

# Mandate form for amendments to account(s) details - COIF Charities Funds

**Important information:** Please read before completing this form.

This document must be read and completed in conjunction with the relevant COIF Charities Funds Scheme Particulars and Key Information Document. Copies are available on our website, [www.ccla.co.uk](http://www.ccla.co.uk), by email request to [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or by calling us on free phone 0800 022 3505.

Please note that telephone lines are recorded.

This mandate form will supersede any other instructions we hold. Please provide all your COIF Charities Funds account numbers to which this mandate form applies, ensuring that a separate mandate form is used if any of the charity's accounts have different operating instructions.

This form should be completed in full in BLOCK CAPITALS and, if being completed by hand, using black ink.

All pages of this form should be returned to CCLA, Senator House, 85 Queen Victoria Street, London EC4V 4ET. Please ensure that all the required documents are enclosed as failure to do so may delay any future transactions (see section 11 for checklist).

The space provided in section 9 should be used to add more information on any section or disclose any support requirements.

**Please call our Client Services Team on free phone 0800 022 3505 if you require any help with the form or would like to discuss any additional support needs.**

## Section 1: About your charity

Date (dd/mm/yyyy)

**1.1** Your organisation's name

Has your organisation's name changed?

Yes     No

If yes, please provide previous organisation's name:

**1.2** CCLA account numbers to which this mandate form applies

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**1.3** Is your charity registered with the Charity Commission for England & Wales, the Charity Commission for Northern Ireland, or the Office of the Scottish Charity Regulator (OSCR)?

Yes ▶ **Please go to 1.4**       No ▶ **Please go to 1.5**

**1.4** Charity's registration number

▶ **Please go to 1.6**

**1.5** HM Revenue & Customs reference number confirming charitable status

**(You do not have to complete this section if you have provided a Charity Commission registration number in 1.4)**

**Note: correspondence from HMRC showing your charity's name or parish, address and HMRC reference number must be supplied in order to confirm charitable status.**

**1.6** Does your charity have an office address?

Yes ▶ **Please go to 1.7**       No ▶ **Please go to 1.8**

**1.7** Charity's office address



Postcode

General email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

**1.8** Is your charity also registered as a limited company?

Yes ▶ **Please complete sections 1.9, 1.10 and 1.11**       No ▶ **Please go to 1.12**

**1.9** Company registration number

**1.10** Company name (if different from organisation name provided in 1.1)

**1.11** Company's registered address (if different from charity's office address provided in 1.7)



Postcode

**1.12** When does your charity's financial year end? (dd/mm)

**Note: Deposit Fund statements are issued quarterly at the end of March, June, September and December. Statements for the unutilised funds and Deposit Fund certificates of balance are issued half yearly and can be sent to coincide with your year-end.**

## Section 2: Changes to your charity structure

2.1 Has the legal structure of the charity changed to a limited company or charitable incorporated organisation?

Yes ▶ **Please go to 2.2**       No ▶ **Please go to section 3**

2.2 Is the company limited by shares or by guarantee?

Shares ▶ **Please go to 2.3**       Guarantee ▶ **Please go to 2.4**

2.3 Does any individual or entity hold or control 25% or more of the shares or voting rights of the company?

Yes       No

If yes, please add their details below:

Name	Date of birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Position	Shareholding
<input type="text"/>	<input type="text"/>
Home address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Name	Date of birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Position	Shareholding
<input type="text"/>	<input type="text"/>
Home address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Name	Date of birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Position	Shareholding
<input type="text"/>	<input type="text"/>
Home address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Name

Date of birth (dd/mm/yyyy)

Position

Shareholding

Home address

Postcode

**2.4** Please provide the name, date of birth and address of all trustees/executive directors of the charity/company.

If your charity is registered with the Charity Commission, the 'Super User' with access to the Charity Commission records can copy the full information that we require about the trustees from the Charity Commission Register and send a copy of this information with the form.

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

**Please use the additional information section or a separate sheet if necessary.**

**2.5** Names of individuals who exercise control over the management of the charity/company **who are not trustees/executive directors** (e.g Head of Finance etc).

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

## Section 3: Trustees/executive directors' authorisation

This section must be read, completed and signed by **a minimum of two trustees/executive directors who have the authority to act on behalf of the charity**. The trustees signing this section on behalf of a registered charity must be named on the Charity Commission register. Executive directors, such as CEOs, should be named as directors on the Companies House register.

