

# APPLICATION FORM

Please ensure that you have read the Prospectus and Key Investor Information Document (KIID) for the Fund (located under [www.psd.co.uk](http://www.psd.co.uk)) before completing this application form. Defined terms in this form are those used in the Prospectus. All applicants should sign the necessary declarations in Section 3. Only those investors who are entitled to receive their interest distribution gross of UK tax may invest in this Fund.

This form should be completed in BLOCK CAPITALS, using **black ink**.

On completion this form should be returned to **Client Services**, Senator House, 85 Queen Victoria Street, London EC4V 4ET.

Please call 0800 022 3505 if you have any questions completing this form. Please note telephone lines are recorded.

## SECTION 1 INVESTOR DETAILS

Date (dd/mm/yyyy)

1.1 Name of client

1.2 Account name (subtitle of account)

1.3 Type of organisation

1.4 Organisation's office address – All correspondence will be addressed to the main contact at this address

Postcode

1.5 Telephone number

**Note: Please attach a resolution of the council/government/public body authorising the undertaking of the transaction.**

## SECTION 2 PAYMENT DETAILS

No third party payments will be undertaken

(All withdrawals will be paid to the nominated bank account)

### 2.1 Nominated bank account details:

Bank name

Branch name

Account name

Sort code

Account number

**Please send a certified copy of a bank statement confirming that the account is held in the investing organisation's name. 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 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.**

### 2.2 Dividend payments:

For all payments please indicate below your preferred option:

2.2.1 Automatically be reinvested and additional shares created, please tick below.

2.2.2 Pay by electronic transfer to your nominated bank account, please tick below.

2.2.3 If you wish to use a bank account other than your nominated bank account, please tick and complete below.

Bank name

Branch name

Account name

Sort code

Account number

**Please send a certified copy of a bank statement confirming that the account is held in the investing organisation's name. 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 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.**

## SECTION 3

### DIRECTORS' (OR EQUIVALENT) AUTHORISATION

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) who have authority to give CCLA Investment Management Limited ("CCLA") instructions on behalf of the investing organisation concerning the use or transfer of money or shares.

#### Data Protection Regulation (GDPR)

In accordance with our regulatory obligations, and as set out in our Privacy Notice, information will be retained for a minimum of seven years after the end of our relationship with you.

- As required under GDPR, consent must be given before any communication can be sent to your personal e-mail address about services other than those already provided.
- At any time, you can ask for your personal data to be removed from CCLA databases unless it is required to be retained for legal or regulatory reasons. Please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or telephone us at 0800 022 3505.
- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at [client\\_services@ccla.co.uk](mailto:client_services@ccla.co.uk)
- You can contact the CCLA office to receive a copy of any of your personal data currently held by us once we have received proof of your identity.
- Any details you give us will be held in accordance with current data protection legislation.
- We will not share your personal data with third parties, unless we have your permission to do so in accordance with your contract with us, or we are required to do so by law.
- We do not sell any personal data held.
- When you give us personal data, we take steps to ensure that it is treated securely. Information you send to us electronically is transmitted over the internet, but this cannot be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, CCLA cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems mainly in password accessed databases.
- We do not collect information automatically from our website.
- Personal data will be retained in CCLA's systems which are password protected.

Please see the website for details of CCLA's Privacy Notice 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.

#### How your money may be held

Where you provide money to us by way of an electronic transfer in order to invest in The Public Sector Deposit Fund ("PSDF"), if we have not paid this money to the depositary of the Company by the end of the business day following the date of receipt of the money, we are required to treat this money as client money and pay this money into a client money account. Please note that, until the end of the business day following the date of receipt of the money, it is possible that your money will not be held as client money and therefore will not be segregated under the FCA's client money rules.

Where you provide money to us by way of a cheque in order to invest in The PSDF, we will treat this money as client money and will pay it into a client money account by close of business on the day following receipt, where it will remain until such time as it is paid to the depositary of the Company.

In addition, we are required to treat as client money any redemption proceeds which we continue to hold at the end of the business day following the day that we receive your redemption proceeds from the Depositary. You acknowledge and agree that, until this time, it is possible that these proceeds will not be held as client money and therefore will not be segregated under the FCA's client money rules.

