

# Application Form

Please ensure that you have read the Scheme Information for The Local Authorities' Property Fund (located under [www.ccla.co.uk](http://www.ccla.co.uk)). All applicants should sign the necessary declarations in Section 3. Income distributions are paid to unit holders without deduction of tax and investors must therefore be entitled to receive their income distributions gross of UK tax. The Trustee reserves the right not to accept applications from an investor who is not entitled to receive gross distributions.

THE LOCAL  
AUTHORITIES'  
PROPERTY FUND

**CCLA**

The minimum permitted initial investment in The Local Authorities' Property Fund is £25,000. Thereafter, additional investments should be for a minimum of £10,000.

On completion this form should be returned to **Client Services**, Senator House, 85 Queen Victoria Street, London EC4V 4ET.

Org. Code:

Please call 0800 022 3505 if you have any questions completing this form. Please note telephone lines are recorded.

Please complete this form in BLOCK CAPITALS, using **black ink**.

## Section 1 Investor Details

(dd/mm/yyyy)

### 1.1 Name of Local Authority

### 1.2 Account name (subtitle of account)

### 1.3 Organisation's office address – All correspondence will be addressed to the correspondent at this address

Postcode

### 1.4 Telephone number

## Section 2 Payment Details

No third party payments will be undertaken  
(All withdrawals will be paid to the nominated bank account)

### Bank statement requirement

Please send a certified copy of a bank statement confirming the bank details below. The certification must be carried out by one of the following:

- Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- Solicitor / Accountant / Notary or Church Minister
- Director of a VAT registered Charity or Officer of the British Armed Forces or 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 to anyone named in the form. They should sign, print their name and provide their full address and profession.

#### 2.1 Nominated bank account details:

Bank name

Branch name

Account name

Sort code

Account number

#### 2.2 Dividend payments:

For all payments please indicate below your preferred option:

##### 2.2.1 Pay by electronic transfer to your nominated bank account, please tick below.

##### 2.2.2 If you wish to use a bank account other than your nominated bank account, please tick and complete below.

Bank name

Branch name

Account name

Sort code

Account number

### Section 3 Directors' (or equivalent) Authorisation

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) of The Local Authority who have control and management over its affairs.

#### Data Protection Act 1998

CCLA may collect and process personal data about you in accordance with the Data Protection Act 1998. You agree that CCLA may process your personal data to: (i) confirm your identity and carry out background checks; (ii) provide its services to you; (iii) follow up with you after you request information about its services; (iv) comply with all applicable laws and to fulfil its regulatory obligations; (v) prevent and detect abuse of its services; and (vi) as otherwise agreed by you.

CCLA may keep records of all business transactions for at least five years. You have a right to inspect copies of contract notes and entries in CCLA's books or computerised records relating to your personal data and transactions (subject to payment of an administration fee). CCLA will treat all clients' 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 clients.

CCLA may use your personal data to contact you by post, e-mail or telephone to bring to your attention additional products or services which may be of interest to you. You may inform CCLA at any time if you do not want to receive such communications.

Please see the Scheme Information for further details of CCLA's Data Protection Policy and full details of CCLA's Data Protection Policy are available on request.

#### Anti-money laundering

We may need to ask you for documentation to assist us in verifying your identity. We must verify your identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

#### Client Classification

CCLA is required to apply to all its clients a classification so that they receive an appropriate level of investor protection. Under FCA rules, CCLA will categorise you as a 'Professional Client'. This means that a number of FCA rules designed for 'Retail Clients' will not apply, in particular:

- You will not be entitled to compensation under the Financial Services Compensation Scheme;
- Certain disclosures about costs, commissions, fees and charges need not be made;
- CCLA will assume that you have the necessary level of knowledge to understand the risks involved in relation to any investment or transaction;

Please note that although you have the right to request that we classify you as a Retail Client, it is not our policy to do so.

