

# Form to sell units in the Diversified Income Fund

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

This form should be completed in BLOCK capitals using black ink.

On completion please email to [correspondence@ccla.co.uk](mailto:correspondence@ccla.co.uk) (pdf only)

## Section 1 Client details

CCLA account name

Account number that you wish to sell units from

## Section 2 Redemption details

Value

Number of units

£

OR

In accordance with paragraph 15.12 of the Prospectus of CCLA Authorised Contractual Scheme, the ACS Manager is entitled to impose a daily "dilution levy" on the basis of net inflows and outflows from purchases and sales of units on a dealing day, to offset transaction related costs incurred by the Diversified Income Fund when it buys or sells underlying investments. This levy is paid directly into the fund.

When redeeming units, you can choose how the dilution levy is applied in respect of your redemption proceeds. Please select ONE of the following options:

### NET

This means you will receive LESS than the value amount you requested to redeem. This is the default option and will always be applied in the case of a full redemption.

### GROSS

This means you will receive the value amount you requested to redeem, but additional units will be sold to cover the cost of the levy. This option requires a sufficient remaining balance of units.

## Section 3 Payment details

Remittance will be to your nominated bank account by CHAPS.

Transactions will be processed in accordance with the Prospectus of CCLA Authorised Contractual Scheme.

**Contract notes will usually be issued within 24 hours of the relevant dealing day.**

## Section 4 Authorisation

THIS SECTION MUST BE SIGNED IN ACCORDANCE WITH THE CURRENT MANDATE

Authorised signature

Print name

Date (dd/mm/yyyy)

Authorised signature

Print name

Date (dd/mm/yyyy)

---

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 address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET (registered in England and Wales No. 8735639) is authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited is the ACS Manager of the Diversified Income Fund. The Depositary is HSBC Bank plc (registered in England and Wales No. 14259 with its registered office at 8 Canada Square, London, England E14 5HQ).

**Data Protection Legislation:** CCLA is a data controller and will hold relevant personal details which have been supplied to the ACS 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.