

# Mandate Form



for the Church of England

**CCLA INVESTMENT MANAGEMENT LTD**  
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Client Service  
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[www.ccla.co.uk](http://www.ccla.co.uk)  
B/CS/01Dec 2008

## IMPORTANT INFORMATION

- 1) This form should be completed in **BLOCK** capitals using **black ink**.
- 2) Please note that sections 1, 2, 3, 4, and 8 must be completed.
- 3) Please provide us with all your CCLA Church of England Charity's account numbers to which this mandate relates. Please use a separate form if any of the charity's accounts have different operating instructions. This mandate will supersede any other instructions we hold.
- 4) Please use the space provided on page 14 to add more information on any section.
- 5) We will be unable to process this mandate unless it has been completed fully and the required documents are enclosed. Please refer to the guidance notes in this form and the enclosed checklist.
- 6) The information supplied will be used to electronically verify the identity of the correspondent and authorising trustees so that we comply with the 3rd EU Directive on Anti-Money Laundering.
- 7) The form must be dated.

**SECTION 1**

# ABOUT YOUR CHURCH OF ENGLAND CHARITY

(Referred to as Charity in this form)

*This section is mandatory*

Date 

d	d	m	m	y	y	y	y
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**1.1 Charity name**

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**1.2 Have you changed the name of your charity recently?**

Yes  No

**If yes, documentation confirming change of name must be supplied.**

**1.3 Please list all CCLA client account numbers to which this mandate applies and continue on page 14 if required.**


**1.4 Is your charity a PCC?**

Yes Please go to 1.8  No Please go to 1.5

**1.5 Is your charity registered with the Charity Commission for England & Wales?**

Yes Please go to 1.6  No Please go to 1.7

**1.6 Charity registration number**

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Please go to 1.8

**1.7 HM Revenue & Customs reference number**

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**Note: correspondence from HMRC showing your charity's name or Parish, address and HMRC reference number must be supplied.**

**CCLA USE ONLY.**

Form Ref No.

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Ref No. **MF**

Mandatory check 1 – ENT	<input type="checkbox"/>	Processed by:  Date:  Authorised by:  Date:
Mandatory check 2 – IVS/PEP	<input type="checkbox"/>	
If applicable check 3 – LCR	<input type="checkbox"/>	
If applicable check 4 – LDR	<input type="checkbox"/>	
If applicable check 5 – NOR	<input type="checkbox"/>	

**SECTION 1**

**ABOUT YOUR CHARITY (continued)**

*This section is mandatory*

**1.8 Does your charity have an office address?**

Yes Please go to 1.9

No Please go to 1.10

**1.9 Charity's office address**

Postcode
Telephone number
Email address

**1.10 Is your charity also registered as a limited company?**

Yes Please complete sections 1.11, 1.12, 1.13 and 1.14

**If yes, please attach a copy of Certificate of Incorporation.**

No Please go to 1.14

**1.11 Company registration number**

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**1.12 Company name (if different from charity name)**

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**1.13 Company's registered address (if different from 1.9)**

Postcode
Telephone number
Email address

**1.14 When does your charity's financial year end?**

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*Note: Deposit account statements are issued quarterly at the end of February, May, August and November. Statements for the unutilised funds and deposit account certificates of balance are issued half yearly and can be sent to coincide with your year-end.*

## SECTION 2

# AUTHORISED CORRESPONDENT

*This section is mandatory*

### 2.1 Correspondent

Title		Christian name					
Middle name				Surname			
Signature							
Date of birth	d	d	m	m	y	y	Position
Daytime telephone number							
Home address							
Postcode				Date moved to this address			
Email address							

### 2.2 If you have lived at this address for less than three years please provide details of previous address below.

Postcode				Date moved to this address			

### 2.3 Should we send correspondence to your home or the charity's office address?

- Home address
- Charity's office address (as stated in 1.9)

### 2.4 If you do not want to receive information on CCLA's other products and services, please tick here.

### SECTION 3

## AUTHORISED SIGNATORIES

*This section is mandatory*

**3.1 Charity Commission guidance states that accounts should be operated by at least two authorised signatories. We do however understand that this is not always practical for some charities. Do you wish for the account to be operated by:**

