



18 December 2020

## **The CBF Church of England Global Equity Income Fund - Brexit impact**

Dear Investor,

On 31 January 2020, the UK formally withdrew from the European Union (“EU”) and entered a transition period which will end on 31 December 2020 (the “**Transition Period**”). It remains unlikely that the UK and the EU will reach a deal on their future relationship which includes reference to financial services for the period following the end of the Transition Period.

Assuming they reach no deal regarding financial services, certain amendments will be required to the scheme information and other fund documentation of The CBF Church of England Global Equity Income Fund. The key changes are as follows:

- 1 references to the “MiFID II” will be replaced with “MiFID II” as it applies in England and Wales from time to time including as retained, amended, extended, re-enacted or otherwise given effect on or after 11 pm on 31 January 2020.” The MiFID II is a European piece of legislation which will no longer directly apply to the operation of UK funds at the end of the Transition Period;
- 2 references to any other existing EU legislation will be subject to the same amendment as listed in paragraph 1 above; and
- 3 references to “European Economic Area” will be updated to include the UK, i.e. “UK or European Economic Area”.

We will aim to issue updated fund documents including these changes as soon as reasonably practicable following the end of the Transition Period. Please note that such amendments are purely technical and will have no impact on the way we manage The CBF Church of England Global Equity Income Fund.

Yours sincerely

**CCLA Investment Management Limited**

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**CCLA**

**The CBF Church of England  
Global Equity Income Fund  
Scheme Information**

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# Scheme Information

## The CBF Church of England Global Equity Income Fund

Effective from May 2018

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## Definitions

In this Scheme Information, the following terms bear the following meanings:

**Accounts** mean the half-yearly and annual accounts of the Fund.

**Accumulation Shares** means those Shares where the income is rolled up into the Share price.

**Annual Management Charge** means the periodic charge applied to the Fund by the Manager.

**Annual Report** means the annual report of the Fund prepared by the Trustee.

**Applicant** means a Church Trust (or nominee company acting on its behalf) which is applying for shares in the Fund.

**Application Form** means the application form for shares in the Fund available from CCLA.

**Audit Committee** means the audit committee appointed by the Trustee to review the Fund's regular financial statements and reports.

**Auditor** means the firm specified in Appendix 1.

**Bid price** means the price at which shares in the Fund may be sold by investors.

**The Board** means the Board of Trustees of the Trustee as described in the paragraph entitled The Board of Trustees.

**Business Day** means any day on which the London Stock Exchange is normally open for business, being a day other than a Saturday, Sunday, public or bank holiday in England.

**CCLA** means CCLA Investment Management Limited of Senator House, 85 Queen Victoria Street, London EC4V 4ET.

**Church Trust** means a trust established by the Church of England

**Custodian** means HSBC Bank plc.

**Data Protection Legislation** means Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, or any successor legislations thereto, and any associated codes, regulation or guidance (as may be amended or replaced from time to time) and any related regulations and guidance and all other laws concerning the processing of data relating to living persons.

**Dealing Day** means the day on which the Manager issues and/or redeems shares in the Fund as set out in the Scheme Information.

**Distribution Account** means an account in respect of the Fund as provided in the Scheme for the purpose of holding amounts of income to be distributed to Shareholders.

**Eligible Contributor** means a Church Trust (or nominee company acting on its behalf) which is a registered holder of shares in the Fund.

**Equalisation** means the income element, pertaining to income earned to date and included in the purchase price of a share, which is returned as capital to the investor at the next distribution point.

**FCA** means the Financial Conduct Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS or such regulatory authority or authorities as may succeed it from time to time.

**Fund** means the CBF Church of England Global Equity Income Fund.

**Income Reserve Account** means an account in respect of the Fund for the purpose of evening out the amount of income distributed.

**Income Shares** means those shares in the Fund which pay income to holders.

**Investment Policy** means the investment policy as decided in the Investment Policy Statement from time to time.

**Investment Policy Statement** means the investment policy statement set out in the Scheme Information as amended from time-to-time.

**Manager** means CCLA Investment Management Limited of Senator House, 85 Queen Victoria Street, London EC4V 4ET.

**MiFID II** means Directive 2014/65 EU of the European Parliament and of the Council of 15 May 2014 on markets in financial instruments and includes where applicable reference to any implementing or supporting regulations, directives or other legislative measures.

**Money Laundering Regulations** means The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 as may be amended, updated or replaced from time to time.

**Offer price** means the price at which shares in the Fund may be bought by investors.

**Reinvested dividends** mean income that is used to purchase additional income shares at the offer price after distribution.

**Scheme Information** means this Scheme's Information of the Fund as amended from time-to-time.

**Shareholders** mean Eligible Contributors who are registered as holders of shares in the Fund.

**Share(s)** means share(s) in the Fund.

**Trustee** means CBF Funds Trustee Limited of Senator House, 85 Queen Victoria Street, London EC4V 4ET.

## The Fund

This document sets out the Scheme Information for The CBF Church of England Global Equity Income Fund (the Fund). The Fund is a Common Fund established under the Church Funds Investment Measure 1958, as amended by the Church of England (Miscellaneous Provisions) Measure 1995, the Church of England (Miscellaneous Provisions) Measure 2000 and the Trustee Act 2000 (together the Measure). The Fund was formed on 28 September 2007. The Fund is neither a Collective Investment Scheme nor an Unregulated Collective Investment Scheme within the meaning of the Financial Services and Markets Act 2000 (FSMA). In the event that the Measure and this additional information are in conflict, the provisions of the Measure shall prevail.

