Use this form to apply for the CCLA Charity Authorised Investment Fund account



Account application form

(!) Important information

Please read before completing this form.

This document must be read and completed in conjunction with the CCLA Charity Authorised Investment Fund Prospectus and Key Information Document for its sub-fund, the Catholic Investment Fund. Copies are available on our website, **www.ccla.co.uk**.

Please ensure that all the required documents are enclosed as failure to do so may delay your application (see Section 6 for checklist).

The space provided in Section 7 should be used to add more information on any section or disclose any support requirements.

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.

If you are an existing client with CCLA, please contact Client Services to request an additional account form.

Section 1 About your charity

Date (dd/mm/yyyy)

- 1.1 Charity name
- **1.2** Is your charity registered with the Charity Commission for England & Wales, the Charity Commission for Northern Ireland, or the Office of the Scottish Charity Regulator (OSCR)?

No

No

- Yes **Please go to 1.3**
- Please go to 1.4
- **1.3** Charity's registration number

Please go to 1.5

1.4 HM Revenue & Customs reference number confirming charitable status
 You do not have to complete this section if you have provided a Charity Commission registration number in 1.3.

Note: correspondence from HMRC showing your charity's name or parish, address and HMRC reference number must be supplied in order to confirm charitable status.

1.5 Does your charity have an office address?

Yes

Please go to 1.6

Please go to 1.7

Postcode

Daytime telephone number

1.7 Correspondence preferences

Please tick one option

CCLA's Digital Portal – you can receive communications, including statements and transaction confirmations via the secure portal.

OR

Email - sent to the correspondent's email address.

OR

Post - please send correspondence to our:

Office address (section 1.6) **OR** Correspondent home address (section 4.1)

1.8 Statements

1.9

When does your charity's financial year end? (dd/mm)

Please tick one o	ntion to c	oincido with		and
Please tick one o	ption to c	oincide with	your year	ena

Quarterly

Monthly*

Biannually

*Please note that monthly statements are only available on the CCLA Digital Portal. See Section 3.

Is your charity also registered as a limited company?

Yes **Please see below** No **Please go to 1.15**

If yes - please enclose a copy of Certificate of Incorporation

1.10 Company registration number

1.11 Company name (if different from charity name provided in 1.1)

1.12 Company's registered address (if different from charity's office address provided in 1.6)

Postcode

1.13 Is the company limited by shares or by guarantee?

Shares 🕨 Please go to 1.14 Guarantee 🌔 Please go to 1.15

1.14 Does any individual or entity hold or control 25% or more of the shares or voting rights of the company?

Yes No

If yes, please add their details below:

Individual 1

Name

Date of birth (dd/mm/yyyy) Position

Shareholding

%

Home address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy) Position

Shareholding

%

Home address

Postcode

Entity 1

Company name

Company number

Shareholding

%

Company address

Postcode

	Entity 2			
	Company r	name		
	Company r	number		Shareholding
				%
				<i>7</i> 0
	Company a	address		
	Postcode			
1.15	lf you answ go to 1.16 .	vered no in 1.9, please co	onfirm th	e legal structure of the charity below, otherwise please
	Trust			rust deed or constitutional document. If the trust p, please provide details in Section 7.
	Other	Please specify:		
1.16		harity have a settlor or		
	settles or ti informatioi	ransfers the trust prope n is only applicable to th	rty on or a	company or other organisation who sets up a trust and to the trustees for the benefit of the beneficiaries. This ormation of the charity and will be detailed in the trust
	deed (or eq Yes	 Please go to 1.17 	Νο	Please go to 1.18
1.17	Does the se	ettlor(s) still undertake		ing activities for the charity or carry any influence
		ation of the charity?	N	
	Yes	Please see below	No	Please go to 1.18
	Individual 1	I		
	Name			
	Date of bir	th (dd/mm/yyyy)		
	Home addr	1955		
	Postcode			
	Individual 2 Name	2		
	Name			
	Date of bir	th (dd/mm/yyyy)		

Home address

Postcode

Entity 1

Company name

Company number

Entity 2

Company name

Company number

1.18 Please provide the name, date of birth and address of all trustees/executive directors of the charity/company.

If your charity is registered with the Charity Commission, the 'Super User' with access to the Charity Commission records can copy the full information that we require about the trustees from the Charity Commission register and send a copy of this information with the form.