Any one of the authorised signatories

Any two of the authorised signatories

**3.2 Will the correspondent also be an authorised signatory?**

Yes

No

### 3.3 Signatory details

Title							Christian name	
Middle name							Surname	
Signature								
Date of birth	d	d	m	m	y	y	Position	
Daytime telephone number								
House number/name					Postcode			

Title							Christian name	
Middle name							Surname	
Signature								
Date of birth	d	d	m	m	y	y	Position	
Daytime telephone number								
House number/name					Postcode			

Title							Christian name	
Middle name							Surname	
Signature								
Date of birth	d	d	m	m	y	y	Position	
Daytime telephone number								
House number/name					Postcode			



**SECTION 5**

**CHANGING THE SUBTITLE OF YOUR ACCOUNT**

**5.1 Do you wish to add or change the subtitle of an account?**

Yes

No Please go to section 6

Account number	New subtitle



## SECTION 7

# WITHDRAWAL INSTRUCTIONS

### 7.1 Do you wish to change withdrawal instructions?

Yes

No Please go to section 8

### Send withdrawal payments to:

Bank/Building society name									
Branch title									
Account name									
Sort code			-			-			
Account number									
Building society reference (if applicable)									

**Payments may only be made to a bank account in the charity's name. Please attach a copy of a bank statement confirming these details.**

## SECTION 8

# TRUSTEES AUTHORISATION

*This section is mandatory*

**8.1 This section must be read and completed by the number of trustees and/or directors of your charity required by your governing document and in accordance with the charity's normal signing arrangements.**

- We are authorised to act on behalf of the charity
- We have read and understand the contents of the Funds Scheme Information (A copy is available on request or downloadable on [www.ccla.co.uk](http://www.ccla.co.uk))
- The account(s) will be used to hold only charitable money
- We confirm that all of the trustees named in section 4.1 are known to us
- If this mandate is being authorised by a sole trustee, it is understood that this is only permitted where there are no other trustees

### We authorise you to

- Conduct the account(s) as instructed in this Mandate Form
- Accept faxed instructions that purport to be properly issued in accordance with this Mandate Form. We indemnify you against any costs or loss arising from your acting on such instructions

### 8.2 Trustee details

Title		Christian name					
Middle name		Surname					
Signature							
Date of birth	d	d	m	m	y	y	Position
Daytime telephone number							
Home address							
Postcode				Date moved to this address			
Email address							

**SECTION 8**

**TRUSTEES AUTHORISATION (continued)**

*This section is mandatory*

**8.3 If you have lived at this address for less than three years please provide details of previous address below.**

Postcode	Date moved to this address

**8.4 Trustee details**

Title							Christian name
Middle name							Surname
Signature							
Date of birth	d	d	m	m	y	y	Position
Daytime telephone number							
Home address							
Postcode							Date moved to this address
Email address							

**8.5 If you have lived at this address for less than three years please provide details of previous address below.**

Postcode	Date moved to this address

## SECTION 8

# TRUSTEES AUTHORISATION (continued)

*This section is mandatory*

### 8.6 Trustee details

Title		Christian name					
Middle name		Surname					
Signature							
Date of birth	d	d	m	m	y	y	Position
Daytime telephone number							
Home address							
Postcode				Date moved to this address			
Email address							

**8.7 If you have lived at this address for less than three years please provide details of previous address below.**

Postcode				Date moved to this address			

**8.8 Please provide us with an explanation if the authorising trustees are not recorded with your local Diocesan Office or on the Charity Commission register. The register can be viewed at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). (This applies to Charities registered with the Charity Commission for England and Wales only).**

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## IMPORTANT INFORMATION:

CCLA is required to apply to all its clients a classification so that they receive an appropriate level of investor protection. CCLA will categorise you as a Retail Client giving you the highest level of protection available.

For your information, the next level of classification would be Professional Client, which is an organisation that is considered to have the necessary experience, knowledge and expertise to make its own decisions and assess the associated risk. A Professional Client must meet two of the following criteria.