**Please note that CCLA adheres to Charity Commission guidance that all accounts should be operated by at least two authorised signatories.**

### Anti-money laundering

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

### Declarations:

We represent, warrant and undertake that:

- The charity remains eligible to invest in the COIF Charities Funds and indemnifies CCLA against any liabilities arising out of its ineligibility.
- We have read and understood the contents of the COIF Charities Fund Scheme Particulars and the Key Information Document for each fund we are invested in.
- We are authorised to act on behalf of the charity.
- All trustees/executive directors, persons with significant control/influence over the charity and holders of 25% or more of the shares of the company (stated in this form) are known to us.
- To the best of our knowledge none of our trustees or authorised signatories are Politically Exposed Persons ("an individual who is or has, at any time in the preceding year, been entrusted with prominent public functions, or an immediate family member, or a known close associate, of such a person"). This definition only applies to those holding such a position in a state outside the UK, or in a Community institution or an international body.
- We will notify CCLA of any subsequent changes to the authorising trustees/executive directors, correspondent and/or authorised signatories.
- If this mandate form is being authorised by a sole trustee/executive director, it is understood that this is only permitted where there are no other trustees/executive directors.
- The account(s) continue to be used to hold only charitable money.
- If the investing organisation ceases to be a charity we will inform CCLA immediately and disinvest.
- We understand that in the provision of this service, CCLA is executing transactions following our instruction and is not providing advice on the merits of transactions and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently, investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the FCA Regulations as defined in the Scheme Particulars.
- We should consult an intermediary if we require investment advice.
- The information contained in this form is true and accurate to the best of our knowledge and belief.

### Authorisation:

We authorise you to:

- Conduct the account(s) as instructed in this mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this mandate form. We indemnify you against any costs or loss arising from your acting on such instructions.

### First trustee/executive director

Name

Signature

Date (dd/mm/yyyy)

► **First trustee/executive director to complete sections 3.1 to 3.5**



**Second trustee/executive director**

Name

Signature

Date (dd/mm/yyyy)

**▶ Second trustee/executive director to complete sections 3.6 to 3.10****3.1 First trustee/executive director**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

**If you have lived at your home address for less than three years, please provide details of your previous address below.**

Postcode

Date moved to this address (dd/mm/yyyy)

**3.2** Will you be the correspondent? Please note that all correspondence will be sent to you.

Yes ▶ **Please go to 3.3**       No ▶ **Please go to 3.4**

**3.3**  Please tick here if you are the correspondent and wish for correspondence to be sent to the charity's office address (see section 1.7).

3.4 Will you be an authorised signatory?

Yes  No

Signature

Date (dd/mm/yyyy)

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

3.5  Please tick here if you do not want to receive information on CCLA's other products and services by post.

3.6 Second trustee/executive director

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

**If you have lived at your home address for less than three years, please provide details of your previous address below.**

Postcode

Date moved to this address (dd/mm/yyyy)

3.7 Will you be the correspondent? Please note that all correspondence will be sent to you.

Yes ▶ **Please go to 3.8**  No ▶ **Please go to 3.9**

3.8  Please tick here if you are the correspondent and wish for correspondence to be sent to the charity's office address (see section 1.7).

**3.9** Will you be an authorised signatory?

Yes

No

Signature

Date (dd/mm/yyyy)

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

**3.10**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

**Section 4: Correspondent (to whom all correspondence will be sent)**

**4.1** Only complete this section if the correspondent has not completed section 3.

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

Date (dd/mm/yyyy)

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

**4.2** Will you be an authorised signatory?

Yes ▶ **Please complete the address fields below**

No ▶ **Please go to 4.3**

**If you have lived at your home address for less than three years, please provide details of your previous address below.**

Postcode

Date moved to this address (dd/mm/yyyy)

**4.3**  Please tick here if you wish for correspondence to be sent to the charity's office address (see section 1.7).

**4.4**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

## Section 5: Additional authorised signatories

Please photocopy pages of section 5 if you require more than two additional signatories.

### 5.1 Additional authorised signatory

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

**If you have lived at your home address for less than three years, please provide details of your previous address below.**

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

Date (dd/mm/yyyy)

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

**5.2**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

**5.3 Additional authorised signatory**

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Daytime telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 21 and will be held securely.

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

**If you have lived at your home address for less than three years, please provide details of your previous address below.**

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

Date (dd/mm/yyyy)

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

**5.4**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

## Section 6: Changing the subtitle of your account(s)

6.1 Do you wish to add or change the subtitle of any of your COIF Charities Fund account(s) mentioned in 1.2?

Yes

No **▶ Please go to section 7**

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

Account number

New subtitle

**Section 7: Income (for Deposit Fund/Income Units only)\***

**7.1** Do you wish to change your income payment instructions?

Yes ▶ **Please go to 7.2 and/or 7.3 and/or 7.4**     No ▶ **Please go to section 8**

**7.2** 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

**C**

**OR**

Pay income to the nominated bank account (in section 8)

**7.3** For COIF Charities Investment Fund, COIF Charities Ethical Investment Fund, COIF Charities Fixed Interest Fund and COIF Charities Global Equity Income Fund Income Unit accounts only.