#### 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

By signing the authorisation section of this application form, we confirm that:

- The shares to which this application relates are and will at all times be on behalf of the investing organisation;
- We have read and understood the contents of the Funds Key Investor Information Document ("KIID") and the Prospectus, and
- confirm this application is made in accordance with the Prospectus;
- We have read the important information page displayed on the website <http://www.psdf.co.uk/downloads/> and accept its content.
- The investing organisation is eligible to invest in the PSDF under the Prospectus;
- The persons signing below are duly authorised to sign on behalf of the investing organisation;
- We will inform CCLA immediately should the investing organisation cease to qualify under Section 1 above, at which time
- disinvestment from the PSDF will be required;
- The main contact and authorised signatories for this account are known to us;
- We shall notify CCLA of any subsequent changes of directors (or equivalent), main contact and/or authorised signatories;
- The investing organisation is a UK Public Sector body which is entitled to receive distributions from the fund gross of tax.
- We understand that in the provision of this service, CCLA are executing the transaction on an execution-only basis and are not providing advice on the merits of the transaction and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the Regulatory Rules.
- You should consult an intermediary if you require investment advice.

#### We authorise you to:

- Conduct the account(s) as instructed in this application form until you are instructed to the contrary on a 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.
- Accept email instructions (Please sign and return the attached email indemnity).

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

Any two of the authorised signatories

Any one of the authorised signatories

#### First Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

**First Director needs to complete sections 3.1 to 3.4**

#### Second Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

**Second Director needs to complete sections 3.5 to 3.8**

#### Third Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

**Third Director needs to complete sections 3.9 to 3.12**

#### Fourth Director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

**Fourth Director needs to complete sections 3.13 to 3.16**

**First Director (or equivalent)**

3.1 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

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 as at the date of signing***

3.2 Will you be the main contact for this account? (to whom all correspondence will be sent)

Yes

No

3.3 Will you be an authorised signatory for this account?

Yes

No

3.4 If you do not want to receive information on CCLA's other products and services, please tick below

**Second Director (or equivalent)**

3.5 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

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 as at the date of signing***

3.6 Will you be the main contact for this account? (to whom all correspondence will be sent)

Yes

No

3.7 Will you be an authorised signatory for this account?

Yes

No

3.8 If you do not want to receive information on CCLA's other products and services, please tick below

**Third Director (or equivalent)**

3.9 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

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 as at the date of signing***

3.10 Will you be the main contact for this account? (to whom all correspondence will be sent)

Yes

No

3.11 Will you be an authorised signatory for this account?

Yes

No

3.12 If you do not want to receive information on CCLA's other products and services, please tick below

**Fourth Director (or equivalent)**

3.13 Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

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 as at the date of signing***

3.14 Will you be the main contact for this account? (to whom all correspondence will be sent)

Yes

No

3.15 Will you be an authorised signatory for this account?

Yes

No

3.16 If you do not want to receive information on CCLA's other products and services, please tick below



## SECTION 4 MAIN CONTACT DETAILS FOR THIS ACCOUNT

(to whom all correspondence will be sent)

If no main contact has been selected in Section 3, please complete this section.

4.1 Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

Signature

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

4.2 Will the main contact also be an authorised signatory?

Yes

No

4.3 If you do not want to receive information on CCLA's other products and services, please tick below

(The main contact does not need to complete Section 5, even if yes has been ticked in 4.2)

Do you require any additional signatories to operate this account that are not listed in Section 3 or 4.

Yes – please go to Section 5

No

## SECTION 5 OTHER SIGNATORIES THAT ARE AUTHORISED TO OPERATE THE ACCOUNT

5.1 Other Signatory that is authorised to operate the account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

Signature

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

5.2 If you do not want to receive information on CCLA's other products and services, please tick below

5.3 Other Signatory that is authorised to operate the account

Title

Forename

Middle name

Surname

Position

Telephone number

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 3 and will be held securely.

Signature

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

5.4 If you do not want to receive information on CCLA's other products and services, please tick below

**Please use additional sheet if required**

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](mailto: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](mailto: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](mailto: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 shares 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

Date (dd/mm/yyyy)

Daytime telephone number

PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED:

Resolution or Treasury Management Strategy document authorising investment(s) into Qualifying Money Market Funds (including PSDF)

Certified copy of bank statement confirming that the bank account in section 2 is held in the investing organisation's name. 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 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.

A copy of your governing document or other evidence (such as minutes or signatory list) permitting those named in section 3 to authorise the investment 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.**