Mandate form

Important information

Please read before completing this form.

This mandate form will supersede any other instructions we hold. Please provide all your CBF Church of England Funds account numbers to which this mandate form applies, ensuring that a separate mandate form is used if any of the charity's accounts have different operating instructions.

Please ensure that all the required documents are enclosed as failure to do so may delay any future transactions (see Section 11 for checklist).

The space provided in Section 12 should be used to add more information on any section or disclose any support requirements.

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

Today's date (dd/mm/yyyy)

1.1 Charity name

Has your charity's name changed?

☐ Yes ☐ No

If yes, please provide the previous name

1.2 CCLA account numbers to which this mandate form applies

CB	**CB**
CB	**CB**
CB	**CB**
CB	**CB**

1.3 Is your charity a church council?

☐ Yes ▶ **Please go to 1.8** ☐ No ▶ **Please go to 1.4**

1.4 Is your charity registered with the Charity Commission for England & Wales?

☐ Yes ▶ **Please go to 1.5** ☐ No ▶ **Please go to 1.6**

1.5 Charity's registration number

▶ **Please go to 1.8**

1.6 If you are an exempt charity, please confirm your exemption status and confirm the principal regulator details and reference.

1.7 HM Revenue & Customs reference number confirming charitable status

You do not have to complete this section if you are a church council or have provided a Charity Commission registration number in 1.5.

Note: correspondence from HMRC showing your charity's name or parish, address and HMRC reference number must be supplied in order to confirm charitable status.

1.8 Does your charity have an office address?

☐ Yes ▶ **Please go to 1.9** ☐ No ▶ **Please go to 1.10**

1.9 Charity's office address

Postcode

General email address

Daytime telephone number

1.10 Correspondence address preferences

Please address correspondence to the:

☐ Office address (Section 1.9) **OR** ☐ Correspondent's home address (Section 6.1)

1.11 Correspondence preferences: **please tick one option**

☐ CCLA's Digital Portal – you can receive communications, including statements and transaction confirmations via the secure portal.

OR

☐ Email – ☐ sent to the general email address (Section 1.9) **OR** ☐ sent to the correspondent's email address (Section 6.1)

OR

☐ Post – sent to the address selected above.

1.12 Statements

When does your charity's financial year end? (dd/mm)

Please tick one option for frequency of statements

☐ Biannually ☐ Quarterly

☐ Monthly*

***Please note that monthly statements are only available on the CCLA Digital Portal. See Section 6.**

1.13 Is your charity also registered as a limited company?

☐ Yes ▶ **Please see below** ☐ No ▶ **Please go to Section 2**

1.14 Company registration number

1.15 Company name (if different from charity name provided in 1.1)

1.16 Company's registered address (if different from charity's office address provided in 1.9)

Postcode

Section 2 Your charity structure

2.1 Please confirm the structure of your charity:

☐ Trust ▶ **Please include a copy of the Governing Document / Constitution / Memorandum of Articles or equivalent and any Resolutions.** ▶ **Please go to 2.4**

☐ Limited Company ▶ **Please go to 2.2** ☐ CIO ▶ **Please go to 2.4**

☐ Parochial Church Council ▶ **Please go to 2.4**

2.2 Is the company limited by shares or by guarantee?

☐ Shares ▶ **Please go to 2.3** ☐ Guarantee ▶ **Please go to 2.4**

2.3 Does any individual or entity hold or control 25% or more of the shares or voting rights of the company?

☐ Yes ☐ No

If yes, please add their details below:

Individual 1

Name

Date of birth (dd/mm/yyyy) Position

Shareholding

%

Home address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy) Position

Shareholding

%

Home address

Postcode

Entity 1

Company name

Company number

Shareholding

%

Company address

Postcode

Entity 2

Company name

Company number

Shareholding

%

Company address

Postcode

2.4 Please provide the name, date of birth and address of all trustees/executive directors of the charity/company. Please include minutes (dated within last 12 months) confirming these persons as being within that position.

For Parochial Church Councils; the PCC members are legally recognised as being the charity trustees. Therefore, we do require the personal details of the PCC members. If your charity is registered with the Charity Commission, the 'Super User' with access to the Charity Commission records can copy the full information that we require about the trustees from the Charity Commission register and send a copy of this information with the form.

