CCLA
GOOD INVESTMENT

Buy shares 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.

Today's date (dd/mm/yyyy)

Account name

Your CCLA account number

PS

Value

£

OR

Number of shares

Value in words

OR Number of shares in words

Please note: the minimum initial investments and 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. There is no minimum on subsequent investments. If the minimum holding in a share class rises to meet or exceed the respective amount the ACD has the discretion to effect a transfer of a Shareholder's entire holding to a lower fee share class. The ACD may use this discretion at any time.

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

Payment method

☐ **Bank transfer**

Important: Settlement must be made on the date of the investment. To help us match the money to your account, please use your account number (or if not known, your account name) as your electronic payment reference.

Account name:	**HSBC Bank plc as depositary of the Public Sector Deposit Fund**	Sort code:	**40 05 30**
Bank:	**HSBC**	Account number:	**74455479**
		SWIFT/BIC code:	**MIDLGB22**
		IBAN:	**GB81MIDL40053074455479**

Date payment will arrive (dd/mm/yyyy)

OR

☐ **Cheque enclosed**

Payable to **CCLA Investment Management Limited – CMPA**. We cannot accept cheques payable to you, the fund or cheques drawn by a third party. All cheques **must** be sent to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**.

Declaration

Before signing, you should CAREFULLY READ the Key Investor Information Document, Prospectus, and the Approach to Sustainability document (consumer-facing disclosure). Please also make sure you keep a copy of these documents for your records. Please call our Client Services Team on 0800 022 3505 if you do not understand these documents.

The ACD reserves the right to request additional identification verification or supporting documentation to the satisfaction of the ACD and will use proprietary database searches in support of that process.

(!) **Warning: Your capital is at risk, you could lose some or all of your investment**

You have NOT received advice from a Financial Adviser to make your proposed investment in the Public Sector Deposit Fund.

All the information that you have provided in relation to this investment is accurate.

The investments that you are making belong to you and you are not investing on behalf of anyone else.

I/We have read, understood and retained the Key Investor Information Document (KIID) in conjunction with the Prospectus and Approach to Sustainability document (consumer-facing disclosure).

I/We understand that the purchase of Shares will be effected at the next Valuation Point after ACD's acceptance of my/our application form and that a contract note giving details of the Shares purchased will be issued no later than the next Business Day following the Valuation Point.

I/We understand that any monies held as client money on my/our behalf will be held in a client money account which is a non-interest bearing account. In particular, I/we acknowledge and agree that until the end of the business day following the date of receipt of my/our money, it is possible that CCLA will not hold my/our money as client money and therefore it will not be segregated under the FCA's client money rules.

I/We give permission for client money held on my/our behalf to be transferred to another provider, should the ACD become insolvent.

Authorised signature(s)

Full name

Daytime telephone number

Full name

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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