- balance sheet total of Euro 20m
- net turnover of Euro 40m
- own fund of Euro 2m

Clients that fall into this category will receive greater protection than would otherwise be the case by our categorising you as a Retail Client. However, there are certain protections that Retail Clients receive that may not be available to Professional Clients classified as Retail Clients. In particular they may not be able to refer to complaints to the Financial Ombudsman Service and are not eligible complainants under the Financial Services Compensation Scheme.

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients. It describes the controls and arrangements for preventing CCLA or its staff from:

- favouring one client above another;
- market abuse and disclosing confidential information;
- giving or receiving gifts and entertainment, monetary or otherwise, that would be in breach of our Conflicts of Interest Policy;
- favouring one of CCLA's owners, The CBF Church of England Investment Fund (60%), COIF Charities Investment Fund (25%) and the Local Authorities' Mutual Investment Trust (15%) to the disadvantage of its clients;
- not disclosing CCLA's close association with the CBF Church of England funds, COIF Charity Funds and the Local Authorities' Property Fund to its ownership (above);
- not disclosing any remaining conflicts of interest to our clients before we advise or transact on their behalf;

Full details of CCLA's Conflict of Interest Policy are available on request.

### **DATA PROTECTION:**

CCLA is the data controller in accordance with data protection legislation and will hold relevant personal details which have been supplied for the purposes of fulfilling its obligations to clients. Data will be stored by CCLA, either on computer or hard copy, in order to fulfil the services described. This will be treated as confidential. Any personal data will be maintained in accordance with the provisions of the Data Protection Act 1998. CCLA will not sell or pass on any details to any other party except where necessary to fulfil the service obligations described, or where required to do so for regulatory purposes.

CCLA will keep records of all business transactions for at least three years. You have a right to inspect copies of contract notes and entries in CCLA's books or computerised records relating to your transactions. CCLA will treat all clients' records as confidential and so reserve the right to provide copies of your particular record, rather than allow access to files which may contain information about other clients.

CCLA may use the information to contact you from time to time by post, fax, e-mail or telephone to bring your attention to additional products or services which may be of interest to you. You may inform us if you do not want us to do so.



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# MANDATE FORM CHECKLIST AND DOCUMENTATION REQUIRED

(Please tick or write N/A in the boxes provided)

The mandate can only be processed if it has been completed in full and the required documents have been enclosed.

	✓	N/A
1) If you have changed the name of your charity please send a copy of supporting documentation.		
2) If your charity is registered with the Charity Commission for England and Wales, the address mentioned on the Charity Commission register must match with at least one of the addresses mentioned in the form. If this is not the case, an explanation must be provided in section 8.9.		
3) If your charity is registered with the Charity Commission for England and Wales the authorising Trustees that have signed in section 8 must appear on the register. If this is not the case, an explanation must be provided in section 8.8.		
4) If your charity is a PCC and any of the authorising trustees are not recorded with your local Diocesan Office an explanation must be provided in section 8.8.		
5) If your charity is not required to be registered with the Charity Commission for England and Wales and is not a Parochial Church Council, please supply a copy of correspondence from HM Revenue & Customs. The correspondence must show the charity's name, address and the HM Revenue & Customs Reference number. If this is not the case, an explanation must be provided in section 8.9.		
6) If your organisation is registered as a company limited by guarantee, please attach a copy of the Certificate of Incorporation.		
7) For the correspondent and the authorising Trustees who have signed this form and who reside <b>outside of the United Kingdom</b> , please attach the evidence listed below.  Certified copy of passport or Certified copy of driving licence and Certified copy of utility bill (less than three months old)  Certification must be carried out by a representative of an FSA or EU equivalent regulated firm, solicitor, accountant, notary, church minister, director of a VAT registered charity, officer of the armed forces, government department official or official of an overseas embassy, consulate or high commission. The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession.		
8) If you are a subsidiary charity operating on behalf of a main charity, please attach a letter from the main charity on their letter headed paper authorising use of their registration number.		
9) If you have provided us with new bank details in sections 6 and/or 7, please attach a copy of a bank statement confirming that the account is held in the name of the charity.		