

# Sell/transfer units over a period 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.

All pages of this form should be returned to CCLA, PO Box 12892, Dunmow, Essex CM6 9DL. Alternatively, a PDF version of the form can be sent to **cclaclientservices@fnztaservices.com** if an email instructions authority is in place.

If you are sending your instruction by email, please 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.

Date (dd/mm/yyyy)

Please tick which COIF Charity Fund and unit class you wish to sell/transfer units from:

Investment Fund  
Income Units  
ISIN GB0001877546

Investment Fund  
Accumulation Units  
ISIN GB0001877652

Global Equity Fund  
Income Units  
ISIN GB00B29KPZ41

Global Equity Fund  
Accumulation Units  
ISIN GB00B29KPX27

Ethical Investment Fund  
Income Units  
ISIN GB00B57RJX49

Ethical Investment Fund  
Accumulation Units  
ISIN GB00B57RJ342

Property Fund  
Income Units\*  
ISIN GB0031962292

Short Duration Bond Fund  
Income Units  
ISIN GB0001877876

Short Duration Bond Fund  
Accumulation Units  
ISIN GB0001878734

Account name

Account number

Dealing in the COIF Charity Funds takes place on each business day (\*see Notes for dealing in the COIF Charities Property Fund). If any of the selected dates are not dealing days, the transaction will be processed on the next dealing day after the date entered.

### Transaction 1

Value

Number of units

Date of first sale\*\* (dd/mm/yyyy)

£

**OR**

Value in words

**OR** Number of units in words

Reason for transaction

\*\* First transaction to be dated within three months of receipt by CCLA.

**Transaction 2**

Value

Number of units

Date of next sale (dd/mm/yyyy)

£

**OR**

Value in words

**OR** Number of units in words

Reason for transaction

**Transaction 3**

Value

Number of units

Date of next sale (dd/mm/yyyy)

£

**OR**

Value in words

**OR** Number of units in words

Reason for transaction

**Transaction 4**

Value

Number of units

Date of next sale (dd/mm/yyyy)

£

**OR**

Value in words

**OR** Number of units in words

Reason for transaction

**Please tick one option****1**  **Please send payments to the nominated bank account****2**  **Transfer units/proceeds to the following COIF Charity Fund account in the charity's name**

Account name

Account number

The transactions will be processed as detailed in the appropriate fund's Scheme Particulars.

**Declaration (applicable if option 2 has been selected above)**

I/We have read, understood and retained the Key Information Document in conjunction with the Scheme Particulars.

**Authorised signature(s)**

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

Full name

Full name

Daytime telephone number

Daytime telephone number

**Notes**

Dealing in the COIF Charity Funds (\*with the exception of the COIF Charities Property Fund) takes place on each business day. Your written instructions to deal must be received by 11.59am on a dealing day. All instructions received after this time will be held until the following dealing day.

\*COIF Charities Property Fund dealing takes place on the last business day of each month. Your written instructions to deal will be accepted on any business day. Redemption requests for the COIF Charities Property Fund are currently subject to a notice period of six months and will be processed as detailed in the fund's Scheme Particulars.

Contract notes confirming the transactions will be sent to the correspondent.

---

CCLA  
One Angel Lane  
London EC4R 3AB



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

---

CCLA Fund Managers Limited (registered in England & Wales No. 8735639), whose registered address is: One Angel Lane, London EC4R 3AB, 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). Under the UK Money Market Fund Regulation, the COIF Charities Deposit Fund is categorised as a short-term LVNAV Money Market Fund.

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