

# LOCAL AUTHORITIES' PROPERTY FUND

## APPLICATION FORM



### CCLA INVESTMENT MANAGEMENT LTD

80 Cheapside  
London EC2V 6DZ

Client Service  
Freephone: 0800 022 3505  
Fax: 0844 561 5126  
www.ccla.co.uk

**Please call our Client Service Team  
on 0800 022 3505 if you would like  
help to complete this form**

### Local Authorities' Property Fund

CCLA Investment Management Limited (Registered in England No. 2183088 at the above office) is authorised and regulated by the Financial Services Authority and is the manager of the Local Authorities' Property Fund. The Trustee is the Local Authorities' Mutual Investment Trust (Registered in England No. 700132 at the above office).

#### For office use only

Correspondent Number

Create Client Number

Account Number



## Address for all Correspondence

Postcode	
Daytime Tel. No.	

## Dividends

Dividends may only be paid to a bank account in the name of the investing local authority or its nominee.

Please pay quarterly dividends to:

Bank	
Branch	
Sort Code	— —
Account No.	
Account Name	
Ref No. (if any)	

## Operating Instructions

Accounts have to be operated by two authorised signatories. (If the account is to be operated by a nominee company, please send a certified copy of a list of authorised signatories).

### Authorised Signatories

Title	Forenames
Surname	
Date of Birth	Position
Daytime Tel. No.	
Home Address	
Postcode	Date moved to this address
Email Address	
Signature	

### Note:

*The list of authorised signatories should be certified as a "true copy" by two authorised officers*

### Section 3

#### Authorised Signatories (continued)

Title	Forenames
Surname	
Date of Birth	Position
Daytime Tel. No.	
Home Address	
Postcode	Date moved to this address
Email Address	
Signature	

**Note:**

*If any signatory has lived at the address entered for less than three years, please also let us know the previous address and date moved to this address*

Title	Forenames
Surname	
Date of Birth	Position
Daytime Tel. No.	
Home Address	
Postcode	Date moved to this address
Email Address	
Signature	

Authorised Signatories (continued)

Title	Forenames
Surname	
Date of Birth	Position
Daytime Tel. No.	
Home Address	
Postcode	Date moved to this address
Email Address	
Signature	

**Note:**

*If any signatory has lived at the address entered for less than three years, please also let us know the previous address and date moved to this address*

Title	Forenames
Surname	
Date of Birth	Position
Daytime Tel. No.	
Home Address	
Postcode	Date moved to this address
Email Address	
Signature	

## Section 4

**Note:**

*Please read thoroughly*

### Authorisation

This section should be completed and signed by at least three Authorised Officials of the Local Authority.

On behalf of the Local Authority we agree to be bound by the terms and conditions of the Trust Deed as amended, the Scheme and the Scheme Information constituting the Local Authorities' Property Fund.

We confirm that

- we are authorised to act on behalf of the applicant Local Authority
- we have read and understand the contents of the Fund's Scheme Information
- the monies for investment are eligible to participate in the Fund
- the bank account whose details are quoted on page 3 of the application is either in the name of this local authority or its nominee

We authorise you to

- conduct this account as instructed in this application form until you are instructed to the contrary on a Mandate Form
- accept faxed instructions that purport to be properly issued in accordance with this application form. We indemnify you against any costs or loss arising from your acting on such instructions

CCLA Investment Management Limited will seek to electronically verify the identity of persons named in this Application.

### Authorised Officials

**Note:**

*If any official has lived at the address entered for less than three years, please also let us know the previous address and date moved to this address*

Title		Forenames	
Surname			
Date of Birth		Position	
Daytime Tel. No.			
Home Address			
Postcode		Date moved to this address	
Email Address			
			Signature

I would like to receive information about other organisations which might be of interest.

If you do not want to receive this information, please tick here.

Authorised Officials (continued)

Title		Forenames	
Surname			
Date of Birth		Position	
Daytime Tel. No.			
Home Address			
Postcode		Date moved to this address	
Email Address			
		Signature	

**Note:**  
*If any official has lived at the address entered for less than three years, please also let us know the previous address and date moved to this address*

Title		Forenames	
Surname			
Date of Birth		Position	
Daytime Tel. No.			
Home Address			
Postcode		Date moved to this address	
Email Address			
		Signature	

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## Client Classification

CCLA is required to apply to all its clients a classification so that they receive an appropriate level of investor protection. Under FSA rules, CCLA will categorise you as a "Professional Client". This means that a number of FSA rules designed for "Retail Clients" will not apply, in particular:

- You will not be entitled to compensation under the Financial Services Compensation Scheme
- Certain disclosures about costs, commissions, fees and charges need not be made
- CCLA will assume that you have the necessary level of knowledge to understand the risks involved in relation to any investment or transaction

Please note that although you have the right to request that we classify you as a Retail Client, it is not our policy to do so.

## Conflicts of Interest Policy

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 materially disadvantage our clients. It describes the controls and arrangements for preventing CCLA and 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%) at 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 or its ownership (above) and;
- not disclosing any remaining conflicts of interest to our clients before we advise or transact on their behalf.

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

## Data Protection

The Manager is the data controller and in accordance with data protection legislation will hold relevant personal details which have been supplied to the Manager for the purposes of fulfilling its obligations to unitholders. Data will be stored by the Manager, 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. The Manager may pass your data to others in order to fulfil the service obligations described.