





## 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 attach a certified copy of a bank statement confirming these details. See section 6 for further information.*

## Section 5 Authorisation

THIS SECTION MUST BE SIGNED IN ACCORDANCE WITH THE CURRENT MANDATE

Authorised signature

Print name


Daytime Telephone number

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Authorised signature

Print name


Daytime Telephone number

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Date (dd/mm/yyyy)

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## Section 6 Check list and Documentation required

If you have provided us with bank account details under Section 4, please return the form with 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 to anyone named in the form. They should sign, print their name and provide their full address and profession.**

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

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