CCLA
GOOD INVESTMENT

Change of correspondent form

Important information

Please read before completing this form.

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 organisation

Today's date (dd/mm/yyyy)

1.1 Your organisation's name

1.2 Account number(s)

Please list all CCLA account numbers to which this change applies and use a separate sheet if required.

Section 2 New correspondent

2.1 Will the correspondent be an authorised signatory?

☐ Yes ☐ No

2.2 Should the previous correspondent be removed as a signatory?

☐ Yes ☐ No

2.3 ☐ If applicable, please tick this box if the previous correspondent is to remain as an authorising trustee/executive director or equivalent in our records.

2.4 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)

2.5 Please complete if you wish correspondence to be sent to an address other than your home address.

Address for correspondence

Postcode

2.6 ☐ 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.

2.7 Signature

Date (dd/mm/yyyy)

Section 3 Trustees/executive directors' or equivalent 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 organisation. The Trustees signing this section on behalf of a registered charity must be named on the Charity Commission register. Executive Directors, such as CEOs, must be named as Directors on the Companies House register.

Anti-Money Laundering

We may need to ask you for documentation to assist us in verifying your identity and the identity of the Correspondent where acting as an authorised signatory. We must verify the authorising persons and the authorised signatories identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

3.1 First trustee/executive director or equivalent details

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)

3.2 ☐ 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.

3.3 Signature

Date (dd/mm/yyyy)

3.4 Second trustee/executive director or equivalent details

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)

3.5 ☐ 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.

3.6 Signature

Date (dd/mm/yyyy)

Section 4 Checklist and documentation required

☐ **PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.**

☐ For organisations that are not registered with the Charity Commission, please provide a copy of minutes of a recent meeting for the purpose of confirming the relationship of the authorising trustees/executive directors to the investing organisation. The minutes should not be older than 12 months and the authorising trustees/executive directors/equivalent should be named in the minutes.

☐ For those persons who have authorised this form and the authorised signatories appointed **who reside outside of the United Kingdom**, please attach the following evidence so we may verify their 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 application 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.

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.

Anti-money laundering

You may be asked to provide documentation to assist CCLA in verifying the identity of any individuals 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.

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CCLA
BECAUSE GOOD IS BETTER

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

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