

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 Your Charity

1.1 Account name

1.2 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 COIF Charities Deposit Fund accounts please complete section 2.2
- For COIF Charities Investment Fund, COIF Charities Ethical Investment Fund, COIF Charities Fixed Interest Fund, COIF Charities Global Equity Income Fund accounts please complete section 2.3
- For COIF Charities Property Fund accounts please complete section 2.4

2.2 For COIF Charities Deposit Fund accounts only

Add deposit interest earned to the balance of this account

OR

Pay interest to another COIF Charities Deposit Fund account number

C

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 see Section 6 for the acceptable documents required to verify the bank account. Under the EU Money Market Fund Regulation 2017/1131, the COIF Charities Deposit Fund is categorised as a short-term LVNAV Money Market Fund.

2.3 For COIF Charities Investment Fund, COIF Charities Ethical Investment Fund, COIF Charities Fixed Interest Fund, COIF Charities Global Equity Income Fund accounts only

Pay dividends to our COIF Charities Deposit Fund account number

C

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 COIF Charities Property Fund accounts only

Reinvest dividends to purchase further income units

OR

Pay dividends to our COIF Charities Deposit Fund account number

C

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 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

Authorised signature

Print name

Daytime Telephone number

Date (dd/mm/yyyy)

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 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 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).

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