## The Trustee and Operator

CBF Funds Trustee Limited (CBFFT), a company incorporated under the Companies Act 1985 is the Trustee and the Operator (the Trustee) of the Fund. It is a registered Charity No. 1116932 and is registered in England as a company limited by guarantee. Under the provisions of the FSMA, CBFFT, as Trustee and Operator of the Fund, is not considered to be operating the Fund "by way of business". Consequently, it is not required to be regulated by the Financial Conduct Authority (FCA) and its members are not required to be authorised by the FCA for this purpose.

CBFFT is ultimately responsible for The CBF Church of England Funds and receives reports on the published accounts. CBFFT holds at least five meetings each year and monitors the investment, property and cash management, administration, registration and company secretarial services provided by CCLA Investment Management Limited (CCLA) (the Manager) under Management Agreements. CBFFT has appointed an Audit Committee to review the financial statements of the Fund and to receive and consider regular reports from the Manager on the management and administration of the Fund.

## The Manager

The Manager is a company registered in England and Wales. The Manager is authorised and regulated by the Financial Conduct Authority and holds the necessary permissions to provide, amongst other things, discretionary investment management services. The Manager will provide discretionary investment management services as well as administrative and registration services under the Investment Management Agreement dated 28 September 2007. The contact details of the Manager and the FCA are contained in Appendix 1.

The Manager provides the Trustee with administrative and registration and company secretarial services where necessary for the operation of the Fund. These include the issue and redemption of shares in the Fund, the valuation of the Fund's assets, the operation of the Share Register, the payment of distributions and the maintenance of the accounting records of the Fund. The Fund's financial year ends on 31 December.

The Manager may not have a lien over, or security interest in, the property of the Fund, act as principal in any transaction with the Fund, or undertake stock lending on behalf of the Fund.



The Manager accepts responsibility for loss of the investments of the Fund to the extent that such loss is due to the negligence, wilful default or fraud of itself or any delegates. The Manager will not otherwise be liable for any loss to the investments of the Fund. No warranty is given by the Manager as to the performance or profitability of the Fund (or any part of them) or that the investment objectives of the Fund will be successfully accomplished.

The Manager may be replaced by the Trustee on the expiry of a 12 months' notice period.

## The Administrator

The Manager has appointed HSBC Bank plc, 8 Canada Square, Canary Wharf, London, E14 5HQ as the Administrator to carry out certain administrative tasks on behalf of the Fund. The Administrator has been appointed under an Agreement with the Manager and the Manager meets the fees of the Administrator from the Annual Management Charge it receives for its services to the Fund.

## Investment Objective

The Fund aims to provide a high level of income with long-term capital growth.

## Investment Policy

The Fund is an actively managed, diversified portfolio of global equities. It will principally invest in UK and overseas equities, but may also invest in other assets.

The Fund is managed in accordance with the policies of the Church of England's Ethical Investment Advisory Group.

## Benchmark

MSCI™ World Index.

## Target Investors

The Fund is suitable for the long-term funds of any Church of England charity seeking a high income from investing in global equities. The Fund is targeted at investors with an understanding or previous history of investing in similar types of fund, with appropriate levels of risk tolerance and ability to bear loss. Please note that the Manager is not required to assess the suitability of the Fund against each investor.

Our investors may be either retail or professional clients (both per se and elective).

## Investing and Borrowing Powers

### Investment Powers

The Fund has wide powers, being permitted to invest in securities of any kind although investment is predominantly in UK and overseas equities. It is believed that over the longer term this approach should help to protect both capital and income from the effects of inflation. The Fund's Manager must have regard to the need for diversification and the suitability of investments. It is available exclusively for charities with objects connected to the work of the Church of England.

A customised performance comparator is used by CBFFT to monitor in more detail the

investment performance of the Manager, taking account of the specific asset allocation of the Fund.

## Ethical Investment Policy and Corporate Governance

The Fund has regard to ethical investment considerations, both positive and negative, in selecting and retaining investments and is represented on the Church of England's Ethical Investment Advisory Group.

The Fund will take a proactive approach to proxy voting and vote routinely on all holdings within the Fund.

Further information on the Ethical Investment Policy and the Corporate Governance Policy are available from the Manager.

The Manager may trade on Eligible Securities and Investment Markets on recognised and designated investment exchanges as approved by the Trustee from time to time.

Cash awaiting investment by the Fund may be deposited with a deposit taker approved by the Trustee or in The CBF Church of England Deposit Fund. Not more than 15% in value of the property of the Fund may be invested in shares in common investment funds, common deposit funds, authorised collective investment schemes and, unregulated collective investment schemes. Investment may only be made in such schemes managed by the Manager, or an associate of the Manager, provided that there is no double charging of the Annual Management Charge.

The Fund may from time to time invest in other securities issued by governments, public authorities, supra national and corporate entities. Holdings may be taken in unlisted or unquoted securities.

The Fund may, subject to certain restrictions, underwrite (and sub- underwrite) new issues of shares or other securities. The Fund may, subject to certain restrictions and as a protective measure, undertake forward currency transactions and may invest in subscription warrants in respect of securities which could be subject to stabilisation activity. The Fund may engage in stock lending.

The Manager will make reasonable endeavours to ensure that decisions in respect of corporate actions are taken in the best interests of the Fund. Investments that do not qualify as permitted investments may be offered as a result of corporate actions. The Manager is authorised to accept such investments and will dispose of them expeditiously, taking into account the best interests of the Fund.

## Borrowing

The Manager, acting on behalf of the Fund, may borrow for the purpose of meeting any payment properly to be made out of the Fund. The borrowing shall not exceed 10% of the value of the Fund.

