



The CBF Church of England Property Fund

Scheme Information



Scheme Information

The CBF Church of England Property Fund

Effective from October 2011

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The Fund

This document sets out the Scheme Information for the CBF Church of England Property Fund (the Fund). The Fund is a Common Fund established under the Church Funds Investment Measure 1958, as amended by the Church of England (Miscellaneous Provisions) Measure 1995, the Church of England (Miscellaneous Provisions Measure 2000) and the Trustee Act 2000 together (the Measure). The Fund was formed on 1 March 1999. The Fund is neither a Collective Investment Scheme nor an Unregulated Collective Scheme within the meaning of the Financial Services and Markets Act 2000 (FSMA) as amended or changed from time to time. In the event that the Measure and this Scheme Information are in conflict, the provisions of the Measure shall prevail.

The Trustee and Operator

CBF Funds Trustee Limited (CBFFT), a company incorporated under the Companies Act 1985 is the Trustee and the Operator (the Trustee) of the Fund. It is a registered Charity No. 1116932 and is registered in England and Wales as a company limited by guarantee. Its Registered Office is 80 Cheapside London EC2V 6DZ. Under the provisions of the FSMA, CBFFT, as Trustee of the Fund, is not considered to be operating the Fund “by way of business”. Consequently, it is not required to be regulated by the Financial Services Authority (FSA) and its members are not required to be authorised by the FSA for this purpose.

CBFFT is ultimately responsible for The CBF Church of England Funds and

receives reports on the published accounts. CBFFT holds at least five meetings each year and monitors the investment, property and cash management, administration, registration and company secretarial services provided by CCLA Investment Management Limited (the Manager) under Management Agreements. CBFFT has appointed an Audit Committee to review the financial statements of the Fund and to receive and consider regular reports from the Manager on the management and administration of the Fund.

The Manager

The Manager, CCLA, is a limited liability company registered in England and Wales. The Manager is authorised and regulated by the FSA and manages the investments of the Fund and provides administrative and share registration services for the Fund under Investment Management, Administration and Registration Agreements dated 15 November 2006. Details of the Manager and the address of the FSA are contained in Appendix 1.

The Manager provides the Trustee with all administrative, registration and company secretarial services necessary for the operation of the Fund. These include the issue and redemption of shares in the Fund, the valuation of the Fund’s assets, the operation of the Share Register, the payment of distributions and the maintenance of the accounting records and full secretarial services for the Fund. The Fund’s financial year ends on 30 November.

The Manager may not have a lien over, or security interest in, the property of the Fund. The Manager may not enter into soft commission arrangements, act as principal on any transaction with the Fund or undertaking stock lending on behalf of the Fund.

The Manager accepts responsibility for loss of the investments of the Fund to the extent that such loss is due to the negligence, wilful default or fraud of itself or any delegates. The Manager will not otherwise be liable for any loss to the investments of the Fund. No warranty is given by the Manager as to the performance or profitability of the Fund (or any part of it) or that the investment objectives of the Fund will be successfully accomplished.

The Manager may be replaced by the Trustee on the expiry of a 12 month notice period under the Management Agreement.

External Property Valuer

Details of the External Property Valuer are contained in Appendix 2.

Investment Objectives of the Fund

The Fund aims to generate capital appreciation and rising income and a total return in excess of its benchmark by investing in UK commercial property. It also aims at least to maintain the level of its annual distribution each year.

Total Return Benchmark

The total return performance benchmark for the Fund is the Balanced Property Unit Trust Index. The benchmark is calculated

and published by IPD in the UK Pooled Property Fund Indices Report and sponsored by HSBC and The Association of Real Estate Funds (AREF).

