

# Sell/transfer shares form

**! Important information**

**Please read before completing this form.**

One form should be used for a single transaction.

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**. Alternatively, a PDF version of the form can be sent to **cclaclientservices@fnztaservices.com** if an email instructions authority is in place.

If you are sending your instruction by email, please do not send the original documentation in the post and do not resend the email and/or the attachment.

Date (dd/mm/yyyy)

Please tick which CBF Church of England Fund and share class you wish to sell/transfer shares from:

Investment Fund  
Income Shares  
ISIN GB0001830420

Investment Fund  
Accumulation Shares  
ISIN GB0001592145

Global Equity Fund  
Income Shares  
ISIN GB00B29KQ283

Global Equity Fund  
Accumulation Shares  
ISIN GB00B29KQ176

UK Equity Fund  
Income Shares  
ISIN GB00B04FH434

UK Equity Fund  
Accumulation Shares  
ISIN GB00B04FH327

Property Fund  
Income Shares\*  
ISIN GB0005390546

Short Duration Bond Fund  
Income Shares  
ISIN GB0001830206

Short Duration Bond Fund  
Accumulation Shares  
ISIN GB0001591956

Church/Charity name

Your CCLA account number

C

Value

Number of shares

Please tick to sell all shares

Please tick to close account

£

**OR**

**OR**

Value in words

**OR** Number of shares in words

Reason for transaction

Please tick one option

- 1 **Please send payment to the nominated bank account**
- 2 **Transfer shares/proceeds to the following CBF Church of England Fund account in the charity's name**

Church/Charity name

Your CCLA account number

The transaction(s) will be processed as detailed in the appropriate fund's Scheme Information.

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

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.**

Full name

Full name

Daytime telephone number

Daytime telephone number

Dealing in The CBF Church of England Funds (\*with the exception of The CBF Church of England Property Fund) takes place on each business day. Your written instructions to deal in The CBF Church of England Global Equity Fund must be received by 9.59am (and for the remaining three funds, 11.59am) on a dealing day. All instructions received after this time will be held until the following dealing day.

\*The CBF Church of England Property Fund dealing takes place on the last business day of each month. Your written instructions to deal will be accepted on any business day. Redemption requests for The CBF Church of England Property Fund are currently subject to a notice period of six months and will be processed as detailed in the fund's Scheme Information.

Contract note(s) confirming the transaction(s) will be sent to the correspondent.

CCLA  
One Angel Lane  
London EC4R 3AB

**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), whose registered address is: One Angel Lane, London EC4R 3AB, is authorised and regulated by the Financial Conduct Authority and is the Manager of The CBF Church of England Funds. CBF Funds Trustee Limited is a registered charity (No. 1116932) and is registered in England & Wales as a company limited by guarantee (No. 5957490) at the address above.

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.