

# Mandate Form

## For amendments to Account Details

### Important information – Please read before completing this form

This document must be read and completed in conjunction with the relevant Public Sector Deposit Fund Prospectus. Copies are available on our website, [www.ccla.co.uk](http://www.ccla.co.uk), by email to [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or by calling us on free phone 0800 022 3505.

This mandate will supersede any other instructions we hold.

This form should be completed in full in BLOCK CAPITALS 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.

**Please call our Client Services Team on free phone 0800 022 3505 if you require any help with the form.**

## Section 1 About your Organisation

Date (dd/mm/yyyy)

**1.1** Account name

**1.2** Account numbers for which this mandate applies

**1.3** Organisation's office address – All correspondence will be addressed to the correspondent at this address

Postcode

**1.4** Telephone number

## DIRECTORS' (OR EQUIVALENT) AUTHORISATION

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) who have authority to give CCLA Investment Management Limited ("CCLA") instructions on behalf of the investing organisation concerning the use or transfer of money or shares.

### Data Protection Regulation (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 GDPR, consent must be given before any communication can be sent to your personal e-mail 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- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at [client\\_services@ccla.co.uk](mailto:client_services@ccla.co.uk)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.

### Anti-Money laundering

We may need to ask you for documentation to assist us in verifying your identity. We must verify your identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

### How your money may be held

Where you provide money to us by way of an electronic transfer in order to invest in The Public Sector Deposit Fund ("PSDF"), if we have not paid this money to the depositary of the Company by the end of the business day following the date of receipt of the money, we are required to treat this money as client money and pay this money into a client money account. Please note that, until the end of the business day following the date of receipt of the money, it is possible that your money will not be held as client money and therefore will not be segregated under the FCA's client money rules.

Where you provide money to us by way of a cheque in order to invest in The PSDF, we will treat this money as client money and will pay it into a client money account by close of business on the day following receipt, where it will remain until such time as it is paid to the depositary of the Company.

In addition, we are required to treat as client money any redemption proceeds which we continue to hold at the end of the business day following the day that we receive your redemption proceeds from the Depositary. You acknowledge and agree that, until this time, it is possible that these proceeds will not be held as client money and therefore will not be segregated under the FCA's client money rules.

### FATCA

The UK International Tax Compliance (United States of America) Regulations 2014 (the **UK Regulations**) came into force on 30 June 2014 and implement the "Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the United States of America to Improve International Tax Compliance and to Implement FATCA" (commonly known as **FATCA**). Under UK Regulations, Financial Institutions must identify all reportable accounts and establish the tax residency of all account holders not just in respect of US persons. More background on how FATCA has been implemented in the UK can be found in HMRC's Guidance Notes at:

<https://www.gov.uk/government/publications/uk-us-automatic-exchange-of-information-agreement>

In order to comply with the UK Regulations, the Manager may be required to collect certain information about each Unitholder's tax residence(s), and determine whether it is obliged to submit certain account information to UK tax authorities, who may pass it on to other tax authorities.

Unitholders may also be asked to provide additional information to the Manager to enable the Fund to satisfy its obligations. Institutional Unitholders may be required to provide a Global Intermediary Identifications Number (**GIIN**). Failure to provide requested information may subject a Unitholder to liability for any resulting US withholding taxes, US tax information reporting and/or mandatory redemption, transfer or other termination of the Unitholder's interest in its Units. The GIIN for the Fund is available on request.

**By signing the authorisation section of this mandate form, we confirm that:**

- The shares to which this form relates are and will at all times be on behalf of the investing organisation;
- We have read and understood the contents of the Funds Key Investor Information Document ("KIID") and the Prospectus;
- We have read the important information page displayed on the website <http://www.psd.f.co.uk/downloads/> and accept its content;
- The investing organisation is eligible to invest in the PSDF under the Prospectus;
- The persons signing below are duly authorised to sign on behalf of the investing organisation;
- We will inform CCLA immediately should the investing organisation cease to qualify at which time disinvestment from the PSDF will be required;
- The main contact and authorised signatories for this account are known to us;
- We shall notify CCLA of any subsequent changes of directors (or equivalent), main contact and/or authorised signatories;
- The investing organisation is a UK Public Sector body which is entitled to receive distributions from the Fund gross of tax;

**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 form. We indemnify you against any costs or loss arising from your acting on such instructions.
- Accept email instructions (Please sign and return the attached email indemnity).

Accounts should be operated by any one, or any two, of the authorised signatories.

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 2.1 to 2.4**

**Second Director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

**Second Director needs to complete sections 2.5 to 2.8**

**Third Director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

**Third Director needs to complete sections 2.9 to 2.12**

**Fourth Director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

**Fourth Director needs to complete sections 2.13 to 2.16**

**First Director (or equivalent)**

2.1 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 data will only be used according to terms stated on page 2 and will be held securely.