Investment and Borrowing Powers

Investment Powers and Policy

The Fund has power to invest in:

- a) real property in the United Kingdom, both freehold and leasehold;
- b) the financing of the development of, or improvements to, real property, both freehold or leasehold, or the purchase of some right or interest in, or over, freehold and leasehold land;
- c) the shares and loan stock of property companies or joint ventures investing in direct property assets;
- d) property collective investment schemes (including specialist property unit trusts, investment trusts and limited partnerships); and
- e) The CBF Church of England Deposit Fund, sterling accounts with authorised banks in the United Kingdom, sterling negotiable certificates of deposit and other similar short-term money market investments.

Investment restrictions

The Fund will maintain a suitable spread between different types of property and geographical location. Importance will be attached to location, standard of construction and quality of covenant with lease terms preferably embodying upwards only rent reviews at intervals of not more than five years.

The Fund will not invest more than 15% at the time of investment of its total assets in financing or acquiring property

developments at any one time.

The Fund will not invest more than 5% at the time of investment of its total assets in any individual property collective investment scheme, up to a total of 15% in property collective investment schemes as a whole.

The Fund will not invest more than 5% at the time of investment of its total assets in the issued share capital of any individual property company or joint venture, up to a total of 15% in such investments as a whole.

Borrowing

The Fund may borrow temporarily if necessary but this will not exceed 5% of the Fund's total assets. It is not permitted to borrow long-term to finance acquisitions or development of property.

Breach of Investment Limits of the Fund

A breach of any of these limits does not prevent the exercise of rights conferred by investments held by the Fund if the consent of the Trustee is obtained but, in the event of a breach, the Manager must then take such steps as are necessary to restore compliance with the investment limits.

Payments that may additionally be made out of the property of the Fund are as follows:

- a) brokers' commission, fiscal charges and other disbursements which are:
 - I. necessary or properly to be incurred in effecting transactions for the Fund;

- II. normally shown in contract notes, confirmation notes, and margin accounts as appropriate;
- b) interest on borrowings permitted by the Fund and charges incurred in effecting or terminating such borrowing or in negotiating or varying the terms of such borrowing;
- c) taxation and duties payable in respect of the property of the Fund, the Scheme or the issue of shares, if applicable;
- d) any costs incurred in modifying the Scheme where modification is:
 - I. necessary to implement, or necessary as a direct consequence of, any changes in the law; or
 - II. expedient having regard to any change in the law made by or under any fiscal enactment and which the Manager and the Trustee agree is in the interests of Shareholders; or
 - III. to remove from the Scheme obsolete provisions;
 - IV. agreed by the Manager and Trustee to be in the interest of Shareholders
- e) liabilities on a unitisation, amalgamation or reconstruction arising in certain circumstances;
- f) the fees of any relevant regulatory authority in which shares are or may be marketed; and
- g) the audit fee properly payable to the Auditor and Value Added Tax that may be chargeable thereon and any proper expenses of the Auditor;
- h) any costs incurred through purchasing and holding of third party funds

Remuneration and Expenses of the Trustee

The Trustee is entitled to retain out of the income or capital of the Fund any costs or expenses incurred by it, including a due proportion of any overhead expenses of the Trustee, in administering or winding up the Fund. These include:

- a) legal and other costs associated with obtaining and maintaining any authorisation or registration of the Fund;
- b) any governmental duties payable in respect of the issue of the Fund's shares;
- c) costs of property transactions including Agents' and Survey fees;
- d) External Property Valuer's fees;
- e) legal fees;
- f) professional and agency fees;
- g) audit fees;
- h) bank charges;
- i) any rates, taxes, insurance premiums, costs of security, maintenance and repairs and other costs and service charges related to specific properties which cannot be recovered;
- j) the fee of any property adviser to the Trustee;
- k) cost of liability insurance for the Trustee;
- l) costs incurred in respect of Shareholder meetings or in modifying the constitution of the Fund;
- m) the costs of conducting the Trustee's business relating to the Funds;
- n) the meeting attendance expenses
- o) such other fees or expenses as may from time to time be agreed with the

Trustee.

The certification of the Trustee as to the amount of any such costs or expenses shall be conclusive.

