

# Income and withdrawal payments amendment 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 **cclaclientervices@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.

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## Section 1 About your charity

Date (dd/mm/yyyy)

**1.1** Charity name

**1.2** CCLA account number(s) to which this change applies

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## Section 2 Income (for Deposit Fund/Income Units only)\*

**2.1** For COIF Charities Deposit Fund accounts only

**Please tick one option**

Add income to the balance of this account(s)

**OR**

Pay income to another COIF Charities Deposit Fund account in the charity's name

**OR**

Pay income to the nominated bank account (in Section 3)

- 2.2** For COIF Charities Investment Fund, COIF Charities Ethical Investment Fund, COIF Charities Short Duration Bond Fund and COIF Charities Global Equity Fund Income Unit accounts only.

**Please tick one option**

Pay income to our COIF Charities Deposit Fund account number

**OR**

Pay income to the nominated bank account (in Section 3)

- 2.3** For COIF Charities Property Fund Income Unit accounts only.

**Please tick one option**

Reinvest income

**OR**

Pay income to our COIF Charities Deposit Fund account number

**OR**

Pay income to the nominated bank account (in Section 3)

\*For the Deposit Fund, income is distributed monthly. For the Income Units of all other funds, income is distributed quarterly.

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## Section 3 Nominated bank details

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

 **Important information**

**This section must be completed.**

**Payments may only be made to a bank account in the charity's name. Please see Section 5 for the acceptable documents required to verify the bank account. 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 4 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.

### We represent, warrant and undertake that:

#### 4.1 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)

**4.2** I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 6 of this form. I understand that I have the right to request otherwise at any time.

**4.3 I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

#### 4.4 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)

**4.5** I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 6 of this form. I understand that I have the right to request otherwise at any time.

**4.6 I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

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## Section 5 Checklist and documentation required

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

If you have provided us with new bank account details under Section 3, please return the form with one of the following:

- an original paying-in slip
- an original cheque marked 'void'
- a certified copy of a bank statement.

**If you are sending a certified copy of a bank statement, the certification must be carried out within the last three months and by one of the following:**

- **representative of an FCA or EU equivalent regulated firm (e.g. bank manager)**
- **solicitor/lawyer**
- **chartered accountant**
- **notary**
- **any CCLA Investment Management Limited employee.**

**The professional certifying the bank statement should:**

- **be a different person from anyone who is an authorised signatory or authorising trustee/ executive director or any persons linked to the account(s)**
- **not be related, in a relationship or living at the same address to any person named on the form**
- **write 'Certified to be a true copy of the original seen by me' on the document**
- **sign and date the document. Please ensure the certification is dated within the last three months**
- **print their name under the signature and add their occupation, address and telephone number.**

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 authorising trustee(s) to your charity. The minutes should not be any older than 12 months and the authorising trustees/executive directors as indicated in Section 4 should be named in the minutes.

## 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](http://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](mailto: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  
One Angel Lane  
London EC4R 3AB

**CCLA**  
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**  
**[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)**  
**[www.ccla.co.uk](http://www.ccla.co.uk)**

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CCLA Fund Managers Limited (registered in England & Wales No. 8735639), 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 COIF Charity Funds (registered charity Nos. 218873, 803610, 1046249, 1093084, 1121433 and 1132054). 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.