8 - Enter your date of birth (please note the format required on the form)

### Part II

- Box 9 - Enter your country of residency for tax purposes ie. United Kingdom.

### Part III

- Sign and date the form, leaving 'Capacity in which acting' blank unless you are signing as proxy. Print your full name underneath your signature

**Please return the completed form to: Jarvis Investment Management Ltd, 78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS.**