Please note: CCLA is authorised and regulated by the Financial Conduct Authority. As such we are required to take adequate steps to identify and verify our clients and the ultimate beneficial owners (UBO). For PCCs and other similar entities, the UBO's are defined as any Trustees, Members, Directors, and/or persons with significant control. We are therefore required to identify these persons, and this is the reason we require each member's name, address, and date of birth.

Trustee/executive director 1

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 2

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 3

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 4

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 5

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 6

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Please use the additional information section or a separate sheet if necessary.

2.5 Names of individuals who exercise control over the management of the charity/company **who are not trustees/executive directors** (e.g. Head of Finance etc.).

Individual 1

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 3

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 4

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Section 3 Changing the subtitle of your account(s)

3.1 Do you wish to add or change the subtitle of any of your CBF Church of England Fund account(s) mentioned in 1.2?

☐ Yes ☐ No ▶ **Please go to Section 4**

Account number	New subtitle
CB	
CB	
CB	
CB	
CB	
CB	
CB	
CB	
CB	

Section 4 Income (for Deposit Fund/Income Shares only)

4.1 Do you wish to change your income payment instructions?

☐ Yes ▶ **Please see below** ☐ No ▶ **Please go to Section 5**

4.2 For The CBF Church of England Deposit Fund accounts only

Please tick one option

☐ Add income to the balance of this account(s)

OR

☐ Pay income to another CBF Church of England Deposit Fund account

CB

OR

☐ Pay income to the nominated bank account (in Section 5)

4.3 For The CBF Church of England Investment Fund, The CBF Church of England Short Duration Bond Fund and The CBF Church of England Global Equity Fund Income Share accounts only.

Please tick one option

☐ Pay income to The CBF Church of England Deposit Fund account

CB

OR

☐ Pay income to the nominated bank account (in Section 5)

4.4 For The CBF Church of England Property Fund Income Share accounts only.

Please tick one option

☐ Reinvest income

OR

☐ Pay income to The CBF Church of England Deposit Fund account

CB

OR

☐ Pay income to the nominated bank account (in Section 5)

Section 5 Nominated bank details

Important information

Payments may only be made to a bank account in the charity's name. Subscription payments must originate from the nominated bank account.

5.1 Do you wish to change the nominated bank account details?

☐ Yes ☐ No ▶ **Please go to Section 6**

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 6 Correspondent

6.1 Please complete this section.

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

Home address

Postcode

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

6.2 Will you be an authorised signatory?

☐ Yes ☐ No

6.3 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 19 of this form. I understand that I have the right to request otherwise at any time.

6.4 Signature

Date (dd/mm/yyyy)

Section 7 Authorised signatories

Please photocopy pages of Section 7 if you require more than four authorised signatories.

7.1 **Authorised signatory**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

Home address

Postcode

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

7.2 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 19 of this form. I understand that I have the right to request otherwise at any time.

7.3 Signature

Date (dd/mm/yyyy)

7.4 **Authorised signatory**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

Home address

Postcode

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

7.5 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 19 of this form. I understand that I have the right to request otherwise at any time.

7.6 Signature

Date (dd/mm/yyyy)

7.7 **Authorised signatory**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

Home address

Postcode

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

7.8 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 19 of this form. I understand that I have the right to request otherwise at any time.

7.9 Signature

Date (dd/mm/yyyy)

7.10 **Authorised signatory**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

Home address

Postcode

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

7.11 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 19 of this form. I understand that I have the right to request otherwise at any time.

7.12 Signature

Date (dd/mm/yyyy)

Section 8 Email instructions authority

Instructions on a CCLA form, sent by email to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant email instructions authority.

Please complete this section if you would like us to accept instructions by email.

Important information

A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to cclaclientservices@fnztaservices.com. 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. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. 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.

Authority to accept email instructions

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account(s), we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of shares carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

Authorisation

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Section 9 Your charity operations

9.1 Does the charity operate and/or provide aid/services outside of the United Kingdom?

☐ Yes ▶ **Please see below** ☐ No ▶ **Please go to 9.3**

If yes, where?

9.2 Activity outside the UK

9.2.1 Please describe the activities you undertake/or the use of funding you provide to other organisations in each country listed in 9.1

9.2.2 How many branches and/or offices does the charity have in each country in 9.1?

9.2.3 What is the number and location of employees/volunteers in each of the countries listed in 9.1?

9.2.4 What is the source of the charity's funding e.g. public donations, legacies etc?

9.2.5 Does the charity receive funding/income from outside the UK?

☐ Yes ☐ No

If yes, please provide details of where this funding/income comes from and the donor(s).

