CCLA
GOOD INVESTMENT

Diocesan additional account application form

Important information

Please read before completing this form.

Please request an account application form if your Church of England charity does not have a pre-existing account(s) in The CBF Church of England Funds.

This document must be read and completed in conjunction with the relevant CBF Church of England Fund Scheme Information and Key Information Document. Copies are available on our website, **www.ccla.co.uk.**

Please use a separate form for each new account.

The new account will be operated in accordance with the current mandate for the charity.

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** 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.

Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

Section 1 About your Church of England charity

1.1 Charity name

1.2 From the list below please specify the category which best suits the charity. If you are a Diocese please specify the account type.

- ☐ Diocese Board of Finance
- ☐ Diocesan Board of Education
- ☐ Parochial Church Council/Deanery/Benefice
- ☐ Educational Organisation
- ☐ Cathedral
- ☐ Other ▶ **Please specify below:**

1.3 Client ID

Section 2 Account opening

Please tick which CBF Church of England Fund and share class you wish to open an account in:

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

New account subtitle (if required)

CCLA will contact the correspondent to arrange the opening transaction when the account is open.

Section 3 Quarterly income (for Deposit Fund/Income Shares only)

Please tick one option

☐ Reinvest quarterly income (for Deposit Fund/Property Fund Income Shares only)

OR

☐ Pay quarterly income to the following pre-existing Deposit Fund account

CB

OR

☐ Pay quarterly income to the nominated bank account (in Section 4)

Section 4 Nominated income bank details

All income payments will be sent to the charity's nominated income bank account.

(!) Important information

Payments may only be made to a bank account in the Diocese or Church name. Subscription payments must originate from the nominated bank account.

Bank/building society name

Account name

Sort code

Account number

Building society reference (if applicable)

We use electronic methods to check the bank details supplied are held in the name of the investing organisation. We reserve the right to ask for further information and certified documentation confirming this detail before we update the account.

Section 5 Nominated withdrawal bank details

All withdrawal payments will be sent to the charity's nominated withdrawal bank account.

Important information

This section must be completed.

Payments may only be made to a bank account in the Diocese or Church name. Subscription payments must originate from the nominated bank account.

Bank/building society name

Account name

Sort code

Account number

Building society reference (if applicable)

Section 6 Trustees/executive directors' authorisation

This section must be read, completed and signed by a **minimum of two** Trustees/Executive Directors or equivalent who have the authority to act on behalf of the Diocese. The Trustees/Directors signing this section on behalf of a Diocese must be named on the Charity Commission register or be a Director, Financial Controller or Diocesan Secretary.

Please note that CCLA adheres to Charity Commission guidance that all accounts should be operated by at least two authorised signatories.

Please consult an intermediary if you require investment advice.

Anti-money laundering

You may be asked to provide documentation to assist CCLA in verifying the identity of any individuals/ entities referenced in this form in accordance with regulatory requirements. This is normally done using electronic means but occasionally extra documents may be required from you to complete this process.

Declarations:

We, the applicant, represent, warrant and undertake that:

- The charity is eligible to invest in The CBF Church of England Funds and indemnifies CCLA against any liabilities arising out of its ineligibility.
- We have read and understood the Scheme Information, the Key Information Document and the Approach to Sustainability document (consumer-facing disclosure) for each fund in which we are going to invest.
- We are authorised to act on behalf of the charity.
- All trustees/executive directors, persons with significant control/influence over the charity and holders of 25% or more of the shares of the company (if applicable) are known to us.
- To the best of our knowledge none of our trustees or authorised signatories are Politically Exposed Persons ('an individual who is or has, at any time in the preceding year, been entrusted with prominent public functions, or an immediate family member, or a known close associate, of such a person').
- We will notify CCLA of any changes to the authorising trustees/executive directors, correspondent and/or authorised signatories.
- If this form is being authorised by a sole trustee/executive director, it is understood that this is only permitted where there are no other trustees/executive directors.
- The account will be used to hold only charitable money.
- If the investing organisation ceases to be a charity we will inform CCLA immediately and disinvest.
- We understand that in the provision of this service, CCLA is executing transactions following our instruction and is not providing advice on the merits of transactions and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently, investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the FCA Regulations (as defined in the Scheme Information).
- The information contained in this form is true and accurate to the best of our knowledge and belief.

Authorisation:
We authorise you to:

- Conduct the 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.

6.1 First trustee/executive director

Title | Forename

Middle name | Surname

Date of birth (dd/mm/yyyy) | Position

Mobile number | Daytime telephone number

Email address

Home address

Postcode | Date moved to this address (dd/mm/yyyy)

6.2 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 5 of this form. I understand that I have the right to request otherwise at any time.

6.3 Signature | Date (dd/mm/yyyy)

6.4 Second trustee/executive director

Title | Forename

Middle name | Surname

Date of birth (dd/mm/yyyy) | Position

Mobile number | Daytime telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

6.5 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 5 of this form. I understand that I have the right to request otherwise at any time.

6.6 Signature

Date (dd/mm/yyyy)

Important information

Client categorisation

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

Conflicts of interest

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.

CCLA's Conflicts of Interest Policy can be found on its website at **www.ccla.co.uk**.

Your personal information

Privacy Notice

CCLA's Privacy Notice sets out how CCLA complies with UK Data Protection requirements and how it processes and protects your personal information. CCLA's Privacy Notice can be found on our website at **www.ccla.co.uk**.

Communicating with you

CCLA may collect and use your personal information to bring to your attention additional products or services which may be of interest to you by email, telephone or post. Where we are required to obtain your consent to communicate with you by email or telephone or post we will do so. You have the right to ask us not to process your personal information for this purpose at any time. Please email us at **clientservices@ccla.co.uk** or telephone us on **0800 022 3505**.

Sharing your personal information

To provide our services to you we may share your personal information with third parties including:

- those who provide administrative and operational services to us;
- to verify your identity in accordance with UK money laundering requirements. These may include credit reference agencies;
- where required by law, regulation or a court order;
- fraud and law enforcement agencies if you give us false or inaccurate information or you have made us aware that you suspect fraud; and
- HMRC or the Financial Conduct Authority.

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).

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