CCLA
GOOD INVESTMENT

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.

If accounts listed in Section 1 have different income payment methods quoted in Section 2 or differing bank details quoted in Section 3, then please complete a separate form for each change required.

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 charity

Today's date (dd/mm/yyyy)

1.1 Charity name

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

CO	CO
CO	CO
CO	CO
CO	CO

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

CO

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

CO

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

CO

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.

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. 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 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.

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 4 of this form. I understand that I have the right to request otherwise at any time.

4.3 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 4 of this form. I understand that I have the right to request otherwise at any time.

4.6 Signature

Date (dd/mm/yyyy)

Section 5 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 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. Please note for Parochial Church Councils; the PCC members are legally recognised as being the charity trustees.

(!) 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.

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 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.

1645.300626/COIF-Income-and-withdrawal-payments-amendment-form-FNZ-v2