9.2.6 Does the charity have a/any benefactor(s) who contribute 10% or more of the charity's income?

☐ Yes ☐ No

If yes, please provide details:

For individuals

Individual 1

Name

Date of birth (dd/mm/yyyy)

Address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy)

Address

Postcode

Individual 3

Name

Date of birth (dd/mm/yyyy)

Address

Postcode

For entities

Entity 1

Company name

Company number

Entity 2

Company name

Company number

9.2.7 To which jurisdictions does the charity make distributions greater than 10% of total annual distributions?

9.3 What is the purpose of the investment with CCLA?

9.4 What is the intended frequency of transactions for each of the accounts listed in 1.2?

9.5 Who are the beneficiaries of the charity, e.g. homeless people or children living in poverty?

Section 10 Trustees/executive directors' authorisation

This section must be read, completed and signed by a **minimum of two trustees/executive directors who have the authority to act on behalf of the charity**. The trustees signing this section on behalf of a registered charity must be named on the Charity Commission register. Executive directors, such as CEOs, should be named as directors on the Companies House register.

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 represent, warrant and undertake that:

- The charity remains eligible to invest in The CBF Church of England Funds and indemnifies CCLA against any liabilities arising out of its ineligibility.
- 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 (stated in this form) 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 subsequent changes to the authorising trustees/executive directors, correspondent and/or authorised signatories.
- If this mandate 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(s) continue to 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(s) as instructed in this mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this mandate form. We indemnify you against any costs or loss arising from your acting on such instructions.
- Grant to the person named as correspondent in Section 6 to act as administrator of the CCLA Digital Portal – the portal administrator. The CCLA Digital Portal is an online tool that allows users to view their accounts, holdings, valuations, transactions and associated documents. The person who is the portal administrator will be able to grant/revoke access to the portal for others within their organisation.

First trustee/executive director ▶ **Please ensure full details are supplied in section 2.4**

Name

Email address

Mobile number

Daytime telephone number

Signature

Date (dd/mm/yyyy)

Second trustee/executive director ▶ **Please ensure full details are supplied in section 2.4**

Name

Email address

Mobile number

Daytime telephone number

Signature

Date (dd/mm/yyyy)

Section 11 Checklist and documentation required

- ☐ **PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.**
- ☐ If your charity is not registered with the Charity Commission for England and Wales, please attach a copy of the minutes of a recent trustee meeting for the purpose of confirming the relationship of the trustee(s) to your charity. The minutes should not be any older than 12 months and the trustees/ executive directors as indicated in Section 2.4 and Section 10 should be named in the minutes.
- ☐ If your organisation is not a church council or the charity is not required to be registered with the Charity Commission, please supply a copy of correspondence from HM Revenue & Customs stating charitable status. The correspondence must show the charity's name, address and the HM Revenue & Customs reference number. If this is not the case, an explanation must be provided in Section 12.
- ☐ If your charity is registered with the Charity Commission for England and Wales the trustees mentioned in Section 2.4 and who have signed Section 10 must appear on the register.
- ☐ If your charity is registered with the Charity Commission, the address mentioned on the Charity Commission register must match with at least one of the addresses mentioned in the form. If this is not the case, an explanation must be provided in Section 12.
- ☐ For the trustees who have authorised this mandate form and the authorised signatories appointed **who reside outside of the United Kingdom**, please attach the following evidence so we may verify your identity:
  - Certified copy of passport photo page or certified copy of driving licence *and*
  - Certified copy of utility bill (not more than three months old)

  Certification must be dated within the last three months and carried out by one of the following: a representative of an FCA or EU equivalent regulated firm, a solicitor/lawyer, a chartered accountant, a notary or any CCLA Investment Management Limited employee.

  The certification must include the words **'Certified to be a true copy of the original seen by me'**. The professional should be a different person, not be related, in a relationship or living at the same address to anyone named on the mandate form and should sign, date, print their name under the signature and add their occupation, address and telephone number, all in BLOCK CAPITALS and in English.

Section 12 Additional information and notes

Please use this section to disclose any additional information or support requirements.

Important information

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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