CCLA
GOOD INVESTMENT

Buy units form

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 and cleared funds.
- 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.
- This form must be received with the cheque or before any remittance is sent. Please contact us to confirm receipt of the form if posting.
- 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.

Section 1 Transaction details

Organisation name

Your CCLA account number

LA

Value

£

Amount in words

Note: This transaction will be processed as detailed in the fund's Scheme Information.

Section 2 Payment details

Payment will arrive on: Date (dd/mm/yyyy)

Please send payment to the bank account detailed below.

Name: **CCLA Fund Managers Limited Client Money Payments Account**
Sort code: **40-05-30**
Account number: **33694887**

Please quote your CCLA account number as a reference on the payment.

Failure to provide all of the above information may result in the transaction not being processed.

Section 3 Declaration

I/We have read, understood and retained the Key Information Document in conjunction with the Scheme Information.

Authorised signature(s)

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

Authorised signature

Full name

Daytime telephone number

Date (dd/mm/yyyy)

Authorised signature

Full name

Daytime telephone number

Date (dd/mm/yyyy)

This fund deals on the last calendar day of each month the form and monies must be received by 5pm on the proceeding business day.

A contract note confirming the transaction will be sent to the main contact. Please help us keep our records up to date by notifying us immediately of any changes. A form is available on request for this purpose.

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 is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities' Property Fund. Local Authorities' Mutual Investment Trust is the trustee of the Fund and is registered in England & Wales as a company limited by guarantee (No. 700132).

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.

1705.300626/LAPF-Buy-units-form-FNZ-v2