

# Sell units form

## Important information

### Please read before completing this form.

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded.

If being completed by hand, please use black ink and write in BLOCK CAPITALS.

One form should be used for a single transaction.

All pages of this form should be returned to CCLA, One Angel Lane, London EC4R 3AB.

On completion please email a PDF version of the form to **correspondence@ccla.co.uk**.

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## Section 1 Transaction details

Organisation name

Account name (subtitle of account, if applicable)

Account number

Note: This transaction will be processed in accordance with the Prospectus of CCLA Authorised Contractual Scheme.

Value

Number of units

£

**OR**

Amount or number of units in words

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.

**OR**

#### **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 2 Payment details

Payment will be made to your nominated bank account by bank transfer.

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## Section 3 Authorisation

### Authorised signature(s)

**This section must be signed in accordance with the current mandate.**

Authorised signature

Full name

Date (dd/mm/yyyy)

Authorised signature

Full name

Date (dd/mm/yyyy)

A contract note confirming the transaction will be issued to the correspondent by the end of the next business day following the dealing day. Please help us keep our records up to date by notifying us immediately of any changes. A form is available on request for this purpose.

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CCLA  
One Angel Lane  
London EC4R 3AB

**CCLA**  
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**  
**clientservices@ccla.co.uk**  
**www.ccla.co.uk**

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