## Execution Services

In accordance with MiFID II, the Manager must act in the best interests of the Fund when executing decisions to deal on behalf of the Fund and must establish and implement an Order Execution Policy to allow it to obtain the best possible result.

The Manager's Order Execution Policy sets out the basis upon which the Manager will effect transactions and place orders in relation to the Fund whilst complying with its obligations in relation to execution. Details of the Order Execution Policy are available on the Manager's website [www.ccla.co.uk](http://www.ccla.co.uk). A copy will also be made available on request.

Full details of the brokers, costs of execution services are disclosed in the Fund's Annual Reports to investors.

## Research

Certain brokers may from time to time provide research services to the Manager. The Manager pays for such research services out of its own resources, which are used by the Manager in its management of the Fund.

## Inducements

In accordance with MiFID II, the Manager when executing orders or placing orders with other entities in relation to financial instruments on behalf of the Fund must not accept and retain any fees, commission or monetary benefits from a third party (**Third Party Payments**). If the Manager receives any Third Party Payments, the Manager will return the Third Party Payments to CBFFT as soon as reasonably possible and will inform Shareholders of the amount received which will be set out in the annual reports.

The Manager must not accept any non-monetary benefits when executing orders or placing orders with other entities for execution in relation to financial instruments on behalf of the Fund, except those which are capable of enhancing the quality of the service provided to the Fund, and which are of a scale and nature such that they could not be judged to impair the Manager's compliance with its duty to act honestly, fairly and professionally in the best interests of the Fund.

## Breach of Investment Limits of the Fund

A breach of any of these limits does not prevent the exercise of rights conferred by investments held by the Fund if the consent of the Trustee is obtained, but, in the event of a breach, the Manager must then take such steps as are necessary to restore compliance with the investment limits. The power to invest in direct property is among the wide investment powers of the Fund.

## Remuneration and Expenses of the Trustee

The Trustee is entitled to retain out of the income or capital of the Fund any costs or expenses incurred by it, including a due proportion of any overhead expenses of the Trustee, in administering or winding up the Fund and any non-recoverable taxes arising. These include the costs of conducting the Trustee's business relating to the Fund; the attendance expenses of the Trustee's meetings; legal and other costs incurred in respect of the Fund. The certification of the Trustee as to the amount of any such costs or expenses

shall be conclusive.

The expenses will include charges of the Trustee's nominees and agents. The duties of the Trustee for which reimbursement may be made, involve and include (without limitation):

- a) delivery of stock to the Trustee;
- b) custody of assets;
- c) collection of income;
- d) submission of tax returns;
- e) handling of tax claims;
- f) preparation of the Trustee's Annual Report;
- g) costs involved in maintaining the Register of Shareholders; and
- h) such other duties as the Trustee is required or empowered by law to perform.

**Payments that may additionally be made out of the property of the Fund are as follows**

- a) brokers' commission, fiscal charges and other disbursements which are:
  - I. necessary to be incurred in effecting transactions for the Fund;
  - II. normally shown in contract notes, confirmation notes, and margin accounts as appropriate;
- b) interest on borrowings permitted by the Fund and charges incurred in effecting or terminating such borrowing or in negotiating or varying the terms of such borrowing;
- c) taxation and duties payable in respect of the property of the Fund, the Scheme or the issue of shares, if applicable;
- d) any costs incurred in modifying the Scheme where modification is:
  - I. necessary to implement, or necessary as a direct consequence of, any changes in the law; or
  - II. expedient having regard to any change in the law made by or under any fiscal enactment and which the Manager and the Trustee agree is in the interests of Shareholders; or
  - III. to remove from the Scheme obsolete provisions;
- e) liabilities on a unitisation, amalgamation or reconstruction arising in certain circumstances;
- f) the audit fee properly payable to the Auditor and Value Added Tax thereon and any proper expenses of the Auditor;
- g) the expenses of the Trustee;
- h) the fees of any relevant regulatory authority in which shares are or may be marketed; and
- i) any costs incurred through purchasing and holding of third party funds.

## Remuneration and Expenses of the Manager

### **Annual Management Charge**

The Manager's Annual Management Charge is applied monthly based upon a fixed percentage of the value of the Fund at the previous month end. The fee is accrued daily through the month and is charged to the Fund on or around the month-end. The charge for the Fund is 0.75% p.a., (plus VAT if applicable and if any), which is charged to capital. The policy of taking the Annual Management Charge to capital could lead to capital erosion. It should not however change the overall return on the Fund, i.e. taking capital and income together.

- a) Any increase in the rate of the Annual Management Charge made by the Manager shall be subject to:
- b) at least 90 days' notice being given to Shareholders; and

the prior written agreement of the Trustee.

A fee for ethical and stewardship services is also charged by the Manager and is paid from the capital of the Fund.

### **Preliminary Charge**

No preliminary charge is currently levied. The introduction of a preliminary charge and any increase in the actual or maximum amount of a preliminary charge made by the Manager shall be subject to:

- a) at least 90 days' notice being given to Shareholders; and
- b) the prior written agreement of the Board.

## Participation in the Fund

### **Income and Accumulation Shares**

Contributors to the Fund may purchase either Income or Accumulation Shares or both. Income Shares of the Fund provide a regular income and each share represents one undivided share in the property of the Fund. Holders of Income Shares receive distributions quarterly.