Remuneration and Expenses of the Manager

Annual Management Charge

The Manager's Annual Management Charge on the assets of the Fund is based on a fixed rate of 0.65% p.a., (plus VAT if applicable and if any) on the first £100 million and 0.50% p.a., (plus VAT if applicable and if any) thereafter. Where applicable, to avoid double charging, rebates of charges on holdings in The CBF Church of England Deposit Fund are calculated and applied to the Income Account of the Fund. The Annual Management Charge is based on the valuation of the Fund on the last day of each preceding month. The Annual Management Charge accrues daily and is currently deducted from the capital of the Fund on or around the last business day of each month. The Manager will receive no payment other than the Annual Management Charge on a periodic basis.

The Manager makes no charges in respect of property transactions carried out by the Fund.

Any increase in the rate of the Annual Management Charge made by the Manager shall be subject to:

- a) notice of at least 90 days being given to Shareholders; and
- b) the prior written agreement of the Trustee.

Preliminary Charge

No preliminary charge is currently levied. The introduction of a preliminary charge and any increase in the actual or maximum amount of a preliminary charge made by the Manager shall be subject to:

- a) notice of at least 90 days being given to Shareholders; and
- b) the prior written agreement of the Trustee.

Participation in the Fund Income and Accumulation Shares

Contributors to the Fund may purchase either Income or Accumulation Shares or both. Income Shares of the Fund provide a regular income and each share represents one undivided share in the property of the Fund. Holders of Income Shares receive distributions quarterly.

Holders of Accumulation Shares do not receive distributions of income. The income accumulates within the Fund and is reflected in the price of the shares. The effect of this accumulation of income is an increase in the price of an Accumulation Share relative to the price of an Income Share. An Accumulation Share represents an increasing undivided share in the property of the Fund.

The right represented by the holding of a share is that of a beneficial interest under a trust.

A Church of England Charitable Trust (Church Trust) may, subject to the terms of its governing instrument, convert Accumulation Shares into Income Shares of the corresponding value or vice versa on any Dealing Day free of charge.

The Measure allows the Trustee to sub-divide the shares of the Fund at any time. Shareholders will receive notice of any proposed sub-division.

Eligible Contributors

Any Church Trust with objects connected with the work of the Church of England may normally invest in the Fund. The Manager is required under the Measure and under Money Laundering Regulations to satisfy itself as to the identity of participants.

Any Church Trust (or a nominee company acting on its behalf) applying to participate must give a declaration of eligibility of the Church Trust to invest in the Fund. Where a Contributor is found not to be eligible or becomes ineligible at a later date, it, or its nominee, must inform the Manager and disinvest. The Manager reserves the right to refuse to accept any application without giving any reason and to sell shares on behalf of Contributors if it reasonably believes that the Contributor is no longer eligible to hold the Fund.

Pricing of Shares Valuations

The Fund is valued monthly, normally on the last Tuesday of each calendar month, based on the values of the properties held as at 5pm (the close of business) on the business day prior to the Dealing Day (the Valuation Point), for the issue and redemption of shares. Properties held by the Fund are valued at market value in accordance with the RICS Appraisal and Valuation Standards as published from time to time. Any securities held are

valued at middle market value. The assets of the Fund also include capital, cash and income received or accrued. The Fund is also valued at the end of each calendar month for performance and reporting purposes.

To calculate the issue and redemption prices (offer and bid prices) of the shares, the net asset value of the Fund shall be divided by the number of shares in issue and increased in the case of the issue price by a surcharge and reduced in the case of the redemption price by a deduction for estimated transaction costs incurred in acquiring or disposing of properties. The Manager may vary the amount of these provisions to reflect their estimate of the costs associated with any transaction. The most recent estimate of the cost is shown on our website www.ccla.co.uk.

The offer and bid prices represent the buying and selling prices for Shareholders and also the creation and cancellation prices for the Trustee. No shares are held by the Manager or any other party involved in the management of the Funds other than in their capacity as a Custodian, Trustee or Nominee for an eligible investor.

