CCLA
GOOD INVESTMENT

Deposit form

Important information

Please read before completing this form.

- 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.
- If you have daily payment limits recorded with your bankers and are sending the payment in tranches then please use the Multiple deposits over a period form, so each payment can be matched.
- 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)

Charity name

Reason for transaction

Your CCLA account number

CO

Amount

£

Amount in words

Please tick one option

☐ **Bank transfer**

Please send payment to the bank account detailed below.

Name: **CCLA Fund Managers Limited Client Money Payments Account**
Sort code: **40-05-30**
Account number: **33694887**

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(s) enclosed**

Please make cheques payable to **CCLA Fund Managers Limited Client Money Payments 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 fund's Scheme Particulars.

Declaration

I/We have read, understood and retained the fund's Key Information Document, Approach to Sustainability document (consumer-facing disclosure) and Scheme Particulars.

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

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 Fund Managers Limited (registered in England & Wales No. 8735639, 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 COIF Charities Deposit Fund (registered charity No. 1046249). Under the UK Money Market Fund Regulation, the COIF Charities Deposit Fund is categorised as a short term LVNAV Money Market Fund.

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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