

Form to sell units in the COIF Charity Funds

Please call our Client Services Team on 0800 022 3505 if you would like help to complete this form.

This form should be returned by post to CCLA, Senator House, 85 Queen Victoria Street, London EC4V 4ET or by email as a pdf to correspondence@ccla.co.uk if there is an email indemnity in place.

This form should be completed in BLOCK capitals using black ink. One form should be used for a single transaction.

Date (dd/mm/yyyy)

Account number that you wish to sell units from

Account name

Please tick which fund you wish to sell from:

T: Investment Fund Income

R: Investment Fund Accumulation

U: Global Equity Income Fund Income

Z: Global Equity Income Fund Accumulation

AA: Ethical Investment Fund Income

AB: Ethical Investment Fund Accumulation

V: Property Fund Income*

B: Fixed Interest Fund Income

A: Fixed Interest Fund Accumulation

Value

Number of units

Please tick to withdraw all

Please tick to close account

£

OR

OR

Amount or number of units in words

Reason for transaction

Please tick one option:

1

Please send a BACS payment to the nominated bank account

OR

2

Transfer units/proceeds to the following COIF Charity Funds account in the Charity's name

Account name

Account number

The transaction will be processed as detailed in the appropriate Fund's Scheme Information

Authorised signature(s) This form must be signed in accordance with the current mandate.

Print name

Print name

Daytime telephone number

Daytime telephone number

Dealing in the COIF Charities Funds (*except for the COIF Charities Property Fund) normally takes place every Thursday. Your written instructions to deal should be at CCLA's office by 5.00pm on the preceding business day. Instructions received after this time will be processed on the next available dealing day.

*COIF Charities Property Fund dealing normally takes place on the last Tuesday and last Thursday of each month only. Redemption requests for the COIF Charities Property Fund are subject to a minimum notice period of 90 calendar days and will be processed as detailed in the Fund's Scheme Particulars. For clients wishing to move assets between the Property Fund and other COIF Charities Funds, the transaction will take place on the Thursday to ensure that settlement dates are common to all parts of the deal.

Contract Note(s) confirming the transaction(s) will be sent to the Correspondent.

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

CCLA Fund Managers Limited (Registered in England 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 COIF Charity Funds (registered charity Nos. 218873, 803610, 1046249, 1093084, 1121433 and 1132054).

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.