THE LOCAL AUTHORITIES' PROPERTY FUND

CCLA

Mandate Form
For amendments to Account Details
Important information –
Please read before completing this form

This document must be read and completed in conjunction with the relevant Local Authorities' Property Fund Scheme Information.

Copies are available on our website, www.ccla.co.uk by email to clientservices@ccla.co.uk or by calling us on free phone 0800 022 3505.
This mandate will supersede any other instructions we hold.
This form should be completed in full in BLOCK CAPITALS using black ink.
All pages of this form should be returned to CCLA, Senator House, 85 Queen Victoria Street, London EC4V 4ET. Please ensure that all the required documents are enclosed as failure to do so may delay any future transactions.

Please call our Client Services Team on free phone 0800 022 3505 if you require any help with the form.

Section 1 About your Organisation

Date (dd/mm/yyyy)

1.1 Account name

1.2 Account numbers for which this mandate applies

1.3 Organisation's office address – All correspondence will be addresssed to the correspondent at this address

Postcode

1.4 Telephone number

Please continue overleaf

Section 2 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 Act 1998

CCLA may collect and process personal data about you in accordance with the Data Protection Act 1998. You agree that CCLA may process your personal data to: (i) confirm your identity and carry out background checks; (ii) provide its services to you; (iii) follow up with you after you request information about its services; (iv) comply with all applicable laws and to fulfil its regulatory obligations; (v) prevent and detect abuse of its services; and (vi) as otherwise agreed by you.

CCLA may keep records of all business transactions for at least five years. You have a right to inspect copies of contract notes and entries in CCLA's books or computerised records relating to your personal data and transactions (subject to payment of an administration fee). CCLA will treat all clients' records as confidential and so reserve the right to provide copies of your particular record, rather than allow access to files which may contain information about other clients.

CCLA may use your personal data to contact you by post, e-mail or telephone to bring to your attention additional products or services which may be of interest to you. You may inform CCLA at any time if you do not want to receive such communications.

Please see the Scheme Information for further details of CCLA's Data Protection Policy and full details of CCLA's Data Protection Policy are available on request.

Anti-money laundering

We may need to ask you for documentation to assist us in verifying your identity. We must verify your identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

Suitability and Appropriateness

Please note that we will not assess the suitability or appropriateness of transactions for you or services provided to you and you will not benefit from the protection of the regulatory requirements on assessing suitability and appropriateness. You should consult an intermediary if you require investment advice.

Client Classification

CCLA is required to apply to all its clients a classification so that they receive an appropriate level of investor protection. As per the FCA rules, CCLA will categorise you as a Retail Client giving you the highest level of protection available. However, as the Local Authorities' Property Fund is designed for Professional investors, to invest in the fund Local Authorities are required to either opt-up to Elective Professional Client status or provide evidence that a professional financial adviser has determined the Local Authorities' Property Fund is suitable for you notwithstanding being classified as a Retail Client.

Please note, there are certain protections that Retail Clients receive that may not be available to Professional Clients categorised as Retail Clients. In particular, they may not be able to refer complaints to the Financial Ombudsman Service and are not generally eligible complainants under the Financial Services Compensation Scheme.

FATCA

The UK International Tax Compliance (United States of America) Regulations 2014 (the **UK Regulations**) came into force on 30 June 2014 and implement the "Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the United States of America to Improve International Tax Compliance and to Implement FATCA" (commonly known as **FATCA**). Under UK Regulations, Financial Institutions must identify all reportable accounts and establish the tax residency of all account holders not just in respect of US persons. More background on how FATCA has been implemented in the UK can be found in HMRC's Guidance Notes at: https://www.gov.uk/government/publications/uk-us-automatic-exchange-of-information-agreement/
uk-us-automatic-exchange-of-information-agreement.

In order to comply with the UK Regulations, the Manager may be required to collect certain information about each Unitholder's tax residence(s), and determine whether it is obliged to submit certain account information to UK tax authorities, who may pass it on to other tax authorities.

Unitholders may also be asked to provide additional information to the Manager to enable the Fund to satisfy its obligations. Institutional Unitholders may be required to provide a Global Intermediary Identifications Number (**GIIN**). Failure to provide 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 on their interest in the Fund.

Declaration

On behalf of the Local Authority we agree to be bound by the terms and conditions of the Trust Dead as amended, by the Scheme and the Scheme Information constituting the Local Authorities' Property Fund.