Holders of Accumulation Shares do not receive distributions of income. The distributions allocated to the Accumulation Units accumulates within the Fund and is reflected in the price of the shares. The effect of this accumulation of income is an increase in the price of an Accumulation Share relative to the price of an Income Share. An Accumulation Share represents an increasing undivided share in the property of the Fund. The right represented by the holding of a share is that of a beneficial interest under a trust. A Church of England Charitable Trust (Church Trust) may, subject to the terms of its governing instrument, convert Accumulation Shares into Income Shares of the corresponding value or vice versa on any Dealing Day free of charge.

The Measure allows the Trustee to subdivide the shares of the Fund at any time. Shareholders will receive notice of any proposed subdivision.

## Eligible Contributors

Any Church Trust with objects connected with the work of the Church of England may normally invest in the Fund. The Manager is required under the Measure and under the

Money Laundering Regulations to satisfy itself as to the identity of participants.

Any ChurchTrust (or a nominee company acting on its behalf) applying to participate must give a declaration of eligibility of the ChurchTrust to invest in the Fund. Where a Contributor is found not to be eligible or becomes ineligible at a later date, it, or its nominee, must inform the Manager and disinvest. The Manager reserves the right to refuse to accept any application without giving any reason and to sell shares on behalf of Contributors if it reasonably believes that the Contributor is no longer eligible to invest in the Fund.

## Pricing of Shares

### **The Dealing Day**

Shares may be bought and sold weekly, normally on Tuesday (the Dealing Day). When a Tuesday is a Bank Holiday, the Dealing Day is the preceding business day, that is, a day on which the London Stock Exchange (or any successor body) is open for business. The Manager may, subject to the agreement of the Trustee, introduce additional or alternative regular Dealing Days and Valuation Points.

## Valuation

The Manager values the property of the Fund at the last closing price on the relevant exchange on the Business Day prior to the Dealing Day (the Valuation Point). The Fund is valued weekly for the issue and redemption of shares and at the end of each calendar month for performance and reporting purposes.

## Valuation of the Fund

The Property of the Fund is valued in accordance with the requirements of the Measure and takes account of the provisions of the FCA Regulations. The valuation is carried out at mid-market prices at the Valuation Point.

The share price includes the value of the income of the Scheme Property which has not been declared as a distribution or accumulated by the Fund on the Dealing Day. The amount of income to be included is the amount of income received by the Fund up to and including the day before the Dealing Day, together with the amount of income accrued and including any UK tax credits to which the Fund is entitled. Any overseas income is treated on the same basis except that overseas tax deducted at source is only credited to the income of the Fund on receipt of claims made under double taxation treaties. All expenses paid or accrued on the same basis as the income, will be deducted from the income.

## Buying (Offer) and Selling (Bid) Prices

The buying and selling prices of the shares are based upon the mid-market valuation of the Funds, as described above. To this valuation is added or deducted a fixed percentage of the valuation, representing the estimated transaction costs incurred in purchasing or disposing of assets. These costs are principally the difference between the bid and offer prices on the sale and purchase of assets and any associated Costs.

The Manager may vary the amount of these provisions to reflect their estimate of the costs associated with any transaction. The most recent estimate of the cost is shown on our website [www.ccla.co.uk](http://www.ccla.co.uk)

The offer and bid prices represent the buying and selling prices for Shareholders and also the creation and cancellation prices for the Trustee. No shares are held by the Manager or any other party involved in the management of the Fund other than in their capacity as a Custodian, Trustee or Nominee for an eligible investor.

The offer price (the price at which an investor may purchase shares) and bid price (the price at which a Shareholder may sell shares), as last notified to the Trustee, is available from the Manager upon request.

## Securities Exchange

Quoted securities in which the Fund has power to invest may be offered to the respective Fund in exchange for the issue of shares on a Dealing Day. If accepted, securities are taken in at mid-market valuation. The Manager has absolute discretion as to the securities which will be accepted. The procedure for exchange is complex and may require sometime for completion. Further details are available upon request. Neither the Trustee nor the Manager accepts any responsibility for the fluctuation in asset values during the transition into shares.

## Registration of Shares

Shares are registered in the name of the Church Trust (or where applicable holdings may be registered in the name of the nominee company acting on behalf of the Church Trust, with the name of the Church Trust separately recorded in the Register). They cannot be registered in the names of individual trustees. No certificates are issued and the Register of Shareholdings is the definitive evidence of title. The shares have no par value and entitle the holder to a proportionate interest in the Fund. Shares cannot be assigned or transferred except from one Church Trust to another. The number of shares held will be certified on written request for audit or other purposes.

The Manager will treat all Shareholders' records as confidential and so reserve the right to provide copies of your particular record, rather than allow access to files which may contain information about other Shareholders.

## The Issue and Redemption of Shares in the Fund

Dealing in shares takes place on a forward basis. All instructions to buy and sell shares in the Fund must be received prior to the Valuation Point on the business day before the Dealing Day. Instructions received after the Valuation Point will be held over to the next Dealing Day.

The Manager will execute purchases or redemptions on the instructions of the client at the published offer/bid price at the Valuation Point on the Dealing Day. Shares can only be created or liquidated by CBFFT on behalf of the Fund.

## Buying Shares

### **General applications**

Generally, applications to buy shares must be made using a completed Application Form and appropriate payment must be made at the same time as the submission of the

application form. Cheques, if used, must be drawn on an account in the name of the applicant.

Except as specified below, applications to purchase shares can only be actioned on a particular Dealing Day if, by 5.00pm on the Business Day prior to that Dealing Day:

- a correctly completed application form has been received by the Manager; and
- the Manager is in receipt of cleared funds.

Please note: When monies are received early they will be banked in a “fund transfer agency account” in the name of the Fund for investment on the next Dealing Day.

