

# Application Form

## The Local Authorities' Property Fund

**Important information:** Please read before completing this form.

Please ensure that you have read the Scheme Information and Key Information Document (**KID**) for the Local Authorities' Property Fund (**Fund**) located under [www.ccla.co.uk](http://www.ccla.co.uk) before completing this application form. All applicants should sign the necessary declarations in Section 3. Only those investors who are tax exempt and meet the minimum investment criteria may invest the Fund.

This form should be completed in full in BLOCK CAPITALS and, if being completed by hand, using black ink.

**The minimum permitted initial investment in the 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.

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

### Section 1: Investor details

Date (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)

#### 2.1 Nominated bank account details:

Bank name

Branch name

Account name

Sort code

Account number

Please send one of the following to verify the bank account: an original paying-in slip, an original cheque marked 'void' or a certified copy of a bank statement confirming the bank details above. 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
- 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 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.**

#### 2.2 Dividend payments:

For all payments please indicate your preferred option below:

**2.2.1**  Paid by electronic transfer to your nominated bank account.

**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

Please send one of the above requested documents to verify the bank account.

## 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 Regulation (UK GDPR)

In accordance with our regulatory obligations, and as set out in our Privacy Notice, information will be retained for a minimum of seven years after the end of our relationship with you.

- As required under UK GDPR, consent must be given before any communication can be sent to your personal email address about services other than those already provided.
- At any time, you can ask for your personal data to be removed from CCLA databases unless it is required to be retained for legal or regulatory reasons. Please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or telephone us at 0800 022 3505.
- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).
- You can contact the CCLA office to receive a copy of any of your personal data currently held by us once we have received proof of your identity.
- Any details you give us will be held in accordance with current data protection legislation.
- We will not share your personal data with third parties, unless we have your permission to do so in accordance with your contract with us, or we are required to do so by law.
- We do not sell any personal data held.
- When you give us personal data, we take steps to ensure that it is treated securely. Information you send to us electronically is transmitted over the internet, but this cannot be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, CCLA cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems mainly in password accessed databases.
- We do not collect information automatically from our website.
- Personal data will be retained in CCLA's systems which are password protected.

Please see the website for details of CCLA's Privacy Notice and full details of CCLA's Data Protection Policy are available on request.

### Conflicts of interest

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients.

CCLA's Conflicts of Interest Policy can be found on its website at [www.ccla.co.uk](http://www.ccla.co.uk).

### Anti-money laundering

You may be asked to provide documentation to assist CCLA in verifying your identity in accordance with regulatory requirements. This is normally done using electronic means but occasionally extra documents may be required 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 US Foreign Account Tax Compliance Act (**FATCA**) was implemented to enable the Internal Revenue Service to combat US tax evasion. It requires "foreign financial institutions" (such as the Fund) to report on US investors. Failure to comply (or be deemed compliant) with these requirements may mean that foreign financial institutions are subject to US withholding taxes on certain US sourced income and gains. Under an intergovernmental agreement between the US and the United Kingdom, the Fund may be deemed compliant if it identifies and reports US taxpayer information directly to Her Majesty's Revenue and Customs (**HMRC**).

Similar reporting requirements may also apply to the Fund in respect of any unitholders who are not solely UK tax resident following laws enacted to implement the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (**CRS**).

Accordingly, unitholders should note that:

- they may be asked to provide additional information (including information regarding their tax residence) to the manager to enable the Fund to satisfy these obligations;
- the manager may be required to report these details to HMRC; and
- HMRC may subsequently exchange this information with other governments or tax authorities in other jurisdictions.

Institutional unitholders may be required to provide a Global Intermediary Identification Number (**GIIN**). Failure to provide the 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 or CRS on their interest in the Fund.

**Declarations:**

On behalf of the local authority we agree to be bound by the terms and conditions of the Scheme and the Scheme Information constituting the Local Authorities' Property Fund.

By signing the authorisation section of this application form, we the applicant, 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 Fund KID and Scheme Information.
- The investing organisation is tax exempt as it is a local authority in either England, Wales, Scotland or Northern Ireland.
- The investing organisation is eligible to invest in the 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 Fund, as set out in the Scheme Information, against all losses suffered by the Fund as a consequence of our ineligibility to invest in the 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 details provided in Section 2 of the application are 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.
- We should consult an intermediary if we require investment advice.
- The information contained in this form is true and accurate to the best of our knowledge and belief.

**Authorisation:**

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

Signature

Date (dd/mm/yyyy)

▶ First director needs to complete sections 3.1 to 3.4

## Second director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ Second director needs to complete sections 3.5 to 3.8

## Third director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ Third director needs to complete sections 3.9 to 3.12

## Fourth director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ Fourth director needs to complete sections 3.13 to 3.16

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

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

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)

**3.2** Will you be the correspondent for this account? (Please note that all correspondence will be sent to you at the address provided in Section 1.3.)

Yes

No

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

Yes

No

Signature

Date (dd/mm/yyyy)

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

**3.4**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

**Second director (or equivalent)****3.5** Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

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)

**3.6** Will you be the correspondent for this account? (Please note that all correspondence will be sent to you at the address provided in Section 1.3.)

Yes       No

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

Yes       No

Signature

Date (dd/mm/yyyy)

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

**3.8**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

**Third director (or equivalent)**

**3.9** Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

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)

**3.10** Will you be the correspondent for this account? (Please note that all correspondence will be sent to you at the address provided in Section 1.3.)

Yes

No

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

Yes

No

Signature

Date (dd/mm/yyyy)

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

**3.12**  Please tick here if you do not want to receive information on CCLA's other products and services by post.



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

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

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)

**3.14** Will you be the correspondent for this account? (Please note that all correspondence will be sent to you at the address provided in Section 1.3.)

Yes

No

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

Yes

No

Signature

Date (dd/mm/yyyy)

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

**3.16**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

## 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)

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

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

Signature

Date (dd/mm/yyyy)

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

**4.2** Will the correspondent also be an authorised signatory?

Yes

No

**4.3**  Please tick here if you do not want to receive information on CCLA's other products and services by post.

**4.4** 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

## Section 5: Other signatories that are authorised to operate the account

### 5.1 Other signatory that is authorised to operate the account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

Signature

Date (dd/mm/yyyy)

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

5.2  Please tick here if you do not want to receive information on CCLA's other products and services by post.

### 5.3 Other signatory that is authorised to operate the account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that my data will only be used according to terms stated on page 3 and will be held securely.

Signature

Date (dd/mm/yyyy)

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

5.4  Please tick here if you do not want to receive information on CCLA's other products and services by post.

***Please use additional sheet if required***

## Section 6: Email instructions authority

Instructions on a CCLA form, sent by email 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 section if you would like us to accept instructions by email.

**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

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

Name

Signature

Date (dd/mm/yyyy)

Name

Signature

Date (dd/mm/yyyy)

**PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.**

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

For the bank account details provided under Section 2, please include one of the following:

- an original paying-in slip
- an original cheque marked 'void'
- a certified copy of 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
- 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 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.**

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.

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

Senator House, 85 Queen Victoria Street, London EC4V 4ET  
Freephone: 0800 022 3505 | [www.ccla.co.uk](http://www.ccla.co.uk)

CCLA Fund Managers Limited (Registered in England and Wales No. 8735639), whose registered address is: Senator House, 85 Queen Victoria Street, London EC4V 4ET, is authorised and regulated by the Financial Conduct Authority and is the Manager of the Local Authorities' Property Fund. Local Authorities' Mutual Investment Trust is the trustee of the Fund and is registered in England and Wales as a company limited by guarantee (No. 700132) at the address above.