

Amendment to Income and Withdrawal Payments

This form should be completed in BLOCK capitals using black ink.

Please call our Client Services Team on freephone 0800 022 3505 if you require any help with this form.

Section 1 About your Church of England Charity (referred to as Charity in this form)

1.1 Account name

1.2 CCLA Account number(s) to which this change applies

Section 2 Income Payments

2.1 Do you wish to change your income payment instructions?

Yes

No Please go to section 3

- For CBF Church of England Deposit Fund accounts please complete section 2.2
- For CBF Church of England Investment Fund, CBF Church of England UK Equity Fund, CBF Church of England Fixed Interest Securities Fund, CBF Church of England Global Equity Income Fund accounts please complete section 2.3
- For CBF Church of England Property Fund accounts please complete section 2.4

2.2 For CBF Church of England Deposit Fund accounts only

Add deposit interest earned to the balance of this account

OR

Pay interest to another CBF Church of England Deposit Fund account number

D

OR

Pay interest to our charity's nominated bank/building society account (in Section 4)

Important: Payments may only be made to a bank account in the charity's name. Please attach a certified copy of a bank statement confirming these details. See section 6 for further information.

2.3 For CBF Church of England Investment Fund, CBF Church of England UK Equity Fund, CBF Church of England Fixed Interest Securities Fund, CBF Church of England Global Equity Income Fund accounts only

Pay dividends to our CBF Church of England Deposit Fund account number

D

OR

Pay dividends to our charity's nominated bank/building society account (in Section 4)

Important: Payments may only be made to a bank account in the charity's name. Please attach a certified copy of a bank statement confirming these details. See section 6 for further information.

2.4 For CBF Church of England Property Fund accounts only

Reinvest dividends to purchase further income shares

OR

Pay dividends to our CBF Church of England Deposit Fund account number

D

OR

Pay dividends to our charity's nominated bank/building society account (in Section 4)

Important: Payments may only be made to a bank account in the charity's name. Please attach a certified copy of a bank statement confirming these details. See section 6 for further information.

Section 3 Withdrawal Instructions

3.1 Do you wish to add/change your withdrawal payment instructions?

Yes

No

All withdrawal payments will be sent to the charity's nominated bank/building society account (in Section 4)

Important: Payments may only be made to a bank account in the charity's name. Please attach a certified copy of a bank statement confirming these details. See section 6 for further information.

Section 4 Nominated bank account

Bank/Building society name

Branch title

Account name

Sort code

Account number

Building society reference (if applicable)

Important: Payments may only be made to a bank account in the charity's name. Please see Section 6 for the acceptable documents required to verify the bank account.

Section 5 Authorisation

THIS SECTION MUST BE SIGNED IN ACCORDANCE WITH THE CURRENT MANDATE

Authorised signature

Print name

Daytime Telephone number

Authorised signature

Print name

Daytime Telephone number

Date (dd/mm/yyyy)

Section 6 Check list and Documentation required

In order to verify the bank account is held in the name of the church/charity please send us one of the following:-

- An original Paying in Slip
- An original Cheque marked 'Void'
- A certified copy of a Bank Statement

If you are sending a certified copy of a Bank Statement the certification must be carried out by one of the following listed below:

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

The professional certifying the bank statement should:

- **be a different person from anyone who is an authorised signatory or authorising trustee/ executive director on the account(s)**
- **not be related, in a relationship or living at the same address to any person named on the form**
- **write 'Certified to be a true copy of the original seen by me' on the document**
- **sign and date the document**
- **print their name under the signature and add their occupation, address and telephone number.**

Senator House, 85 Queen Victoria Street, London EC4V 4ET
Freephone: 0800 022 3505

CCLA Investment Management Limited (registered in England No. 2183088) whose registered address is: Senator House, 85 Queen Victoria Street, London EC4V 4ET, is authorised and regulated by the Financial Conduct Authority. The CBF Funds Trustee Limited is a registered charity (No. 1116932) and is registered in England 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.