#### FATCA

The UK International Tax Compliance (United States of America) Regulations 2014 (the **UK Regulations**) came into force on 30 June 2014 and implement the "Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the United States of America to Improve International Tax Compliance and to Implement FATCA" (commonly known as **FATCA**). Under UK Regulations, Financial Institutions must identify all reportable accounts and establish the tax residency of all account holders not just in respect of US persons. More background on how FATCA has been implemented in the UK can be found in HMRC's Guidance Notes at: <https://www.gov.uk/government/publications/uk-us-automatic-exchange-of-information-agreement/uk-us-automatic-exchange-of-information-agreement>.

In order to comply with the UK Regulations, the Manager may be required to collect certain information about each Unitholder's tax residence(s), and determine whether it is obliged to submit certain account information to UK tax authorities, who may pass it on to other tax authorities.

Unitholders may also be asked to provide additional information to the Manager to enable the Fund to satisfy its obligations. Institutional Unitholders may be required to provide a Global Intermediary Identifications Number (GIIN). Failure to provide requested information may subject a Unitholder to liability for any resulting US withholding taxes, US tax information reporting and/or mandatory redemption, transfer or other termination of the Unitholder's interest in its Units. The GIIN for the Fund is available on request.

By signing the application form to subscribe for Units, each Unitholder agrees and acknowledges that, in certain circumstances, the Manager will be obliged to share this information with UK tax authorities, who may pass it on to other tax authorities. Unitholders are encouraged to consult with their own tax advisors regarding the possible implications of FATCA on their interest in the Fund.

#### Declaration

On behalf of the Local Authority we agree to be bound by the terms and conditions of the Trust Deed as amended, the Scheme and the Scheme Information constituting the Local Authorities' Property Fund.

**We confirm that:**

- The units to which this application relates are and will at all times be on behalf of the investing organisation;
- We have read and understood the contents of the Local Authorities’ Property Fund’s Scheme Information;
- The investing organisation is tax exempt as it is a Local Authority in England, Wales, Scotland or Northern Ireland which is entitled to receive distributions from the Fund gross of tax;
- The investing organisation is eligible to invest in the Local Authorities’ Property Fund as outlined under the Scheme Information;
- The persons signing below are duly authorised to sign on behalf of the investing organisation;
- The investing organisation is tax exempt for reasons other than non-UK residence;
- We shall inform CCLA of any subsequent change in the tax exempt status of the investing organisation and we agree to indemnify the Local Authorities’ Property Fund, as set out in the Scheme Information, against all losses suffered by the Local Authorities’ Property Fund as a consequence of our ineligibility to invest in the Local Authorities’ Property Fund;
- The correspondent and authorised signatories for this account are known to us;
- We shall notify CCLA of any subsequent changes of directors (or equivalent), correspondent and/or authorised signatories;
- The bank account(s) whose details are quoted in Section 2 of the application is either in the name of this Local Authority or its nominee;
- We understand that in the provision of this service, CCLA are executing the transaction on an execution-only basis and are not providing advice on the merits of the transaction and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the Regulatory Rules.
- You should consult an intermediary if you require investment advice.

Please tick to confirm

**We authorise you to:**

- Conduct the account(s) as instructed in this application form until you are instructed to the contrary on a mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this application form. We indemnify you against any costs or loss arising from your acting on such instructions.
- If the account is to be operated by a nominee company, please send a certified copy of a list of the authorised signatories. The list should be certified as a true copy by the directors (or equivalent).

Accounts should be operated by any one, or any two, of the authorised signatories.

Any two of the authorised signatories

Any one of the authorised signatories

**First Director (or equivalent)**

Name

Date (dd/mm/yyyy)

Signature

**First Director needs to complete sections 3.1 to 3.4**

**Second Director (or equivalent)**

Name

Date (dd/mm/yyyy)

Signature

**Second Director needs to complete sections 3.5 to 3.8**

**Third Director (or equivalent)**

Name

Date (dd/mm/yyyy)

Signature

**Third Director needs to complete sections 3.9 to 3.12**

**Fourth Director (or equivalent)**

Name

Date (dd/mm/yyyy)