Trustee/executive director 1

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 2

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 3

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 4
Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 5

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Trustee/executive director 6

Name

Date of birth (dd/mm/yyyy) Position

Postcode

Please use the additional information section or a separate sheet if necessary.

1.19 Names of individuals who exercise control over the management of the charity/company **who are not trustees/executive directors** (e.g. Head of Finance etc.).

Individual 1

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 3 Name

Date of birth (dd/mm/yyyy) Position

Home address

Postcode

Individual 4

Name

Date of birth (dd/mm/yyyy)

Position

Home address

Postcode

1.20 Who are the beneficiaries of the charity, e.g. homeless people or children living in poverty?

1.21 Does the charity currently (or intend to) donate or operate outside of the United Kingdom?
Yes ▶ Please list below No ▶ Please go to 1.23

- **1.22** If any names of jurisdictions provided in response to question 1.21 are listed in Appendix 1, please complete the additional questions in this sub-section:
- 1.22.1 What activities have been undertaken in each jurisdiction during the last two years?

1.22.2 How many branches and/or offices does the charity have in each jurisdiction?

1.22.3 What is the number and location of employees/volunteers?

1.22.4 What is the source of the charity's funding e.g. public donations, legacies etc.?

- **1.22.5** Please provide details of the charity's income generated during the last three years including the amounts, sources and jurisdiction.
- **1.22.6** Does the charity have a/any benefactor(s) who contribute 10% or more of the charity's income?

 Yes
 No

If yes, please provide details:

For individuals

Individual 1

Name

Date of birth (dd/mm/yyyy)

Address

Postcode

Individual 2

Name

Date of birth (dd/mm/yyyy)

Address

Postcode

Individual 3 Name

Date of birth (dd/mm/yyyy)

Address

Postcode

For entities

Entity 1 Company name

Entity 2

Company name

Company number

Company number

1.22.7 To which jurisdictions does the charity make distributions greater than 10% of total annual distributions?

1.22.8 Does the charity have a governance process for approving grants?

Yes No

If yes, please provide details:

1.22.9 Does the charity have a code of conduct covering bribery and corruption that is applicable across all its operations?

Yes No

1.23 What is the intended purpose of the investment with CCLA?

Section 2 Nominated bank details

() Important information

Payments may only be made to a bank account in the charity's name. Please see Section 6 for the acceptable documents required to verify the bank account. Subscription payments must originate from the nominated bank account.

Bank/building society name

Account name

Sort code

Account number

Building society reference (if applicable)

Please send one of the following to verify the bank account: an original paying-in slip, an original cheque marked 'void' or a certified copy of a bank statement confirming the bank details above. The certification must be carried out within the last three months and by one of the following:

- representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- solicitor/lawyer
- chartered accountant
- notary
- any CCLA Investment Management Limited employee.

The professional certifying the bank statement should:

- be a different person from anyone named on the form
- not be related, in a relationship or living at the same address to any person named on the form
- write 'Certified to be a true copy of the original seen by me' on the document
- sign and date the document. Please ensure the certification is dated within the last three months
- print their name under the signature and add their occupation, address and telephone number.

Section 3 Trustees/executive directors' authorisation

This section must be read, completed and signed by a **minimum of two trustees/executive directors who have the authority to act on behalf of the charity**. The trustees signing this section on behalf of a registered charity must be named on the Charity Commission register. Executive directors, such as CEOs, should be named as directors on the Companies House register.

Please note that CCLA adheres to Charity Commission guidance that all accounts should be operated by at least two authorised signatories.

Please consult an intermediary if you require investment advice.

Anti-money laundering

You may be asked to provide documentation to assist CCLA in verifying the identity of any individuals/ entities referenced in this form in accordance with regulatory requirements. This is normally done using electronic means but occasionally extra documents may be required from you to complete this process.

Declarations:

We, the applicant, represent, warrant and undertake that:

- The charity is eligible to invest in the CCLA Charity Authorised Investment Fund and indemnifies CCLA against any liabilities arising out of its ineligibility.
- We have read and understood the Prospectus, the Key Information Document and the Approach to Sustainability document (consumer-facing disclosure) for each fund in which we are going to invest.
 We are authorised to act on behalf of the charity.
- All trustees/executive directors, persons with significant control/influence over the charity and holders of 25% or more of the shares of the company (stated in this form) are known to us.
- To the best of our knowledge none of our trustees or authorised signatories are Politically Exposed Persons ('an individual who is or has, at any time in the preceding year, been entrusted with prominent public functions, or an immediate family member, or a known close associate, of such a person').
- We will notify CCLA of any changes to the authorising trustees/executive directors, correspondent and/or authorised signatories.
- If this form is being authorised by a sole trustee/executive director, it is understood that this is only permitted where there are no other trustees/executive directors.
- The account(s) will be used to hold only charitable money.
- If the investing organisation ceases to be a charity we will inform CCLA immediately and disinvest.
- We understand that in the provision of this service, CCLA is executing transactions following our instruction and is not providing advice on the merits of transactions 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 FCA Rules (as defined in the Prospectus).
- The information contained in this form is true and accurate to the best of our knowledge and belief.