## Provisions applicable to all applications

The account should be held with a European Economic Area (EEA) banking institution and made payable in pounds sterling.

Applications to purchase, once made, are irrevocable. However, subject to its obligations under applicable law and regulation, the Manager has the right to reject, on reasonable grounds relating to the circumstances of the prospective investor (or nominee company, where applicable), any application for shares in whole or part, and in this event the Manager will return any money sent, or the balance of such monies, at the risk of the applicant.

The Manager may also, at its discretion, suspend the issue of new shares if any such new issue would prevent the orderly investment of monies by the Fund.

The application to buy shares must be received by the Manager by 5pm on the business day before the Dealing Day. When monies are received early they will be banked in a “fund intake in advance account” in the name of the Fund for investment on the next Dealing Day. The Manager complies with FCA requirements with regard to holding customer monies awaiting a purchase of shares in the Fund. Interest will not be payable on these accounts.

The Manager reserves the right not to execute a transaction until the charitable status and eligibility of the applicant has been demonstrated.

On acceptance of an application, shares will be issued at the relevant offer price. A contract note will normally be despatched by the end of the next business day following the Dealing Day. The contract note *inter alia* will show the number of shares and the issue price. Shares are issued to two decimal places.

## Top Ups or Additional Investments

The original application to create a new account needs to be accompanied by a cheque drawn on an account in the name of the applicant, see above. Funds may be sent via CHAPs or BACs for additional investments or top ups. For further details please contact Client Services, Freephone 0800 022 3505.

## Conditional Orders

The Manager cannot accept conditional purchase or sale instructions from clients. A conditional order is one where the instruction specifically states that a purchase or sale may only proceed at a specified price, e.g. purchase £50,000 worth of CBF Investment Fund shares if the offer price is less than £5.



## Selling Shares

All instructions to sell shares must be on a completed Renunciation Form duly signed by the Authorised Signatories and received by the Manager by 5pm on the business day prior to the Dealing Day to obtain that day's price. A contract note detailing the transaction will normally be sent out by the close of business on the next business day.

Proceeds of sales will be remitted to the nominated bank account of the Church Trust or charity or be paid direct to a CBF Church of England Deposit Fund account held in its name or be sent by cheque to the correspondent, made payable to the Church Trust or charity. Settlement cheques are sent out within four business days of the Dealing Day.

Proceeds that are transferred to a CBF Church of England Deposit account are credited with effect from the Dealing Day.

## Switches

Switches between CBF funds are permitted although switches involving the Property Fund can only be undertaken on the monthly Property Fund Dealing Day.

## Large Deals

Deals of any size can normally be completed without delay, and there is normally no restriction on the carrying out of transactions. For the purpose of this Scheme Information, a 'large deal' is one of £1,000,000. The Manager may at its discretion elect to settle such deals by way of a transfer of securities from the assets of the Fund to the seller (in specie transfer) and may be applied at the discretion of the Manager and subject to the agreement of the Trustee.

## Suspension of Dealing

In exceptional circumstances, the Manager may, if the Trustee agrees, or shall, if the Trustee requires, suspend at any time for a period of up to 28 days the buying and selling of shares. The Manager or the Trustee must be of the opinion that there is good and sufficient reason to do so, having regard to the interests of the Shareholders. No further shares can be bought or sold during this period.

## Minimum Investment

The minimum initial investment in the Fund is £1,000. The minimum subsequent investment is £1.

## Publication of Prices

The latest offer and bid prices of the shares in the Fund will be published in the Financial Times. Month end prices for valuation purposes and daily bid and offer prices are displayed on the Manager's website [www.ccla.co.uk](http://www.ccla.co.uk)

## Taxation

The Fund has charitable status and is recognised as a Charity for UK tax purposes. As a Charity, the Fund should not be subject to UK tax on gains (provided such gains are applied for charitable purposes) or income from investments (provided such income is applied to

charitable purposes). Tax suffered on investment income from UK equity dividends is not recoverable. To the extent that the Fund invests overseas, it may not be possible for the Manager to recover withholding tax suffered. As a Charity, the Fund is exempt from UK Stamp Duty.

This is our understanding of the tax position as of the date of this Scheme Information. The tax position may change in the future. Investors should obtain their own tax advice in respect of their own position. Any changes to the tax position of the Fund will be notified on the CCLA website.

## Stamp Duty

Income Share distributions are calculated and declared quarterly at the end of March, June, September and December. The distribution is based upon the undistributed income received and receivable for each quarter less the associated costs and expenses for the period and after adjustment for any transfer to or from the Income Reserve (see below). For the Fund, distributions in respect of the preceding quarter are paid at the end of February, May, August and November (or if this should not be a business day, the prior business day).

Distributions can be paid either directly to a bank account held in the name of the Church Trust or charity, or a nominee company acting on behalf of that Church Trust or charity, or to a CBF Church of England Deposit Fund account in the name of the investing Church Trust or charity.

Holders of Accumulation Shares do not receive distributions of income as explained under “Income and Accumulation Shares” above.

Distributions are declared and reinvested income is credited gross to Shareholders on the basis that all relevant UK taxation has been recovered or is recoverable. Overseas income is credited net and any overseas withholding tax is credited to income when it is recovered. The Manager is responsible for the collection of income.

Changes in tax law and regulations may affect the basis of calculation and payment of distributions.

## Quarterly Distribution

Distributions are calculated quarterly at the end of March, June, September and December.