The valuation of the Fund's direct property investments are made by an appointed External Property Valuer at the close of business of the day preceding the Dealing Day and at the end of each calendar quarter. See Appendix 2 for details of the External Property Valuer.

All assets of the Fund other than direct property are valued in accordance the

FSA's Collective Investment Schemes Sourcebook (COLL) (as amended or changed from time to time).

The Fund receives income in the form of rents from its property assets, together with interest and other receipts. Expenses relating to the management of property are also incurred, and these may be deducted from income receivable.

The amount of income to be included in the valuation of the Fund is the amount of income received by the Fund up to and including the day before the Dealing Day together with the amount of income accrued. All expenses, paid or accrued on the same basis as the income, will be deducted from the income.

Income so calculated is apportioned between Income and Accumulation Shares in proportion to each class's share of the capital value of the Fund following the deals of the preceding Dealing Day.

The Dealing Day

There is only one Dealing Day per month, normally the last Tuesday of each calendar month (the Dealing Day) except when this is not a business day, that is, a day on which the London Stock Exchange (or any successor body) is not open for business, then the preceding business day becomes the Dealing Day. The Manager may, subject to the agreement of the Trustee, introduce additional or alternative regular Dealing Days and Valuation Points.

Registration of Shares

Shares are registered in the name of the Church Trust (or where applicable holdings may be registered in the name of the nominee company acting on behalf of the Church Trust, with the name of the Church Trust separately recorded in the Register). They cannot be registered in the names of individual trustees. No certificates are issued and the Register of Shareholdings is the definitive evidence of title. The shares have no par value and entitle the holder to a proportionate interest in the Fund. Shares cannot be assigned or transferred except from one Church Trust to another. The number of shares held will be certified on written request for audit or other purposes.

The Manager will treat all Shareholders' 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 Shareholders.

Issue and Redemption of Shares in the Fund

Dealing in shares takes place on a forward price basis. All instructions to buy and sell shares in the Funds must be received prior to the Valuation Point on the business day before the Dealing Day. Instructions received after the Valuation Point will be held over to the next Dealing Day.

CCLA will execute purchases or redemptions on the instructions of the client at the published offer/bid price at the Valuation Point on the Dealing Day. Shares can only be created or liquidated

by CBFFT on behalf of the Fund.

Buying Shares

Applications to buy shares must be on a completed Application Form and appropriate payment must be made. Cheques, if used, must be drawn on an account in the name of the applicant, the account should be held with an European Economic Area (EEA) banking institution.

The application to buy shares must be received by the Manager by 5pm on the business day before the Dealing Day that is, prior to the Valuation Point.

When monies are received early they will be banked in a "fund intake in advance account" in the name of the Fund for investment in the Fund on the next Dealing Day. The Manager complies with FSA requirements with regard to holding customer monies awaiting a purchase of shares in the Fund. Interest will not be payable on this account.

The Manager reserves the right not to execute a transaction until the charitable status and eligibility of the applicant has been demonstrated. On acceptance of an application, shares will be issued at the relevant offer price. A contract note will normally be despatched by the end of the next business day following the Dealing Day. The contract note will show inter alia, the number of shares and the issue price. Shares are issued to two decimal places.

Top Ups or Additional Investments

The original application to create a new account needs to be accompanied by a cheque drawn on an account in the name of the applicant, see above. Funds may

be sent via CHAPs or BACs for additional investments or top ups. For further details please contact Client Services, freephone 0800 022 3505.

Conditional Orders

The Manager cannot accept conditional purchase or sale instructions from clients. A conditional order is one where the instruction specifically states that a purchase or sale may only proceed at a specified price, e.g. purchase £50,000 worth of CBF Investment Fund units if the offer price is less than £5.