Home address

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

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

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

**2.2** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes No

**2.3** Will you be an authorised signatory for this account?

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.

**2.4** If you do not want to receive information on CCLA's other products and services, by post please tick here

**Please continue overleaf**

**Second Director (or equivalent)**

2.5 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 data will only be used according to terms stated on page 2 and will be held securely.

Home address

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

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

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

**2.6** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes No

**2.7** Will you be an authorised signatory for this account?

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.

**2.8** If you do not want to receive information on CCLA's other products and services, by post please tick here

**Please continue overleaf**

**Third Director (or equivalent)**

2.9 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 data will only be used according to terms stated on page 2 and will be held securely.

Home address

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

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

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

**2.10** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes No

**2.11** Will you be an authorised signatory for this account?

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.

**2.12** If you do not want to receive information on CCLA's other products and services, by post please tick here

**Please continue overleaf**

**Fourth Director (or equivalent)**

2.13 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 data will only be used according to terms stated on page 2 and will be held securely.

Home address

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

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

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

**2.14** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3)

Yes No

**2.15** Will you be an authorised signatory for this account?

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.

**2.16** If you do not want to receive information on CCLA's other products and services, by post please tick here

**Please continue overleaf**

### Section 3 Correspondent details for this account

(To whom all correspondence will be sent. All correspondence will be sent to the address stated in Section 1.3)

**If no correspondent has been selected in Section 2, please complete this section.**

**3.1** Title  Forename

Middle name  Surname

Position

Telephone number

Email address

Signature

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

**3.2** Will the correspondent also be an authorised signatory?

Yes

No

**3.3** If you do not want to receive information on CCLA's other products and services, please tick this box

Home address

Postcode

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

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

Postcode

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

**3.3** If you do not want to receive information on CCLA's other products and services, please tick this box

## Section 4 Other Signatories that are authorised to operate the account

### 4.1 Other Signatory that is authorised to operate this account

Title Forename

Middle name Surname

Position

Telephone number

Email address

Home address

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

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

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

Signature

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

**4.2** If you do not want to receive information on CCLA's other products and services, please tick this box

**4.3 Other Signatory that is authorised to operate this account**

Title Forename

Middle name Surname

Position

Telephone number

Email address

Home address

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

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

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

Signature

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

**4.4** If you do not want to receive information on CCLA's other products and services, please tick this box

## Section 5 Nominated bank details

No third party payments will be undertaken

**(All withdrawals will be paid to the nominated bank account).**

Subscription payments must originate from the nominated bank account.

### 5.1 Do you wish to change the withdrawal instructions

Yes **Please go to 5.2**

No **Please go to 5.3**

### 5.2 Nominated bank account details:

Bank name

Branch name

Account name

Sort code

Account number

*Please send a certified copy of a bank statement, original paying in slip or voided cheque confirming that the account is held in the investing organisation's name. The certification must be carried out by one of the following:*

- *Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)*
- *Solicitor / Accountant / Notary or Church Minister*
- *Director of a VAT registered Charity or Officer of the British Armed Forces or Government Department Official*
- *Official of an overseas Embassy, Consulate or High Commission*
- *Any CCLA Investment Management Limited employee*

*The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession.*

### Dividend payments:

### 5.3 Do you wish to change the income payment instructions

Yes **Please go to 5.4**

No **Please go to section 6**

**5.4 Automatically be reinvested and additional shares created, please tick here.**

**OR**

**5.5 Pay by electronic transfer to your nominated bank account in section 5.2, please tick here.**

## Section 6 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 a PDF copy to CCLA by email to [correspondence@ccla.co.uk](mailto:correspondence@ccla.co.uk). We cannot accept any email instructions until we have received the PDF copy of this form.

**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 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

Daytime telephone number

Date (dd/mm/yyyy)

## Section 7

### Please tick to confirm all of the documents are enclosed:

Bank statement, original paying in slip or voided cheque confirming account details in Section 5.

### Bank statement requirement

If sending a certified copy of a bank statement confirming the bank details. The certification must be carried out by one of the following:

- Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- Solicitor / Accountant / Notary or Church Minister
- Director of a VAT registered Charity or Officer of the British Armed Forces or Government Department official
- Official of an overseas Embassy, Consulate or High Commission
- Any CCLA Investment Management Limited employee

The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession

A copy of your governing document or other evidence (such as minutes or signatory list) confirming those named in Section 2 are authorised to act on behalf of your organisation.

For the directors who have authorised this application form **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 a representative of an FCA or EU equivalent regulated firm, a solicitor, notary or accountant. A church minister, a director of a VAT registered charity, an officer of the armed forces, government department official of an overseas embassy, consulate or high commission.

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 to the one named in the application form and should sign, print their name and provide their full address and profession, all in block capitals and in English.

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