In respect of Income Shares, the annual rate of distribution is approved by the Board in discussions with the Manager. The Income Share distribution rate is set at a level that is expected both to allow the distribution amounts to be maintained or increased over time and to preserve the real (after inflation) value of Income Shares over the long-term. Both the capital and the income of the Fund may be used for the purpose of making distributions in respect of Income Shares. It is recognised that from time to time changing circumstance may require an amendment to the annual rate in order to increase the likelihood of maintaining the real value of Income Shares.

In respect of Accumulation Shares, the distributions consist of the total income accrued in the relevant quarter. Currently the Manager does not use capital of the Fund for the

purposes of distributions in respect of Accumulation Shares.

Distributions in respect of the preceding quarter are made at the end of February, May, August and November.

Monies received will be paid directly to a bank account held in the name of the Shareholder or a nominee company acting on behalf of that Shareholder, or into a The CBF Church of England Deposit Fund account in the name of the Shareholder. Changes in tax law and regulations may affect the basis of calculation and payment of distributions.

### **Income Reserve Account**

Each quarter income may be transferred from the Distribution Account to an Income Reserve Account which reduces the amount available for distribution in respect of that quarter, or income can be transferred from the Income Reserve Account to the Distribution Account, which increases the distribution. The Income Reserve Account is used to even out fluctuations in income available for distribution which may arise from time to time. The amount held in the Income Reserve Account of the Fund forms part of the capital of the Fund and is included in the price of Income Shares of the Fund until it is used in the payment of a distribution. The Income Reserve Account is used in respect of Income Shares only.

Following changes to the Scheme to allow distributions of both the capital and income (see above), monies held in the Income Reserve Account may be transferred to the Distribution Account for the purposes described above. However, the Manager anticipates that once all monies held in the Income Reserve Account have been transferred to the Distribution Account, the Income Reserve Account will be wound up.

### **Equalisation**

The first allocation of income to which a Shareholder is entitled, following the purchase of shares, is calculated as if the purchase had been made at the beginning of the quarter. The distribution will therefore include that part of the purchase price consisting of income from the beginning of the quarter to the date of purchase. The Manager is able to supply a breakdown of the amount of accrued income in the purchase price.

### **Regular Statements**

Shareholders will be provided with a Valuation statement every six months, normally at the end of June and December unless instructed to the contrary. Quarterly Valuation Statements are available to Shareholders upon request. In addition, Certificates of Balance at any date will be provided upon Shareholders' written request to the Manager.

CCLA reserve the right to charge reasonable expenses in relation to printing and postage of any additional documentation required by the client.

### **Custody of Assets**

The Trustee has appointed a Custodian to hold securities of the Fund in specially designated accounts. The name of the Custodian can be found in Appendix 1.

## Accounts of the Fund

The Report and Accounts of the Fund are normally prepared for the half year to 30 June (unaudited) and the year to 31 December (audited).

The Manager will make available, free of charge on its website, [www.ccla.co.uk](http://www.ccla.co.uk), Annual Report and Accounts for the period to 31 December (the accounting reference date) and half-yearly Reports and Accounts for the period to 30 June (the interim accounting date).

If a hard copy or an email of a report is required, please contact customer services telephone helpline on 0800 022 3505.

## Regulatory Position

The Fund, being constituted as a Common Fund under the Measure (as amended or replaced from time to time), is not regulated by the Financial Conduct Authority (FCA) or other regulatory bodies under the Financial Services and Markets Act 2000 (FSMA). CBFFT, as Trustee and Operator of the Fund, is not considered to be operating the Fund “by way of business”. Consequently, it is not required to be regulated by the FCA and its Trustees are not required to be authorised by the FCA for this purpose. This extends to CCLA in respect of its administrative, registrar and company secretarial functions for The CBF Church of England Funds.

Investment in the Fund is not covered by the Financial Services Compensation Scheme.

The Manager is authorised and regulated by the FCA and holds the necessary permissions to provide discretionary investment management services which it provides in relation to the Fund. The Manager is subject to the requirements of MiFID II in its management of the investments of the Fund.

## Changes to Authorised Signatories

Changes to the Authorised Signatories for a Church Trust’s holding of shares in the Fund must be made on a duly completed Mandate Form by the Church Trust (or the nominee company or Custodian Trustee acting on behalf of the Church Trust) signed by Authorised Signatories. Where an existing Authorised Signatory is removed by way of a Mandate Form, the Correspondent shall receive notification of the removal by the Manager.

## Changes in Correspondents

A Shareholder must notify the Manager of any change in the Authorised Correspondent for its Fund Account.

## Anti-Money Laundering

The Manager is required by law to maintain procedures to combat money laundering. In order to implement these procedures, proof of identity may sometimes be required either when buying or when selling shares from time to time, even of existing Shareholders. We may freeze or return your investments and/or subscription amounts unless or until the necessary evidence of identity can be obtained. In the case where shares are being sold, the remittance of proceeds may be delayed until proof of identity has been obtained. Electronic identity checks may be undertaken on the persons named within the Application Form.

## Charitable Status of the Fund

The Fund is entitled to charitable status by virtue of section 24(9) of the Charities Act 1993 (as amended or replaced from time to time). In the administration of the Fund the CBFFT is exempt from the jurisdiction of the Charity Commission by virtue of section 5(1) of the Measure (as amended or replaced from time to time).

## Auditor

The Auditor of the Fund is shown in Appendix 1 to this document.

## Complaints

CCLA has established a complaint handling procedure to investigate all complaints received.

Any complaints regarding the operation of the Fund, or the Manager, should be addressed in writing to The Head of Client Services, CCLA Investment Management Limited, or to The Secretary, CBFFT at the address shown in Appendix 1.