Selling Shares

All instructions to sell shares must be on a completed Renunciation Form duly signed by the Authorised Signatories and received by the Manager by 5pm on the business day before the Dealing Day, that is prior to the Valuation Point, to obtain that day's price. On acceptance of a redemption, shares will be redeemed at the relevant bid price. A contract note detailing the transaction will normally be sent out by the close of business on the next business day. Proceeds of sales can be remitted directly to the nominated bank account of the Church Trust or charity or be paid direct to a CBF Church of England Deposit Fund account held in its name or be sent by cheque to the correspondent, made payable to the Church Trust or charity. Settlement cheques are sent within four business days of the Dealing Day. Proceeds that are transferred to a CBF Church of England Deposit Fund account are credited with effect from the Dealing Day.

Switches

Switches between CBF funds are permitted although switches involving the property fund can only be undertaken on the monthly Property Fund Dealing Day.

Period of notice

For the good management of the Fund and in the interest of other Shareholders, a period of notice of up to six months may be applied to the sale of shares at the Manager's discretion to allow for the orderly disposal of properties held within the Fund. In the event of a notice period being introduced, the Shareholder will be notified in writing and sales will be processed in strict order of the instructions to sell being received. The Shareholder will receive the price ruling as at the date on which the sale is processed.

Changes to Authorised Signatories

Changes to the Authorised Signatories for a Church Trust's holding of shares in the Fund must be made on a duly completed Mandate Form by the Church Trust (or the nominee company acting on behalf of the Church Trust) signed by Authorised Signatories. Where an existing Authorised Signatory is removed by way of a Mandate Form, they shall receive notification of the removal by the Manager.

Anti-Money Laundering

Firms conducting investment business are required by law to maintain procedures to combat money laundering. In order to implement these procedures,

proof of identity may sometimes be required either when buying or when selling shares. In the case where shares are being sold, the remittance of proceeds may be delayed until proof of identity has been obtained. Electronic identity checks may be undertaken on the persons named within the Application Form.

Exchanging Existing Property

The Manager may accept a transfer of property into the Fund in exchange for shares of the Fund but only if it is judged by the Manager to be in the best interest of existing Shareholders of the Fund. An External Property Valuer nominated by the Manager, and independent of the applicant and Manager, shall produce a valuation of the property which an applicant has offered to exchange for shares at the expense of the applicant. The property will be valued in accordance with the guidelines contained in the RICS Valuation and Appraisal Manual. If accepted, the exchange would be made at the market valuation of the property and at the net asset value of the shares issued. The costs of the conveyance shall be borne by the applicant by deduction from the value of the property being exchanged for shares. Such costs will include valuation and legal costs and disbursements of the applicant and the Fund. The Manager has absolute discretion as to which properties it will accept.

Suspension of Dealing

In exceptional circumstances, the Manager may, if the Trustee agrees, or shall, if the Trustee requires, suspend at

any time for a period of up to 28 days the buying and selling of shares. The Manager or the Trustee must be of the opinion that there is good and sufficient reason to do so, having regard to the interests of the Shareholders. No further shares can be bought or sold during this period.

Minimum Investment

The minimum sum that may initially be invested is £10,000. Any additional amount may be invested thereafter.

Publication of Prices

The latest offer and bid prices of the shares in the Fund will be published in the Financial Times. Month end prices for valuation purposes and daily bid and offer prices are displayed on the Manager's website www.ccla.co.uk.

Taxation

The Fund, being a charity, is exempt from UK Income and Capital Gains tax pursuant to Sections 505 and 506 of the Income and Corporation Taxes Act 1988. This is our understanding of the tax position as of the date of this Scheme Information. The tax position may change in the future. Investors should obtain their own tax advice in respect of their own position. Any changes to the tax position of the Fund will be notified on the CCLA website.

Distributions to Shareholders

Income Share distributions are calculated and declared quarterly at the end of February, May, August and November. They are paid at the end of April, July, October and January. The distribution is based upon the undistributed income

received and receivable for each quarter less the associated costs and expenses for the period and after adjustment for any transfer to or from the Income Reserve.

Distributions can be paid either directly to a bank account held in the name of the Church Trust or charity, or a nominee company acting on behalf of that Church Trust or charity, or to a CBF Church of England Deposit Fund account in the name of the investing Church Trust or charity.