Signature

**Fourth Director needs to complete sections 3.13 to 3.16**

**Please continue overleaf**

**First Director (or equivalent)****3.1** Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years, please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing*****3.2** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3). Yes No**3.3** Will you be an authorised signatory for this account? Yes No**3.4** If you do not want to receive information on CCLA's other products or services, please tick this box **Please continue overleaf**

**Second Director (or equivalent)**

3.5 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years, please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing*****3.6** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

**3.7** Will you be an authorised signatory for this account?

Yes

No

**3.8** If you do not want to receive information on CCLA's other products or services, please tick this box**Please continue overleaf**

**Third Director (or equivalent)****3.9** Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years, please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing*****3.10** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

**3.11** Will you be an authorised signatory for this account?

Yes

No

**3.12** If you do not want to receive information on CCLA's other products or services, please tick this box**Please continue overleaf**

**Fourth Director (or equivalent)****3.13** Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

If you have lived at this address for less than three years, please provide details of your previous address below

Postcode

Date moved to this address (dd/mm/yyyy)

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing*****3.14** Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

**3.15** Will you be an authorised signatory for this account?

Yes

No

**3.16** If you do not want to receive information on CCLA's other products and services, please tick this box**Please continue overleaf**

## Section 4 Correspondent details for this account

(To whom all correspondence will be sent. All correspondence will be sent to the address stated in Section 1.3)

**If no correspondent has been selected in Section 3, please complete this section.**

4.1 Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing***

4.2 Will the correspondent also be an authorised signatory?

Yes

No

4.3 If you do not want to receive information on CCLA's other products and services, please tick this box

Do you require any additional signatories to operate this account that are not listed in Section 3 or 4?

Yes – please go to Section 5

No

(The correspondent does not need to complete Section 5, if yes has been ticked in 4.2)

**Section 5 Other Signatories that are authorised to operate the account**

**5.1** Other Signatory that is authorised to operate this account

Title  Forename

Middle name  Surname

Position

Telephone number

Email address

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing***

**5.2** If you do not want to receive information on CCLA's other products and services, please tick this box

**5.3** Other Signatory that is authorised to operate this account

Title  Forename

Middle name  Surname

Position

Telephone number

Email address

Signature

***I confirm that to the best of my knowledge all the above information that I have provided is correct at the date of signing***

**5.4** If you do not want to receive information on CCLA's other products and services, please tick this box

## Section 6 Email Instructions Authority

Instructions on a CCLA form, sent by e-mail to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant email instructions authority.

Please complete this form if you would like us to accept instructions by email and return a PDF copy to CCLA by email to [correspondence@ccla.co.uk](mailto:correspondence@ccla.co.uk). We cannot accept any email instructions until we have received the PDF copy of this form.

**Important Information:** A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to [correspondence@ccla.co.uk](mailto:correspondence@ccla.co.uk). Do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. If you have any additional information about the instruction please send your email and PDF to [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

### Authority to accept email instructions

Client name

Client number(s)

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account(s), we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of units carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

### Authorisation

Signature

Print name

Daytime telephone number

Signature

Print name

Date (dd/mm/yyyy)

Daytime telephone number

**Please tick to confirm all of the documents are enclosed:**

Bank statement confirming account details in Section 2.

**Bank statement requirement**

Please send a certified copy of a bank statement confirming bank details. The certification must be carried out by one of the following:

- Representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- Solicitor / Accountant / Notary or Church Minister
- Director of a VAT registered Charity or Officer of the British Armed Forces or 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 to anyone named in the form. They should sign, print their name and provide their full address and profession.

A copy of your governing document or other evidence (such as minutes or signatory list) permitting those named in Section 3 to authorise the investment on behalf of your organisation.

Documentation to evidence tax exempt status (such as constitutional document).

**Before returning this form please ensure all of the above documents are enclosed. Failure to do so will delay your application.**

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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, are authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited is the Manager of the Local Authorities Property Fund. The Trustee is the Local Authorities Mutual Investment Trust (Registered in England No.700132 at the above office).

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