Authorisation:

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.
- Grant to the person named as correspondent in Section 4 authority to act as administrator of the CCLA Digital Portal – the portal administrator. The CCLA Digital Portal is an online tool that allows users to view their accounts, holdings, valuations, transactions and associated documents. The person who is the portal administrator will be able to grant/revoke access to the portal for others within their organisation.

First trustee/executive director Name	Please ensure full details are supplied in section 1.18
Email address	
Mobile number	Daytime telephone number
Signature	Date (dd/mm/yyyy)
Second trustee/executive director Name	Please ensure full details are supplied in section 1.18
Email address	
Mobile number	Daytime telephone number
Signature	Date (dd/mm/yyyy)

Section 4 Correspondent/portal administrator

4.1	Corresponden Title	t/portal admin	istrator	Forer	name
	Middle name			Surna	ame
	Date of birth (dd/mm/yyyy)	Position		
	Your mobile nu Mobile numbe		ail address will be used f		urity when logging into the portal. me telephone number
	Email address				
	Home address				
	Postcode		Date moved to	o this a	ddress (dd/mm/yyyy)
4.2	Will you be an Yes	authorised sig No	natory?		
4.3	headed Co	mmunicating		this Ap	ne or post as set out in the section oplication Form. I understand that
4.4		hat to the best as at the date o		the ab	ove information I have provided
	Signature	is at the uale 0	n signilig.		Date (dd/mm/yyyy)

Section 5 Authorised signatories

Signature

Please photocopy	pages of Section	5 if you	require mor	e than four	authorised	signatories.
ricuse photocopy	pages of section	5 11 you	require mor	c man rour	aathonsea	signatories.

5.1	Authorised signatory Title	Forename	
	Middle name	Surname	
	Date of birth (dd/mm/yyyy) Positio	n	
	Your mobile number and email addre Mobile number	ss will be used for security when logging into the portal. Daytime telephone number	
	Email address		
	Home address		
	Postcode	Date moved to this address (dd/mm/yyyy)	
5.2		with me by email, phone or post as set out in the section on page 24 of this Application Form. I understand that <i>i</i> se at any time.	
5.3	I confirm that to the best of my k is correct as at the date of signin	nowledge all of the above information I have provided g.	

Date (dd/mm/yyyy)

5.4	Authorised signatory Title		Forename
	Middle name		Surname
	Date of birth (dd/mm/yyyy) Posi	tion	
	Your mobile number and email add Mobile number	ress will be used fo	or security when logging into the portal. Daytime telephone number
	Email address		
	Home address		
	Postcode	Date moved to	this address (dd/mm/yyyy)
5.5		ou on page 24 of t	I, phone or post as set out in the section his Application Form. I understand that
5.6	I confirm that to the best of my is correct as at the date of sign	-	he above information I have provided

Date (dd/mm/yyyy)

Account application form CCLA Charity Authorised Investment Fund

Signature

5.7	Authorised signatory Title	Forename	
	Middle name	Surname	
	Date of birth (dd/mm/yyyy) Posit	n	
	Your mobile number and email add Mobile number	ss will be used for security when l Daytime telephor	
	Email address		
	Home address		
	Postcode	Date moved to this address (dd/	/mm/yyyy)
5.8		with me by email, phone or post a on page 24 of this Application Fo vise at any time.	
5.9	I confirm that to the best of my is correct as at the date of signi	nowledge all of the above informa J.	tion I have provided

Date (dd/mm/yyyy)

Account application form CCLA Charity Authorised Investment Fund

Signature

5.10	Authorised signatory		
	Title		Forename
	Middle name		Surname
	Date of birth (dd/mm/yyyy) Position	ı	
	Your mobile number and email addres	s will be used fo	or security when logging into the portal.
	Mobile number		Daytime telephone number
	Email address		
	Home address		
	Postcode	Date moved to	this address (dd/mm/yyyy)
5.11			I, phone or post as set out in the section
	I have the right to request otherwi		his Application Form. I understand that
5.12	I confirm that to the best of my kn is correct as at the date of signing	-	he above information I have provided

Signature

Date (dd/mm/yyyy)

Section 6 Checklist and documentation required

PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.