## Compensation

As the Fund is not an Authorised Unit Trust within the meaning of the FSMA 2000, investments or deposits in the Fund are not covered by the Financial Services Compensation Scheme. The Manager will pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund.

## Risk Warning

The Fund's shares and the income from them can fall as well as rise and an investor may not get back the amount originally invested. Past performance is no guarantee of future returns.

The Fund's shares are only intended for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only at each weekly Valuation Point.

The Fund may invest in emerging market countries which could be subject to political and economic change. The Fund's share value will reflect fluctuations in the securities prices and currency exchange rates.

## Material Interests and Conflicts

The Fund has power to invest in other CBF Church of England Funds and a rebate of charges is made to ensure no double charging of the Annual Management Charge. The Manager operates a client relationship management service to offer suitable support to Church Trusts. It should be noted that this service is associated with The CBF Church of England Funds and that The CBF Church of England Investment Fund owns 56% of the share capital of the Manager.

## Conflicts of Interest Policy

CCLA operates a Conflicts of Interest Policy to ensure that its clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and materially disadvantage our clients. It describes the controls and arrangements for preventing CCLA and its staff from:

- favouring one client above another;
- market abuse and disclosing confidential information;
- giving or receiving gifts and entertainment, monetary or otherwise that would be in breach of our Conflicts of Interest Policy;
- favouring one of CCLA's owners, The CBF Church of England Investment Fund (56%), COIF Charities Investment Fund (23%), the Local Authorities' Mutual Investment Trust (14%) and the Executive Directors of CCLA (7%) at the disadvantage of its clients;
- not disclosing CCLA's close association with The CBF Church of England Funds, COIF Charity Funds and the Local Authorities' Property Fund or its ownership (above); and
- not disclosing any remaining conflicts of interest to our clients before we advise or transact on their behalf.

Full details of CCLA's Conflicts of Interest Policy are available on request and on the website [www.ccla.co.uk](http://www.ccla.co.uk)

## Winding Up

The Trustee has the power to wind up the Fund in accordance with the Measure (as amended or replaced from time to time).

## Acceptance of Terms and Conditions

By completing the Application Form to purchase shares, the Shareholder acknowledges and accepts the terms and conditions of the shareholding and agrees to be bound by the provisions of this Scheme Information and of the Measure (as amended or replaced from time to time).

## Amendments

The Trustee and Manager reserve the right to amend these terms and conditions at any time. Shareholders will receive notice of any amendment material to them. All current schemes are available on [www.ccla.co.uk](http://www.ccla.co.uk) or by request please contact our Client Services department on 0800 022 3505.

## Applicable Law

Any agreement to invest in the Fund is governed by English law and subject to all applicable laws, regulations and rules. In the event of a conflict between such agreement and any such laws, regulations and rules, the latter shall prevail. This Scheme Information summarises the terms on which the Fund operates. For further information as to the terms on which shares of the Fund are issued, reference should be made to the Measure (as amended or replaced from time to time). Copies are available on request from the Manager and the Trustee.

## Data Protection

The Manager is a data controller in accordance with the Data Protection Legislation and will hold personal data about each Unitholder's representatives (referred to below as "representatives") that has been supplied to the Manager (whether by the representative, a Unitholder or otherwise) as set out in CCLA's Privacy Notice. Each Unitholder agrees to ensure that the contact details and other personal data provided for it and its representatives to the Manager remains up to date at all times.

The Unitholder acknowledges that the Fund may invest in investment schemes operated and managed by the Manager and/or by third parties (referred to below as "investment schemes") and that the Manager may need to pass data, including personal data regarding the representatives, to those investment schemes. The Manager will not pass on any personal data to any other third party or permit the investment schemes to pass the personal data to third parties except: (i) where, in relation to the performance of its services to the Unitholder, the Manager (or the investment scheme) sub-contracts part of the services or any support services; (ii) as agreed by the Unitholder; or (iii) where required to do so for legal or regulatory purposes as set out in CCLA's Privacy Notice.

The Manager (and the investment schemes) may keep records of all business transactions for at least five years. Unitholders have a right to inspect copies of contract notes and entries in the Manager's books or computerised records relating to their transactions. Their representatives also have certain rights under applicable data protection legislation, including the right to access copies of their personal data and change the permissions given in respect of the processing of it. The Manager will treat all Unitholders' records as confidential and so reserves the right to provide copies of the Unitholder/representative's particular record, rather than allow access to files which may contain information about other Unitholders. Requests to access the above records/personal data or to exercise any other rights under applicable data protection legislation should be directed to The Data Protection Adviser at the Manager's office, Senator House, 85 Queen Victoria Street, London, EC4V 4ET.

## Telephone and electronic communications

The Manager, in accordance with the Regulatory Rules, must take all reasonable steps to record telephone conversations and keep a copy of electronic communications where such conversations and communications relate to activities in financial instruments as required by the FCA Regulations.

## Scheme Information

Any person relying on the information contained in this document which was current at the date shown, should check that the document is the most current version and that no revisions or corrections have been made to the information contained herein. Copies of this document are available free of charge on [www.ccla.co.uk](http://www.ccla.co.uk)

## Additional Information

A Shareholder is entitled to request an unaudited periodic report to be provided within 25 days after the end of the period to which it relates.

The Manager will make available copies of the Scheme Information, Factsheets, current Investment Policy and annual and half yearly report and accounts, free of charge, on its website [www.ccla.co.uk](http://www.ccla.co.uk)

If a hard copy or an email copy of any of these documents or the Scheme Rules is required, please contact customer services on telephone helpline 0800 022 3505.



