CCLA
GOOD INVESTMENT

# Sell shares form

## Important information

**Please read before completing this form.**

- One form should be used per transaction.
- 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.
- 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.**

Today's date (dd/mm/yyyy)

Account name

Your CCLA account number

**PS**

Value

£

Amount in words

Please note: The minimum holdings for each share class are: SC 2 – £25,000, SC 3 – £15,000,000, SC 4 – £1,000,000 and SC 5 – £25,000. If the minimum holding in a share class falls below the respective amount the ACD has the discretion to either effect a transfer of a Shareholder's entire holding to a higher fee share class or redemption of a Shareholder's entire holding. The ACD may use this discretion at any time. If all investment is withdrawn from any share class the account will be closed.

This transaction will be processed as detailed in the fund's Prospectus.

**Please tick one option**

**1** ☐ **Please send payment to the nominated bank account**

**2** ☐ **Transfer shares/proceeds to the following Public Sector Deposit Fund account**

Account name

Your CCLA account number

**PS**

**Declaration (applicable if option 2 has been selected above)**

I/We have read, understood and retained the fund's Key Information Document, Approach to Sustainability document (consumer-facing disclosure) and Prospecus.

**Authorised signature(s)**

I/We hereby authorise the ACD to accept this instruction to sell shares as detailed above. In particular, I/we acknowledge and agree that it is possible that the redemption proceeds will not be held by CCLA as client money, and therefore will not be segregated under the FCA's client money rules until the end of the business day following the day that CCLA receives my/our redemption proceeds from the depositary.

| | |
|---|---|
| Full name | Full name |
| Daytime telephone number | Daytime telephone number |

A contract note confirming the transaction is issued to the main contact. Please help us keep our records up to date by notifying us immediately of any changes. A form is available 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 Investment Management Limited (registered in England & Wales, No. 2183088, 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 Authorised Corporate Director of CCLA Public Sector Investment Fund. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

Data Protection Legislation: CCLA is a data controller and will hold relevant personal details which have been supplied to the ACD 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.

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