COIF Charity Funds

Use this form to buy units in COIF Charity Fund account(s) only if you intend to make payment via transfer from an existing COIF Charities Deposit Fund account in the charity's name

CCLA
GOOD INVESTMENT

Buy units form

Payment via Deposit Fund transfer

Important information

Please read before completing this form.

- This form can be used for adding units to an existing or newly opened account. Please request an additional account application form if you require a new account.
- One form should be used per transaction.
- Applications to invest can only be actioned if we are in receipt of this form.
- 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.
- 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)

Please tick which COIF Charity Fund and unit class you wish to buy units in:

- ☐ Investment Fund Income Units
- ☐ Investment Fund Accumulation Units
- ☐ Global Equity Fund Income Units
- ☐ Global Equity Fund Accumulation Units
- ☐ Ethical Investment Fund Income Units
- ☐ Ethical Investment Fund Accumulation Units
- ☐ Property Fund Income Units*
- ☐ Short Duration Bond Fund Income Units
- ☐ Short Duration Bond Fund Accumulation Units

Charity name

Your CCLA account number

CO

Reason for transaction

Value

£

Amount in words

Please tick

☐ **Transfer from an existing COIF Charities Deposit Fund account in the charity's name**

COIF Charities Deposit Fund account number

CO

The transaction will be processed as detailed in the appropriate 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.

Authorised signature(s)

This form must be signed in accordance with the current CCLA mandate.

Full name

Daytime telephone number

Full name

Daytime telephone number

Notes

Dealing in the COIF Charity Funds (*with the exception of the COIF Charities Property Fund) takes place on each business day.

Your written instructions to deal must be received by 9.30am on a dealing day. All instructions received after this time will be held until the following dealing day.

*COIF Charities Property Fund dealing takes place on the last business day of each month. Your written instructions to deal must be received by 5.00pm on the preceding business day.

A contract note confirming the transaction will be sent to the correspondent.

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.