Account application form

Important information

Please read before completing this form.

Please ensure that you have read the Scheme Information and Key Information Document (**KID**) for the Local Authorities' Property Fund (**Fund**) located at **www.ccla.co.uk** before completing this application form. All applicants should sign the necessary declarations in Section 3. Only those investors who are tax exempt and meet the minimum investment criteria may invest in the Fund.

The minimum permitted initial investment in the Fund is £25,000. Thereafter, additional investments should be for a minimum of £10,000.

The space provided in Section 7 should be used to add more information on any section or disclose any support requirements.

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**.

If you are an existing client with CCLA, please contact Client Services to request an additional account form.

Section 1 Your organisation

Today's date (dd/mm/yyyy)

1.1 Organisation name

1.2 Account name (subtitle of account, if applicable)

1.3 Organisation's office address – **This address will be registered for correspondence**

Postcode

1.4 Daytime telephone number

1.5 Correspondence preferences

Please tick one option

☐ CCLA's Digital Portal – you can receive communications, including statements and transaction confirmations via the secure portal.

OR

☐ Email – sent to the correspondent's email address.

OR

☐ Post – please send correspondence to our:

☐ Office address (section 1.3) **OR** ☐ Correspondent home address (section 4.1)

1.6 Statements

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

Please tick one option to coincide with your year end

☐ Biannually ☐ Quarterly

☐ Monthly*

***Please note that monthly statements are only available on the CCLA Digital Portal. See Section 3.**

1.7 What is the intended purpose of the investment with CCLA?

1.8 What is the intended frequency of transactions on the account?

Section 2 Nominated bank details

All income and withdrawals will be paid to the nominated bank account (no third party payments will be undertaken).

2.1 **Nominated bank account details:**

Bank name

Account name

Sort code

Account number

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 3 Directors' (or equivalent) authorisation

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) of the local authority who have control and management over its affairs.

Please consult an intermediary if you require investment advice.

Client categorisation

To invest in the Fund you must either request to be treated as an elective professional client (and CCLA must agree to this) or we will categorise you as a retail client if you have solicited independent financial advice and this has concluded that the Fund is suitable for you.

Conflicts of interest

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients.

CCLA's Conflicts of Interest Policy can be found on its website at **www.ccla.co.uk**.

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.

Declarations:

On behalf of the investing organisation we agree to be bound by the terms and conditions of the Scheme and the Scheme Information constituting the Fund.

By signing the authorisation section of this application form, we the applicant, confirm that:

- The units to which this application relates are and will at all times be on behalf of the investing organisation.
- We have read and understood the Scheme Information, the Key Information Document and the Approach to Sustainability document (consumer-facing disclosure) for this fund in which we are going to invest.
- The investing organisation is tax exempt as it is a local authority in either England, Wales, Scotland or Northern Ireland.
- The investing organisation is eligible to invest in the Fund as outlined under the Scheme Information.
- The persons signing below are duly authorised to sign on behalf of the investing organisation.
- We shall inform CCLA of any subsequent change in the tax exempt status of the investing organisation and we agree to indemnify the Fund, as set out in the Scheme Information, against all losses suffered by the Fund as a consequence of our ineligibility to invest in the Fund.
- The correspondent and authorised signatories for this account are known to us.
- We shall notify CCLA of any subsequent changes of directors (or equivalent), correspondent and/or authorised signatories.
- The bank account details provided in Section 2 of the application are either in the name of this local authority or its nominee.
- 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 Information).
- The information contained in this form is true and accurate to the best of our knowledge and belief.

- Grant to the person named as correspondent in Section 4 authority to act as administrator of the CCLA Digital Portal – the portal administrator. The CCLA Digital Portal is an online tool that allows users to view their accounts, holdings, valuations, transactions and associated documents. The person who is the portal administrator will be able to grant/revoke access to the portal for others within their organisation.

Authorisation:

We authorise you to:

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

If the account is to be operated by a nominee company, please send a certified copy of a list of the authorised signatories. The list should be certified as a true copy by the directors (or equivalent).

The account should be operated by:

☐ Any two of the authorised signatories ☐ Any one of the authorised signatories

First director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **First director needs to complete sections 3.1 to 3.5**

Second director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Second director needs to complete sections 3.6 to 3.10**

Third director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Third director needs to complete sections 3.11 to 3.15**

Fourth director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Fourth director needs to complete sections 3.16 to 3.20**

3.1 First director (or equivalent)

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)

3.2 Will you be the correspondent/portal administrator for this account?

☐ Yes ☐ No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.3 Will you be an authorised signatory for this account?

☐ Yes ☐ No

3.4 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

3.5 Signature

Date (dd/mm/yyyy)

3.6 Second director (or equivalent)

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)

3.7 Will you be the correspondent/portal administrator for this account?

☐ Yes ☐ No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.8 Will you be an authorised signatory for this account?

☐ Yes ☐ No

3.9 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

3.10 Signature

Date (dd/mm/yyyy)

3.11 **Third director (or equivalent)**

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)

3.12 Will you be the correspondent/portal administrator for this account?

☐ Yes ☐ No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.13 Will you be an authorised signatory for this account?

☐ Yes ☐ No

3.14 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

3.15 Signature

Date (dd/mm/yyyy)

3.16 **Fourth director (or equivalent)**

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)

3.17 Will you be the correspondent/portal administrator for this account?

☐ Yes ☐ No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.18 Will you be an authorised signatory for this account?

☐ Yes ☐ No

3.19 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

3.20 Signature

Date (dd/mm/yyyy)

Section 4 Correspondent/portal administrator

4.1 Only complete this section if the correspondent/portal administrator has not completed Section 3.

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

4.2 Will you be an authorised signatory?

☐ Yes ☐ No

4.3 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

4.4 Signature

Date (dd/mm/yyyy)

Section 5 Other signatories that are authorised to operate the account

5.1 Authorised signatory

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

5.2 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

5.3 Signature

Date (dd/mm/yyyy)

5.4 Authorised signatory

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

5.5 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 3 of this Application Form. I understand that I have the right to request otherwise at any time.

5.6 Signature

Date (dd/mm/yyyy)

Please use additional sheet if required

Section 6 Checklist and documentation required

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

☐ A copy of your governing document or other evidence (such as minutes or signatory list) permitting those named in Section 3 to authorise the investment on behalf of your organisation.

Before returning this form please ensure all of the above documents are enclosed. Failure to do so will delay your application.

Section 7 Additional information and notes

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

Section 8 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 cclaclientservices@fnztaservices.com. 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 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.

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, 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)

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CCLA
BECAUSE GOOD IS BETTER

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www.ccla.co.uk

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