Please tick one option

Pay income to COIF Charities Deposit Fund account

**C**

**OR**

Pay income to the nominated bank account (in section 8)

**7.4** For COIF Charities Property Fund Income Unit accounts only.

Please tick one option

Reinvest income

**OR**

Pay income to COIF Charities Deposit Fund account

**C**

**OR**

Pay income to the nominated bank account (in section 8)

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



## Section 8: Nominated bank details

**Important information:** Payments may only be made to a bank account in the charity's name. Please see section 11 for the acceptable documents required to verify the bank account. Subscription payments must originate from the nominated bank account.

8.1 Do you wish to change the nominated bank account details?

Yes

No ▶ **Please go to section 9**

Bank/building society name

Account name

Sort code

Account number

Building society reference (if applicable)

**Section 9: Additional information**

Please use this section to disclose any additional information or support requirements.

## Section 10: Email instructions authority

Instructions on a CCLA form, sent by email to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant email instructions authority.

Please complete this section if you would like us to accept instructions by email.

**Important information:** A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to [correspondence@ccla.co.uk](mailto:correspondence@ccla.co.uk). Do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. If you have any additional information about the instruction, please send your email and PDF to [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

### Authority to accept email instructions

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account(s), we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of units carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

### Authorisation

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Authorised signatory name

Signature

Date (dd/mm/yyyy)

## Section 11: Check list 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 8, 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 by one of the following listed below:

- Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- Solicitor/lawyer
- Chartered accountant
- Notary
- Minister of religion
- Director of a VAT registered charity
- Officer of the British Armed Forces
- Government department official
- Official of an overseas embassy, consulate or high commission
- Any CCLA Investment Management Limited employee

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

- **be a different person from anyone named on the form**
- **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**
- **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 3 should be named in the minutes.

If your organisation is not a church council or the charity is not required to be registered with the Charity Commission, please supply a copy of correspondence from HM Revenue & Customs stating charitable status. The correspondence must show the charity's name, address and the HM Revenue & Customs reference number. If this is not the case, an explanation must be provided in section 9.

If your charity is registered with the Charity Commission for England and Wales the authorising trustees that have signed in section 3 must appear on the register.

For the trustees who have authorised this mandate form and the authorised signatories appointed **who reside outside of the United Kingdom**, please attach the following evidence so we may verify your 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 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, a minister of religion, a director of a VAT registered charity, an officer of the British Armed Forces, a government department official or an official of an overseas embassy, consulate or high commission 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 mandate 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.

**Data Protection Regulation (UK GDPR)**

In accordance with our regulatory obligations, and as set out in our Privacy Notice, information will be retained for a minimum of seven years after the end of our relationship with you.

- As required under UK GDPR, consent must be given before any communication can be sent to your personal email address about services other than those already provided.
- At any time, you can ask for your personal data to be removed from CCLA databases unless it is required to be retained for legal or regulatory reasons. Please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or telephone us at 0800 022 3505.
- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).
- You can contact the CCLA office to receive a copy of any of your personal data currently held by us once we have received proof of your identity.
- Any details you give us will be held in accordance with current data protection legislation.
- We will not share your personal data with third parties, unless we have your permission to do so in accordance with your contract with us, or we are required to do so by law.
- We do not sell any personal data held.
- When you give us personal data, we take steps to ensure that it is treated securely. Information you send to us electronically is transmitted over the internet, but this cannot be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, CCLA cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems mainly in password accessed databases.
- We do not collect information automatically from our website.
- Personal data will be retained in CCLA's systems which are password protected.

Please see the website for details of CCLA's Privacy Notice and full details of CCLA's Data Protection Policy are available on request.

Senator House, 85 Queen Victoria Street, London EC4V 4ET  
Freephone: 0800 022 3505 | [www.ccla.co.uk](http://www.ccla.co.uk)

CCLA Fund Managers Limited (Registered in England and Wales No. 8735639), whose registered address is: Senator House, 85 Queen Victoria Street, London EC4V 4ET, is authorised and regulated by the Financial Conduct Authority and is the Manager of the COIF Charities Funds (registered charity Nos. 218873, 803610, 1046249, 1093084, 1121433 and 1132054. Under the EU Money Market Fund Regulation 2017/1131, the COIF Charities Deposit Fund is categorised as a short-term LVNAV Money Market Fund.