Holders of Accumulation Shares do not receive distributions of income as explained under "Income and Accumulation Shares" above.

Distributions are declared and reinvested income is credited gross to Shareholders on the basis that all relevant UK taxation has been recovered or is recoverable. The Manager is responsible for the collection of income. Changes in tax law and regulations may affect the basis of calculation and payment of distributions.

The Income Reserve

Each quarter income may be transferred to an Income Reserve, thereby reducing the distribution for that quarter, or income can be transferred from the Income Reserve to the Distribution Account, which increases the distribution. The Income Reserve is used to even out fluctuations in income which arise from time to time. It is part of the capital of the Fund until it is used in the payment of a distribution, and so is included in the valuation of the Fund. The Income Reserve applies to income only.

Equalisation

The first allocation of income to which a Shareholder is entitled, following the purchase of shares, is calculated as if the purchase had been made at the beginning of the quarter. The distribution will therefore include that part of the purchase price consisting of income from the beginning of the quarter to the date of purchase. The Manager is able to supply a breakdown of the amount of accrued income in the purchase price.

Regular Statements

Shareholders will be provided with a Valuation Statement every six months, normally to the end of June and December unless instructed to the contrary. Quarterly Valuation Statements are available to Shareholders upon request. In addition, Certificates of Balance at any date will be provided upon Shareholders' written request to the Manager.

CCLA reserve the right to charge reasonable expenses in relation to printing and postage of any additional documentation required by the client.

Custody of Assets

The Custodian of the Fund is shown in Appendix 1 to this document. The Trustee has appointed the Custodian to hold in safe-keeping the deeds, leases and other documents relating to the properties owned by the Fund in England, details can be found in Appendix 1.

The Custodian responsible for holding documents relating to the Fund's Scottish properties can be found in Appendix 1.

Accounts of the Fund

The Report and Accounts of the Fund are normally prepared for the half year to

31 May (unaudited) and the year to 30 November (audited).

The Manager will make available, free of charge on its website, www.ccla.co.uk, Annual Report and Accounts for the period to 30 November (the accounting reference date) and half-yearly Reports and Accounts for the period to 31 May (the interim accounting date).

If a hard copy or an email of a report is required please contact customer services telephone helpline on 0800 022 3505.

Regulatory Position

The Fund, being constituted as a Common Fund under the Church Funds Investment Measure 1958, as amended, is not regulated by the Financial Services Authority (FSA) or other regulatory bodies under the Financial Services and Markets Act 2000 (FSMA). CBFFT, as Trustee and Operator of the Fund, is not considered to be operating the Fund "by way of business". Consequently, it is not required to be regulated by the FSA and its members are not required to be authorised by the FSA for this purpose. This extends to CCLA in respect of its administrative, registrar and secretarial functions for Fund, although the investment management activities of CCLA are regulated by the FSA. Property management, which refers to direct property, is outside the scope of the FSMA. Investments in the Fund are not covered by the Financial Services

Compensation Scheme.

Treating Customers Fairly

CCLA is committed to Treating Customers Fairly (TCF). The Manager has reviewed this Scheme Information in the context of TCF and believes it is in accordance with our TCF commitment.

Charitable Status of the Fund

The CBF Church of England Property Fund is entitled to charitable status by virtue of section 24(9) of the Charities Act 1993. In the administration of the Fund the CBFFT is exempt from the jurisdiction of the Charity Commission by virtue of section 5(1) of the Church Funds Investment Measure 1958 (as amended or replaced from time to time).

Auditor

The Auditor of the Fund is shown in Appendix 1 to this document.

Complaints

CCLA has established a complaint handling procedure to investigate all complaints received.

Any complaints regarding the operation of the Fund, or the Manager, should be addressed in writing to The Compliance Officer, CCLA Investment Management Limited, or to The Secretary, CBFFT at the address shown in Appendix 1.

Compensation

The Manager will pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund.