If you have provided us with bank account details under Section 2, please return the form with one of the following:

- an original paying-in slip
- an original cheque marked 'void'
- a certified copy of a bank statement.

If you are sending a certified copy of a bank statement, the certification must be carried out within the last three months and by one of the following:

- representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- solicitor/lawyer
- chartered accountant
- notary
- any CCLA Investment Management Limited employee.

The professional certifying the bank statement should:

- be a different person from anyone named on the form
- not be related, in a relationship or living at the same address to any person named on the form
- write 'Certified to be a true copy of the original seen by me' on the document
- sign and date the document. Please ensure the certification is dated within the last three months
- print their name under the signature and add their occupation, address and telephone number.

If your charity is not registered with the Charity Commission for England and Wales, please attach a copy of the minutes of a recent trustee meeting for the purpose of confirming the relationship of the authorising trustee(s) to your charity. The minutes should not be any older than 12 months and the authorising trustees/executive directors as indicated in Section 3 should be named in the minutes.

If your organisation is not a church council or the charity is not required to be registered with the Charity Commission, please supply a copy of correspondence from HM Revenue & Customs stating charitable status. The correspondence must show the charity's name, address and the HM Revenue & Customs reference number. If this is not the case, an explanation must be provided in Section 7.

If you are a subsidiary charity operating on behalf of a main charity, please attach a letter from the main charity on their letterheaded paper authorising use of their registration number.

If your charity is registered as a limited company, please attach a copy of the Certificate of Incorporation. If your charity is structured as a trust or other legal structure, please attach a copy of the trust deed or equivalent constitutional document.

If your charity is registered with the Charity Commission, the address mentioned on the Charity Commission register must match with at least one of the addresses mentioned in the form. If this is not the case, an explanation must be provided in Section 7.

If your charity is registered with the Charity Commission for England and Wales the authorising trustees that have signed in Section 3 must appear on the register.

For the trustees who have authorised this application form and the authorised signatories appointed **who reside outside of the United Kingdom**, please attach the following evidence so we may verify your identity:

- Certified copy of passport photo page or certified copy of driving licence and
- Certified copy of utility bill (not more than three months old)

Certification must be dated within the last three months and carried out by one of the following: a representative of an FCA or EU equivalent regulated firm, a solicitor/lawyer, a chartered accountant, a notary or any CCLA Investment Management Limited employee.

The certification must include the words **'Certified to be a true copy of the original seen by me'**. The professional should be a different person, not be related, in a relationship or living at the same address to anyone named on the application form and should sign, date, print their name under the signature and add their occupation, address and telephone number, all in BLOCK CAPITALS and in English.

Section 7 Additional information and notes

Please use this section to disclose any additional information or support requirements.

Section 8 Email instructions authority

Instructions on a CCLA form, sent by email 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 section if you would like us to accept instructions by email.

() Important information

A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to cclaclientservices@fnztaservices.com. 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 that is not on the completed form, please send your email and PDF to our Client Services Team at clientservices@ccla.co.uk who will be happy to assist.

Authority to accept email instructions

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

Authorised signatory name

Signature Date (dd/mm/yyyy)

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Section 9 Account opening form

() Important information

CCLA will contact the correspondent to arrange the opening transaction when the account(s) is open. We will also set up access to the portal if required.

For transactions to be made by electronic bank transfer. CCLA will provide you with the relevant form, bank details and account reference so that you can send the payment.

For transactions made by transfer from existing CCLA fund(s). CCLA will provide you with the relevant form and account reference to complete the transaction.

For opening transactions made by transfer from your existing manager(s). CCLA can provide guidance in relation to the transfer. It will be your responsibility to arrange for your existing manager to transfer assets to CCLA. Please note that CCLA does not accept any responsibility or liability for any loss that may arise as a result of any failure or delay in the transfer of your assets.

The minimum permitted initial investment in the Catholic Investment Fund is £1,000. Thereafter, any amount may be invested.

