The CBF Church of England Funds

Use this form to buy shares in one of The CBF Church of England Funds account(s) only if you intend to make payment via bank transfer or cheque

CCLA
GOOD INVESTMENT

Buy shares form

Payment via bank transfer or cheque

! Important information

Please read before completing this form.

- This form can be used for adding units to an existing or newly opened account. Please request an additional account application form if you require a new account.
- One form should be used per transaction.
- Applications to invest can only be actioned if we are in receipt of this form and cleared funds.
- You should send all pages of this form:
  - By post to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**

  OR
  - By email (PDF only) to **cclaclientservices@fnztaservices.com**
  - This mailbox will automatically upload the PDF for processing.
  - Any additional information contained in the body of the email will not be read or processed. If you have any additional information about the instruction that is not on the completed form, please send your email and PDF to our Client Services Team at **clientservices@ccla.co.uk** who will be happy to assist.
  - Email may only be used where an email instructions authority is in place.
  - This form must not be sent by post if it has already been sent by email.
- If you are posting the form, please ensure the form is received by CCLA before sending the funds. An email instructions authority form is available on our website **www.ccla.co.uk** so you may email forms to us rather than posting.
- Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

If you have any questions about this form or would like to discuss any additional support needs please call our Client Services Team on freephone **0800 022 3505**. Please note that telephone calls are recorded.

There may be a delay in the transaction if you do not email or post the instruction to the email/postal address listed above. Please note that CCLA does not accept responsibility for any delays, costs or losses that may be incurred if the form is not emailed/posted to the correct address.

Today's date (dd/mm/yyyy)

Please tick which CBF Church of England Fund and share class you wish to buy shares in:

- ☐ Investment Fund Income Shares
- ☐ Investment Fund Accumulation Shares
- ☐ Property Fund Income Shares*
- ☐ Global Equity Fund Income Shares
- ☐ Global Equity Fund Accumulation Shares
- ☐ Short Duration Bond Fund Income Shares
- ☐ Short Duration Bond Fund Accumulation Shares

Account name

Your CCLA account number

CB

Reason for transaction

Value

£

Amount in words

Please tick one option

☐ **Bank transfer**

Please send payment to the bank account detailed below.

Name: **CCLA Investment Management Limited – Payments Client Money Account**
Sort code: **40-05-30**
Account number: **84612531**

Date payment will arrive (dd/mm/yyyy)

Please quote your account number as a reference. Investors are reminded that subscription payments must originate from the nominated bank account.

Failure to provide all of the above information may result in the transaction not being processed.

OR

☐ **Cheque enclosed**

Payable to **CCLA Investment Management Limited – Payments Client Money Account**. We cannot accept cheques payable to your charity, the fund or cheques drawn by a third party. All cheques **must** be sent to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**.

The transaction will be processed as detailed in the appropriate fund's Scheme Information.

Declaration

I/We have read, understood and retained the Key Information Document in conjunction with the Scheme Information.

This form has been signed in accordance with the charity's signing authority arrangements.

Authorised signature(s)

Authorised signature

Authorised signature (if applicable)

Full name

Full name

Daytime telephone number

Daytime telephone number

Notes

Dealing in The CBF Church of England Funds (*with the exception of The CBF Church of England Property Fund) takes place on each business day. Your written instructions to deal in The CBF Church of England Global Equity Fund must be received by 9.59am (and for the remaining three funds, 11.59am) on a dealing day. All instructions received after this time will be held until the following dealing day.

*The CBF Church of England Property Fund dealing normally takes place on the last business day of each month. Your written instructions to deal must be received by 3.00pm on the preceding business day.

A contract note confirming the transaction will be sent to the correspondent.

CCLA
The Zig Zag Building
70 Victoria Street
London SW1E 6SQ

CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

CCLA Investment Management Limited (registered in England & Wales, No. 2183088, at The Zig Zag Building, 70 Victoria Street, London SW1E 6SQ) is part of the Jupiter Group, and is authorised and regulated by the Financial Conduct Authority and is the manager of The CBF Church of England Funds. CBF Funds Trustee Limited is a registered charity (No. 1116932) and is registered in England & Wales as a company limited by guarantee (No. 5957490).

Data Protection Legislation: CCLA is a data controller and will hold relevant personal details which have been supplied to the Manager for the purposes of fulfilling its obligations to clients. Data will be stored by CCLA and treated as confidential. CCLA will not provide details to any other party except where necessary to fulfill the service obligations described, or where required by law. Full details of CCLA's Privacy Notice are available on CCLA's website. Full details of CCLA's Data Protection Policy are available on request.

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