As the Fund is unregulated it is not

covered by the Financial Services Compensation Scheme. However, some of the Manager's activities are covered and should the Manager be unable to meet all its liabilities to investors, compensation may be available to eligible investors. The maximum level of compensation payable by the Scheme for a claim is £48,000 (100% of £30,000, 90% of the next £20,000) per investor. Further information is available from the Manager on request or via www.fscs.org.uk or at their address below:

Financial Services Compensation Scheme,
7th Floor,
Lloyds Chambers,
Portsoken Street,
London,
E1 8BN.

Risk Warning

The Fund's shares and the income from them can fall as well as rise and an investor may not get back the amount originally invested. Past performance is no guarantee of future returns.

Property and property related assets are inherently difficult to value because of the individual nature of each property. As a result, valuations are open to substantial subjectivity. There is no assurance that the valuations of the properties will reflect the sale price achieved even where such sale occurs shortly after a Valuation Point.

The performance of the Fund could adversely be affected by a downturn in the property market in terms of capital

value or a weakening of rental yields. The income received by the Fund is dependent to a large extent upon the occupancy levels of any property owned by the Fund and the rents paid by these tenants. Rental revenues and property values are affected by changes in the general economic climate and local conditions. Property values are dependent in particular on current rental values, prospective rental growth, lease lengths, tenant creditworthiness and the valuation yield (which is itself related to interest rates, the market appetite for property investments in general and with reference to the specific property in question) together with the nature, location and physical condition of the property concerned.

The Fund's shares are intended only for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only on each monthly Dealing Day.

Material Interests and Conflicts

The Fund has power to invest in The CBF Church of England Deposit Fund and a rebate of charges is made to ensure no double charging of the management fee. The Manager operates a client relationship management service to offer suitable support to Church Trusts. It should be noted that this service is associated with The CBF Church of England Funds and that The CBF Church of England Investment Fund owns 60% of the share capital of the Manager.

The Manager operates a Conflicts of Interest Policy to ensure fair treatment of

its clients. A brief summary is provided in Appendix 1 of this document.

Winding Up

The Trustee has the power to wind up the Fund in accordance with the Measure (as amended or replaced from time to time).

Acceptance of Terms and Conditions

By completing the Application Form to purchase shares, the Shareholder acknowledges and accepts the terms and conditions of the Shareholding and agrees to be bound by the provisions of this Scheme Information and of the Church Funds Investment Measure 1958 (as amended or replaced from time to time).

Amendments

The Trustee and Manager reserve the right to amend these terms and conditions at any time. Shareholders will receive notice of any amendment material to them.

Applicable Law

Any agreement to invest in the Fund is governed by English law and subject to all applicable laws, regulations and rules. In the event of a conflict between such agreement and any such laws, regulations and rules, the latter shall prevail.

This Scheme Information summarises the terms on which the Fund operates. For further information as to the terms on which shares of the Fund are issued, reference should be made to the Church Funds Investment Measure 1958 (as amended or replaced from time to time).

Copies are available on request from the Manager and the Trustee.

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 Shareholders. 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.

The Manager 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 ask us to stop doing this by contacting us at any time.

The Manager will keep records of all business transactions for at least five years. You have a right to inspect copies of contract notes and entries in The Manager's books or computerised records relating to your transactions. The Manager will treat all Shareholders' 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.

Scheme Information

Any person relying on the information contained in this document which was current at the date shown, should check that the document is the most current version and that no revisions or corrections have been made to the information contained herein. Copies of this document are available free of charge on www.ccla.co.uk

Additional Information

A Unitholder is entitled to request an unaudited periodic report to be provided within 25 days after the end of the period to which it relates.

The Manager will make available copies of the Scheme Information, Factsheets, current Investment Policy and annual and half yearly report and accounts, free of charge, on its website www.ccla.co.uk

If a hard copy or an email copy of any of these documents or the Scheme

Rules is required please contact customer services on telephone helpline 0800 022 3505.