## Appendix 1

### The Board of CBFFT

The members of the CBFFT Board are:

R. Williams (Chairman and Non-Executive Director of CCLA)

A. Brookes

Rev. Canon E. Carter

S. Chan

C. Johnson

N. Lewis

G. Pollard

P. Read

Rev. Dr R. Turnbull

M. Woodmore

### Address of the Trustee and Operator

The Registered Office of the Trustee and Operator of the Fund is at Senator House, 85 Queen Victoria Street, London EC4V 4ET.

### Oversight

CBFFT has appointed HSBC Bank plc Trustee and Depositary Services to oversee CCLA in respect of its activities related to the management and administration of the Fund and to provide semi-annual reviews of its findings to CBFFT.

### The Manager

The Manager, CCLA Investment Management Limited, is a limited liability company registered in England and Wales with its Registered Office at Senator House, 85 Queen Victoria Street, London EC4V 4ET. Incorporated on 26 October 1987.

The directors of CCLA are:

R. Horlick (Chairman)\*

J. Bevan

A. McMillan

R Norris\*

M. Quicke

A. Robinson

T. Salmon\*

J. Tattersall\*

R. Williams\*

(\* indicates a Non-Executive Director)

The Manager also manages The CBF Church of England Investment Fund, The CBF Church of England Fixed Interest Securities Fund, The CBF Church of England Property Fund, The CBF Church of England UK Equity Fund and The CBF Church of England Deposit Fund.

CCLA's Customer Telephone Helpline Number is 0800 022 3505. Please note telephone calls may be recorded.

### **Registrar**

The Registrar of the Fund is CCLA Investment Management Limited. The Register of Depositors may be inspected at the Registered Office of CCLA Investment Management Limited.

### **Custodian**

The Custodian to the Fund is HSBC Bank plc, 8 Canada Square, London, E14 5HQ.

### **Regulator**

CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS.

### **Administrator**

HSBC Bank Plc, 8 Canada Square, Canary Wharf, London, E14 5HQ, who undertake the Fund Pricing and Fund Accounting activities.

### **Auditor**

The Auditor of the Fund is PricewaterhouseCoopers LLP, 7 More London Riverside, London SE1 2RT.

### **Address for Complaints**

The Head of Client Services, CCLA Investment Management Limited is located at Senator House, 85 Queen Victoria Street, London EC4V 4ET or The Company Secretary, CBFFT, Senator House, 85 Queen Victoria Street, London EC4V 4ET.

### **Address of the Financial Ombudsman Service**

The Financial Ombudsman Service, Exchange Tower, London, E14 9SR.

# The CBF Church of England Global Equity Income Fund

## Investment Policy Statement

The statement of the principles governing decisions about investment by the Manager of the assets of The CBF Church of England Global Equity Income Fund (the Fund) is provided in

accordance with The Church Funds Investment Measure 1958, as amended by the Church of England (Miscellaneous Provisions) Measure 1995, the Church of England (Miscellaneous Provisions) Measure 2000 and the Trustee Act 2000 (the Measure). The Fund was formed in 2007. The Fund is neither a Collective Investment Scheme nor an Unregulated Collective Scheme within the meaning of the Financial Services and Markets Act 2000 (FSMA). In the event that the Measure and this additional information are in conflict, the provisions of the Measure shall prevail.

The Investment Policy is designed to meet the objective and performance benchmark of the Fund and is reviewed periodically by the Trustee.

## Investment Objective

The Fund aims to provide a high level of income with long-term capital growth.

## Investment Policy

The Fund is an actively managed, diversified portfolio of global equities. It will principally invest in UK and overseas equities, but may also invest in other assets.

The Fund is managed in accordance with the policies of the Church of England's Ethical Investment Advisory Group.

## Benchmark

MSCI™ World Index.

## Target Investors

The Fund is suitable for the long-term funds of any Church of England charity seeking a high income from investing in global equities. The Fund is targeted at investors with an understanding or previous history of investing in similar types of fund, with appropriate levels of risk tolerance and ability to bear loss. Please note that the Manager is not required to assess the suitability of the Fund against each investor.

Our investors may be either retail or professional clients (both per se and elective).

## Risk

The nature of the Fund is to be exposed to a number of risks, including market price risk, currency risk, interest rate risk, liquidity risk, credit risk and stock specific risk. This means that the share price may fluctuate. Risk will be controlled by diversification within each asset class, and by following standard administrative procedures.

## Projected Return

It is not possible accurately to project a total return for a fund of this kind since markets are volatile and the value of shares can go down as well as up and past performance is not necessarily a guide to future performance. Policy will be to expect the Manager to achieve the investment objective on an ongoing basis and to outperform the benchmark over a medium term time frame.

## The Realisation of Investments

The Fund will be actively managed, which means that investments will be realised by the Manager for both stock specific and asset allocation reasons in furtherance of the policy.

## Ethical Investment Policy and **Corporate Governance**

The Fund has regard to ethical investment considerations, both positive and negative, in selecting and retaining investments and is represented on the Church of England's Ethical Investment Advisory Group.

The Fund will take a proactive approach to proxy voting and vote routinely on all holdings within the Fund.

Further information on the Ethical Investment Policy and the Corporate Governance Policy are available from the Fund.



# **CCLA**

CCLA Investment Management Limited

Client Services:

Freephone: 0800 022 3505

or visit [www.ccla.co.uk](http://www.ccla.co.uk)

CCLA Investment Management Limited registered in England No. 2183088 – whose registered office is Senator House, 85 Queen Victoria Street, London EC4V 4ET is authorised and regulated by the Financial Conduct Authority.