

# Buy shares form

## Payment via bank transfer or cheque

### ⚠ Important information

#### Please read before completing this form.

This form can be used for adding shares 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 for a single transaction.

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded. If being completed by hand, please use black ink and write in BLOCK CAPITALS.

All pages of this form should be returned to CCLA, PO Box 12892, Dunmow, Essex CM6 9DL. Alternatively, a PDF version of the form can be sent to [cclaclientservices@fnztaservices.com](mailto:cclaclientservices@fnztaservices.com) if an email instructions authority is in place.

If you are sending your instruction by email, please do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again.

We would be grateful if this form could be sent to CCLA the day before the payment is expected so we can ensure there is no delay in the transaction being processed.

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  
ISIN GB0001830420

Investment Fund  
Accumulation Shares  
ISIN GB0001592145

Global Equity Fund  
Income Shares  
ISIN GB00B29KQ283

Global Equity Fund  
Accumulation Shares  
ISIN GB00B29KQ176

UK Equity Income Fund  
Income Shares  
ISIN GB00B04FH434

UK Equity Income Fund  
Accumulation Shares  
ISIN GB00B04FH327

Property Fund  
Income Shares\*  
ISIN GB0005390546

Short Duration Bond Fund  
Income Shares  
ISIN GB0001830206

Short Duration Bond Fund  
Accumulation Shares  
ISIN GB0001591956

Account name

Account number

Value

£

Amount in words

Reason for transaction

**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.

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  
One Angel Lane  
London EC4R 3AB



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

CCLA Investment Management Limited (registered in England & Wales No. 2183088), whose registered address is: One Angel Lane, London EC4R 3AB, 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) at the address above.

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.