Catholic Investment Fund

Subtitle of account (if required)

Unit type:

Income Units**OR**Accumulation UnitsGB00BLD8X190 Class 1GB00BLD8X539 Class 2

Quarterly income (for income units only)

Please tick one option

Pay quarterly income to the COIF Charities Deposit Fund

COIF Charities Deposit Fund account number

Pay quarterly income to the nominated bank account (in Section 2)

All sale proceeds will be paid to the nominated bank account. What is the intended frequency of transactions on the account?

To apply for an additional account as part of this application, please complete the following:

Catholic Investment Fund

Subtitle of account (if required)

Unit type:

Income Units	OR	Accumulation Units
GB00BLD8X190 Class 1		GB00BLD8X539 Class 2

Quarterly income (for income units only)

Please tick one option

Pay quarterly income to the COIF Charities Deposit Fund COIF Charities Deposit Fund account number

Pay quarterly income to the nominated bank account (in Section 2)

All sale proceeds will be paid to the nominated bank account. What is the intended frequency of transactions on the account?

() Important information

Client categorisation

CCLA is required to categorise all its clients so that they receive an appropriate level of investor protection. CCLA will categorise you as a Retail Client.

Conflicts of interest

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients.

CCLA's Conflicts of Interest Policy can be found on its website at **www.ccla.co.uk**.

Your personal information

Privacy Notice

CCLA's Privacy Notice sets out how CCLA complies with UK Data Protection requirements and how it processes and protects your personal information. CCLA's Privacy Notice can be found on our website at **www.ccla.co.uk**.

Communicating with you

CCLA may collect and use your personal information to bring to your attention additional products or services which may be of interest to you by email, telephone or post. Where we are required to obtain your consent to communicate with you by email or telephone or post we will do so. You have the right to ask us not to process your personal information for this purpose at any time. Please email us at **clientservices@ccla.co.uk** or telephone us on **0800 022 3505**.

Sharing your personal information

To provide our services to you we may share your personal information with third parties including:

- those who provide administrative and operational services to us;
- to verify your identity in accordance with UK money laundering requirements. These may include credit reference agencies;
- where required by law, regulation or a court order;
- fraud and law enforcement agencies if you give us false or inaccurate information or you have made us aware that you suspect fraud; and
- HMRC or the Financial Conduct Authority.

Appendix 1 List of jurisdictions

The countries listed below are provided in relation to Section 1.

Albania Afghanistan Algeria American Samoa Angola Anguilla Antigua and Barbuda Argentina Armenia Azerbaiian Bahamas Bahrain Bangladesh Barbados Belarus Benin Bhutan Bolivia Bosnia and Herzegovina Botswana Brazil British virgin islands Bulgaria Burkina Faso Burundi Cambodia Cameroon Cape Verde Cayman Islands Central African Republic Chad Chile China Colombia Comoros Costa Rica Cote d'Ivoire Croatia Cuba Curacao Democratic Republic of the Congo

Djibouti Dominica Dominican Republic Ecuador Egypt El Salvador Equatorial Guinea Eritrea Eswatini Ethiopia Fiji Gabon Gambia Georgia Ghana Gibraltar Grenada Guam Guatemala Guinea Guinea Bissau Guyana Haiti Honduras Hong Kong Hungary India Indonesia Iran Iraq Israel Jamaica Jordan Kazakhstan Kenya Korea, North Korea. South Kosovo Kuwait Kyrgyzstan Laos

Lebanon Lesotho Liberia Libya Macau Madagascar Malawi Malaysia Maldives Mali Malta Marshall Islands Mauritania Mauritius Mexico Moldova Mongolia Montenegro Morocco Mozambique Myanmar (Burma) Namibia Nepal Nicaragua Niger Nigeria North Macedonia Oman Pakistan Palau Panama Papua New Guinea Paraguay Peru Philippines Qatar Republic of Congo Romania Russia Rwanda Saint Lucia

Saint Vincent and the Grenadines Samoa Sao Tome and Principe Saudi Arabia Senegal Serbia Seychelles Sierra Leone Sint Maarten Solomon Islands Somalia South Africa South Sudan Sri Lanka Sudan Suriname Syria Taiwan Tajikistan Tanzania Thailand Timor-Leste Togo Trinidad and Tobago Tunisia Turkey Turkmenistan Turks and Caicos Uganda Ukraine United Arab Emirates **US Virgin Islands** Uzbekistan Vanuatu Venezuela Vietnam Yemen Zambia Zimbabwe

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 CCLA Charity Authorised Investment Fund (registered charity No. 1192761).