

## Email Instructions Authority

Instructions on a CCLA form, sent by e-mail 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 form if you would like us to accept instructions by email and return to CCLA by post at the address below.

**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

Client name

Client number(s)

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 or shares 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

Signature

Print name

Daytime telephone number

Signature

Print name

Date (dd/mm/yyyy)

Daytime telephone number

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**Freephone: 0800 022 3505** Senator House, 85 Queen Victoria Street, London EC4V 4ET

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**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.