CAF Application Form

Purpose: To assist CAF in directing their investors through the application form process.

Categorisation: All CAF investors will fall into 1 of the 3 categories listed below, which drives the requirements in regards to the account opening process.

Categorisation (as per application form)	Account types within category	Sections of application form to complete
Investor category 1: Incorporated or Limited Company with or without Trustees (Account will be set up in the name of the company).	Charitable Incorporated Organisation Incorporated Foundation Incorporated Registered Charity Private Company Limited by Guarantee	Firm Requirements: A1, B, E, G, H Complete if applicable: D, F Not required: A2, A3, C
Investor category 2: Unincorporated Charity, Association Foundation or Trust (Normally run by elected officers or trustees, account will be set up in nominated individual names).	Trusts/Trustee Unincorporated Foundation Unincorporated Registered Charity Unregistered Charity	Firm Requirements: A2, B, E, G, H Complete if applicable: C, D, F Not required: A1, A3
Investor category 3: Other – please specify (Refer to guide for more information on how the account will be set up).	Outliers to be referred to IFSL's ICS Team, who will confirm requirements for ad-hoc/non-standard account types.	

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

AML Requirements – for individuals linked to the account in question

Where an investment is held in the name of the charitable organisation, individuals can also be registered with authority to provide us with instructions. These individuals will need to have their identity verified.

In the first instance, we will try to verify the identity of such individuals using an electronic verification system. However, if this fails, we will then write out to request identification documentation for the person concerned.

This will also apply if the investment is registered in the names of individuals and not the charitable organisation itself (e.g. if individual trustees hold the investment in their joint names on behalf of their organization).

Certification Requirements

Should you wish to send certified copies of identification documentation instead of originals, we can accept certification from:

– Notary public.

– Solicitor.

– Accountant.

– Representative of an FCA or EU regulated organisation (such as your bank).

– Officials of an embassy, consulate or high commission of the country of issue may certify identity documents.

The person certifying the documents must check the original and the copy and write the following statement on the copy:

I (name of the certifier), certify that this is an authentic copy of (full name of the investor) (full description of the document), as witnessed by me on (date of certification).

The certifier must sign the copy, stating their job title and professional address.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements for Individuals

We require two different pieces of verification documents for each individual, one from Section One and one from Section Two below. The same document can't be used twice.

Documents Accepted

SECTION ONE: Evidence of personal identity (Provide x1 of the below, per individual in question)

- Current signed passport.
- Current signed UK/EEA photo-card driving licence (full or provisional), or blue disabled driver's pass.
- Current full UK driving licence (old paper version). Paper provisional licences are not acceptable.
- Recent evidence of entitlement to state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year).
- Most recent HM Revenue & Customs (HMRC) tax coding notification, assessment or statement.
- Shotgun or firearms licence.
- Residence permit issued by the Home Office.
- National identity card.
- Northern Ireland voter's card.
- Self-employed registration cards for individuals and partnerships in the construction industry: CIS3 (partner); CIS4 (P); CIS4 (T); CIS5; CIS6.

SECTION TWO: Evidence of address (Provide x1 of the below, per individual in question)
(Please note the full address must be stated for the document to be acceptable)

- Local authority tax bill (valid for current year).
- Current signed UK/EEA photo-card driving licence (full or provisional).
- Current full UK driving licence (old paper version). Paper provisional licences are not acceptable.
- Solicitor's letter confirming house purchase or land registry confirmation.
- Local council rent card or tenancy agreement.
- Recent evidence of entitlement to a state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year).
- Original (not printed from the internet) utility bill, no older than 3 months (not including mobile phone bill), or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms.
- Most recent HM Revenue & Customs (HMRC) tax coding notification, assessment or statement.
- Recent system–generated or signed documentation (not printed from the internet) from a regulated financial sector firm indicating that an account/investment/insurance relationship exists, and which includes the account holder's address.

Original documents will be returned as soon as possible.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type

Standard Requirements

Investor category 1: Charitable Incorporated Organisation/Incorporated Registered Charity/ Private Company Limited by Guarantee

Main Characteristics

To be a charity, the entity must have 'charitable purposes' that help the public, known as being 'for public benefit'.
An incorporated charity will be registered with Companies House as Limited by Guarantee or Charitable Incorporated Organisation, as well as the Charity Commission.

Account Set up

Account set up in the name of the Charity.

Requirements

- Application Form (fully completed, dated and signed).
- Proof of the charity's registration with relevant Charity Commission (including charity number).
- Authorised signatory list.

Additional requirements/dependencies

Private company limited by guarantee without share capital require:

- Registry extract or certificate of incorporation.
- Memorandum and articles of association.
- Extract from company's public registry confirming current Directors and PSC (where unable to access, extract required from the client).