Definitions

CCLA means CCLA Investment Management Limited of 80 Cheapside, London EC2V 6DZ.

Investment Powers means the investments that may be undertaken on behalf of the Fund, where those investments may be located and any particular constraints that may apply to the choice of those investments.

Income Shares means those shares in the Fund which pay income to holders.

Accumulation Shares means those shares

in the Fund where income is rolled up into the share price.

Eligible Contributor means a charitable trust connected with the work of the Church of England.

Bid price means the price at which shares in the Fund may be sold by investors.

Offer price means the price at which shares in the Fund may be bought by investors.

Annual Management Charge means the periodic charge applied to the Fund by the Manager.

Equalisation means the income element, pertaining to income earned to date and included in the purchase price of a share, which is returned as capital to the investor at the next distribution point.

FSA means the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS.

Appendix 1

The Board of CBFFT

The members of the CBFFT Board are:

R. Broadhurst (Chairman)

E. Carter

J. Clunie

L. Farrall

G. Pollard

S. Steele

Dr R. Turnbull

R. Williams(Non-Executive Director
of CCLA)

Address of the Trustee and Operator

The Registered Office of the Trustee and Operator of the Fund is at 80 Cheapside, London EC2V 6DZ.

Oversight

CBFFT has appointed The Royal Bank of Scotland Plc to oversee CCLA in respect of its activities related to the management and administration of the Fund and to provide semi-annual reviews of its findings to CBFFT.

The Manager

The Manager, CCLA Investment Management Limited, is a limited liability company registered in England and Wales with its Registered Office at 80 Cheapside, London EC2V 6DZ. Incorporated on 26 October 1987. The directors of CCLA are:

J. Dawney (Chairman)*

J. Bevan

S. Curran

R. Fitzalan Howard*

C. Peters

M. Quicke

A. Robinson

T. Salmon*

J. Tattersall*

(* indicates a Non-Executive Director)

The Manager also manages The CBF Church of England Investment Fund, The CBF Church of England Fixed Interest Securities Fund, The CBF Church of England Global Equity Income Fund, The CBF Church of England UK Equity Fund and The CBF Church of England Deposit Fund.

CCLA Customer Telephone Helpline Number is 0800 022 3505. Please note telephone calls may be recorded.

Registrar

The Registrar of the Fund is CCLA Investment Management Limited. The Register of Depositors may be inspected at the Registered Office of CCLA Investment Management Limited.

Custodian

The Custodian to the Fund is The Northern Trust Company, 50 Bank Street, Canary Wharf, London, E14 5NT.

Regulator

CCLA Investment Management Limited is authorised and regulated by the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS.

Auditor

The Auditor of the Fund is Ernst & Young LLP, 1 More London Place, London SE1 2AF.

Address for Complaints

The Compliance Officer, CCLA Investment Management Limited is located at 80 Cheapside, London EC2V 6DZ or The Company Secretary, CBF FT, 80 Cheapside, London EC2V 6DZ.

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

This document, issued by CCLA Investment Management Limited, is effective from October 2011.

Address of the Financial Ombudsman Service

The Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London, E14 9SR.

Conflicts of Interest Policy

CCLA operates a Conflicts of Interest Policy to ensure that its 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.

Appendix 2

External Property Valuer

Atisreal Limited, Norfolk House, 31 St
James Square, London SW1Y 4JR

FSA means the Financial Services
Authority. 25The North Colonnade,
Canary Wharf, London, E14 5HS.

CCLA

CCLA INVESTMENT MANAGEMENT LTD

80 Cheapside

London EC2V 6DZ

Client Service:

Freephone: 0800 022 3505

Fax: 0844 561 5126

CCLA Investment Management Limited (registered in England No. 2183088 at the above office) is authorised and regulated by the Financial Services Authority. CBF Funds Trustee Limited is a Registered Charity No. 1116932 and is registered in England as a company limited by guarantee (No. 5957490).

www.ccla.co.uk

B3a/October 2011