Please continue overleaf

We confirm that:

- The units to which this mandate relates are and will at all times be on behalf of the investing organisation;
- We have read and understood the contents of the Local Authorities' Property Fund's Scheme Information;
- The investing organisation is tax exempt as it is a Local Authority in England, Wales, Scotland or Northern Ireland which is entitled to receive distributions from the Fund gross of tax;
- The investing organisation is eligible to invest in the Local Authorities' Property 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 Local Authorities' Property Fund, as set out in the Scheme Information, against all losses suffered by the Local Authorities' Property Fund as a consequence of our ineligibility to invest in the Local Authorities' Property 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;

☐ Please tick to confirm

We authorise you to:

- Conduct the account(s) as instructed in this 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.

Accounts should be operated by any one, or any two, of the authorised signatories.

☐ Any one of the authorised signatories ☐ Any two of the authorised signatories

First Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

First Director needs to complete sections 2.1 to 2.4

Second Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Second Director needs to complete sections 2.5 to 2.8

Third Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Third Director needs to complete sections 2.9 to 2.12

Fourth Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

Fourth Director needs to complete sections 2.13 to 2.16

Please continue overleaf

First Director (or equivalent)

2.1 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

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)

Signature

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

2.2 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

☐ Yes ☐ No

2.3 Will you be an authorised signatory for this account?

☐ Yes ☐ No

2.4 If you do not want to receive information on CCLA's other products or services, please tick this box ☐

Please continue overleaf

Second Director (or equivalent)

2.5 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

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)

Signature

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

2.6 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

2.7 Will you be an authorised signatory for this account?

Yes

No

2.8 If you do not want to receive information on CCLA's other products or services, please tick this box

Please continue overleaf

Third Director (or equivalent)

2.9 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

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)

Signature

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

2.10 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

2.11 Will you be an authorised signatory for this account?

Yes

No

2.12 If you do not want to receive information on CCLA's other products or services, please tick this box

Please continue overleaf

Fourth Director (or equivalent)

2.13 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

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)

Signature

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

2.14 Will you be the correspondent for this account? (correspondence will be sent to the address as stated in section 1.3).

Yes

No

2.15 Will you be an authorised signatory for this account?

Yes

No

2.16 If you do not want to receive information on CCLA's other products and services, please tick this box

Please continue overleaf

Section 3 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)

If no correspondent has been selected in Section 2, please complete this section.

3.1 Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

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

3.2 Will the correspondent also be an authorised signatory?

☐ Yes ☐ No

3.3 If you do not want to receive information on CCLA's other products and services, please tick this box ☐

Do you require any additional signatories to operate this account that are not listed in Section 2 or 3?

☐ Yes – please go to Section 4 ☐ No

(The correspondent does not need to complete Section 4, if yes has been ticked in 3.2)

Please continue overleaf

Section 4 Other Signatories that are authorised to operate the account

4.1 Other Signatory that is authorised to operate this account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

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

4.2 If you do not want to receive information on CCLA's other products and services, please tick this box ☐

4.3 Other Signatory that is authorised to operate this account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

Signature

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

4.4 If you do not want to receive information on CCLA's other products and services, please tick this box ☐

Please continue overleaf

Section 5

Nominated bank details

5.1 Do you wish to change your nominated bank account for **income and withdrawal payment** instructions?

☐ Yes **Please go to 5.2** ☐ No

5.2

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 organisation's name. Please attach a certified copy of a bank statement confirming these details. See section 7 for further information.

Please continue overleaf

Section 6 Email Instructions Authority

Instructions on a CCLA form, sent by e-mail 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 form if you would like us to accept instructions by email and return a PDF copy to CCLA by email to correspondence@ccla.co.uk. We cannot accept any email instructions until we have received the PDF copy of this form.

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 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

Authority to accept email instructions

Client name

Client number(s)

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

Signature

Print name

Daytime telephone number

Signature

Print name

Daytime telephone number

Date (dd/mm/yyyy)

Section 7

Please tick to confirm all of the documents are enclosed:

☐ Bank statement confirming account details in Section 5.

Bank statement requirement

Please send a certified copy of a 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 or Church Minister
- Director of a VAT registered Charity or Officer of the British Armed Forces or Government Department official
- Official of an overseas Embassy, Consulate or High Commission
- Any CCLA Investment Management Limited employee

The professional should be a different person to the one named on the document and should sign, print their name and provide their full address and profession

☐ A copy of your governing document or other evidence (such as minutes or signatory list) confirming those named in Section 2 are authorised to act 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

CCLA Investment Management Limited (registered in England No. 2183088) whose registered address is: Senator House, 85 Queen Victoria Street, London EC4V 4ET, are authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited is the Manager of the Local Authorities Property Fund. The Trustee is the Local Authorities Mutual Investment Trust (Registered in England No.700132 at the above office).

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