Charitable Incorporated Organisation require:

- Charity governing documents constitution required (No Certificate of incorporation or constitution documents).
- Structure chart inc. % (to evidence ultimate beneficial ownership) or declaration from company secretary/authorised signatory confirming ownership/control structure %.

Note: where charity is limited by guarantee there will be no structure chart.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements

Investor Category 2: Unincorporated Registered Charity/Trust

Main Characteristics

To be a charity, the entity must have 'charitable purposes' on the charity commission that helps the public (known as being 'for public benefit'). An 'unincorporated charitable association' is a simple way for a group of volunteers to run a charity for a common purpose. They will appear on the Charity Commission but not on Companies House/public register.

Account Set up

Account set up in the name of the trustee(s) on behalf of their organization.

Requirements

- Application Form (fully completed, dated and signed).
- Proof of the charity's registration with relevant charity commission.
- Authorised signatory list (if applicable).

Additional requirements/dependencies

Charitable Trusts require:

- Trust Deed; and Deed of trust (also known as declaration of trust), or most recent deed of appointment.

Unincorporated Charity Association require:

- Constitution document.
- The written constitution of the association.
- Rules governing the association.
- Identity verification of individual Trustee (see AML Requirements – Individuals).

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements

Investor Category 2: Unregistered Charity

Main Characteristics

A charity that is not registered with the Charity Commission, although they may be registered with HMRC for tax relief available to charities.

or

A non-profit organisation whose primary objectives are philanthropy and social well-being.

Account Set up

Account set up in the name of the trustee(s).

Requirements

- Application Form (fully completed, dated and signed).
- Governing document/Extract of constitution documents stating legal status and purpose, to identify charity structure and founder of the charity.
- Authorised signatory list (if applicable).
- Identity verification of individual Trustee (see AML Requirements – Individuals).

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements

Investor Category 2: Trusts

Main Characteristics

UK/Non-UK Trusts.

Account Set up

Account set up in the name of the trustee(s).

Requirements

- Application Form (fully completed, dated and signed).
- Trust Deed and any relevant Deeds of Amendment. Must evidence all current parties to the Trust and original Settlor.
- Original Trust Deed is not required if the latest Deed evidences all parties to the Trust.
- HMRC Trust Registration Document (if applicable).
- Identity verification of individual Trustee (see AML Requirements – Individuals).

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements

Investor Category 2: Trustee – Unregulated Parent

Main Characteristics

Trustee companies who hold the assets of their underlying clients relating to pension schemes or trusts.

Account Set up

Account set up in the Trustee(s)' name(s).

Requirements

- Application Form (fully completed, dated and signed).
- Registry extract or certificate of incorporation (including registration number).
- Constitutional document e.g. memorandum and articles of association, partnership agreement, byelaws or equivalent.
- Structure chart inc. % (to evidence ultimate beneficial ownership) or declaration from company secretary/authorised signatory confirming ownership/control structure % . **If there is nobody that owns or controls the entity over 25% – we require details of the Senior Managing Official of the organisation, declaration required from customer that no individual meets 25%.**
- Authorised signatory list.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements

Investor Category 1 or 2: Foundation

Main Characteristics

Foundation, which has no legal personality, derives its wealth from the donation of a single or very limited number of founders.

Account Set up

Incorporated Foundations – Account set up in the name of the Foundation.

Unincorporated Foundations – Account set up in the name of the trustee(s).

Requirements for all

- Application Form (fully completed, dated and signed).
- Authorised signatory list.

Additional requirements/dependencies

There are some additional AML requirements in addition to the application form and signatory list depending on the set up, which I have listed below:

Incorporated Foundation:

Northern Ireland Limited by Guarantee community interest companies.

Verify based as private corporate or where unincorporated, charity status through HMRC confirmation per club/society.

Private company limited by guarantee without share capital require:

Proof of the charity's registration with relevant charity commission (including charity number).

Certificate of Incorporation/Memorandum and Articles of Association.

Charitable Incorporated Organisation require:

Charity governing documents constitution required (No Certificate of incorporation or constitution documents).

Unincorporated Foundation:

Charitable Trusts.

Trust Deed; and Deed of trust (also known as declaration of trust) or most recent deed of appointment.

Unincorporated Charity Association:

Constitution document.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Documentation Requirements per Account Type continued

Standard Requirements
Investor Category 3: Other
Outliers to be referred to IFSL's ICS Team, who will confirm requirements for ad-hoc/non-standard account types. You can contact ICS via telephone on 0370 043 4144, or via email to ifsl.ics@sscinc.com.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

Additional Documentation/Verification Requirements

IFSL will complete an assessment of the account in question upon receipt of the account opening instruction. Please note IFSL may request additional verification documentation at this point, in surplus to the standard requirements listed above per account type. We cannot pre-define these requirements, as they vary significantly depending on the underlying profile, which is compiled from several underlying factors such as the associated individuals, locations and underlying investments, amongst many other factors. IFSL will write out to request these details as and when applicable.

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.