

Charity Application Form (CAF)

Please complete this form if you are an organisation that is NOT governed by a Trust Deed.

Please complete this application form in **BLOCK CAPITALS** and return to: IFSL, PO Box 13586, Chelmsford, CM99 2GS or to your financial adviser, along with the relevant governing documents as detailed in Appendix A.

Please select one of the following categories:

- ☐ Charitable Organisation
- ☐ Registered Charity
- ☐ Community Investment Company
- ☐ Community Land Trust
- ☐ Private Client Donor
- ☐ Nominee Company

Section A - Charity Details Please complete this section in full as this is mandatory

We wish to purchase shares on behalf of:

Organisation name

Primary contact name

Designation

Charity number/HMRC exemption number

If your charity is unable to supply your Charity Commission Registration Number, then further evidence of the charitable purpose of the organisation will also be required. This could be in the form of an HMRC exemption number (which must be accompanied by a copy of the documentation from HMRC which clearly states the charity’s eligible status as tax-exempt).

Shares are to be registered in the name of:

Registered name

Registered address

Postcode

Country

Existing holder ID/account number (if known)

Correspondence address

Postcode

Country

Telephone number

Email address

Section B Please add details as appropriate for your organisation

B.1 BENEFICIAL OWNERS AND PERSONS OF SIGNIFICANT CONTROL ☐

If your organisation has a Beneficial Owner or Persons of Significant Control, please tick the box above and provide their details in the box below.

A Beneficial Owner or Person of Significant Control is an individual or entity which owns or controls more than 25% of the shares or voting rights.

Title	Surname	First name(s)
Role	Date of birth <div>D D M M Y Y Y Y</div>	
<div><input type="checkbox"/> Beneficial Owner <input type="checkbox"/> Person of Significant Control</div>		

Permanent residential address	
Postcode	Country

Title	Surname	First name(s)
Role	Date of birth <div>D D M M Y Y Y Y</div>	
<div><input type="checkbox"/> Beneficial Owner <input type="checkbox"/> Person of Significant Control</div>		

Permanent residential address	
Postcode	Country

Title	Surname	First name(s)
Role	Date of birth <div>D D M M Y Y Y Y</div>	
<div><input type="checkbox"/> Beneficial Owner <input type="checkbox"/> Person of Significant Control</div>		

Permanent residential address	
Postcode	Country

Title	Surname	First name(s)
Role	Date of birth <div>D D M M Y Y Y Y</div>	
<div><input type="checkbox"/> Beneficial Owner <input type="checkbox"/> Person of Significant Control</div>		

Permanent residential address	
Postcode	Country

Section B continued

B.2 DIRECTORS/OTHER ☐

If your organisation does not have Beneficial Owners or Persons of Significant Control please tick the box above and provide details below clearly indicating the role of the individual.

This should be Directors if possible but if your organisation does not have Directors, please provide details of other persons who control the account.

Title	Surname	First name(s)
Role		
Permanent residential address		
Postcode		Country
Date of birth	D D M M Y Y Y Y	Telephone number
Email address		

Title	Surname	First name(s)
Role		Name
Permanent residential address		
Postcode		Country
Date of birth	D D M M Y Y Y Y	Telephone number
Email address		

Title	Surname	First name(s)
Role		Name
Permanent residential address		
Postcode		Country
Date of birth	D D M M Y Y Y Y	Telephone number
Email address		

Title	Surname	First name(s)
Role		Name
Permanent residential address		
Postcode		Country
Date of birth	D D M M Y Y Y Y	Telephone number
Email address		

N.B. If any of the above have an address outside of the UK, a Common Reporting Standard (CRS) form must be completed. Please contact IFSL for further information. Email enquiries@service.ifsifunds.com or call 0808 178 9321 or +44 1204 803 932 (if calling from abroad).

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.

Section C – Financial Adviser’s Details To be completed by your financial adviser if applicable

Adviser’s name/firm

Adviser’s email address

FCA number

Agency code (if known)

Adviser’s firm stamp

Please tick all which apply

☐ Cancellation rights apply

☐ Discretionary business

☐ Advised business

☐ Execution only

☐ Portfolio management services

Section D – Future Income and Withdrawal Instruction This section is mandatory

Income options

Where you have chosen to invest in a fund with income units/shares, you can choose how any income paid from those investments should be dealt with. Please tick one option:

☐ REINVEST IN FUND

☐ PAY TO BANK ACCOUNT

Withdrawals

When you choose to take out part, of all, of your investment, we can only pay electronically into your nominated UK bank account.

Nominated bank

Please provide your bank details that any future income and withdrawals are to be paid to.

Name of bank/building society

Name of account holder

Bank account number

Sort code

x

x

-

x

x

-

x

x

Roll number/building society reference

Section E - Investment Details

This section is mandatory

Fund name	ISIN of Fund	Lump sum investment
1.		
2.		
3.		
4.		
5.		
TOTAL		

Investing a lump sum:
Phone us, to **pay by debit card**.
Alternatively, you can **pay by cheque**, made payable to Investment Fund Services Limited.
Payment must come from a bank account in the name of the charity. We're unable to accept payment from a third party.

Section F - Authorised Signatories

Please provide an original or certified copy of your most up to date signatory list.

Section G - Privacy Notice

We're committed to processing the personal data that you provide to us in line with the latest data protection and data privacy legislation in force within the United Kingdom. We'll use your information in order to provide the service detailed in this Application Form and to administer your investments, communicate with you and provide information on our products and services when you request it, to meet our legal obligations and for the purposes of fraud prevention.

Our full Privacy Notice

It's important that you read our full Privacy Notice, which explains how the personal information you give us will be used. The Privacy Notice can be found on our website at www.ifslfunds.com, or you can ask us for a copy.

Section H – Declaration Please ensure that you read and sign this section as this is mandatory.

Please ensure at least two signatories sign from your latest signatory list, unless only one person is authorised to sign on your behalf.

- I/We declare that I/we have read and understood the relevant Key Investor Information Document (KIID), the Supplementary Information Document (SID) and the IFSL Terms & Conditions and agree to be bound to these. I/We understand that these documents form part of the terms and conditions of my/our investment in the fund(s) and are available at www.ifslfunds.com
- I am aware that the full prospectus, which includes the risk warnings relevant to the fund(s), is available from www.ifslfunds.com
- To the best of my/our knowledge and belief, all statements made in this application form are true and correct and I/we shall inform IFSL immediately of any changes herein
- I/We declare that I am/we are 18 years of age or over and I/we wish to buy shares as set out above at the buying price prevailing at the first valuation point following receipt of this completed application
- I/We declare that I am not/we are not US Person(s) (either a resident or citizen) and acknowledge that US Persons cannot hold shares in the fund(s)
- I/We understand that you may require additional information from me/us in accordance with the money laundering regulations and I/we acknowledge that electronic data sources may be used to check my/our identity under the money laundering regulations
- The shares will, at all times, be held on behalf of the organisation
- The income is for charitable purposes only
- I/We confirm that this application is being made on behalf of a charitable organisation and that I/we will inform IFSL if it ceases to be charitable
- I/We consent to my/our shares being compulsorily redeemed in accordance with the Prospectus in the event that these statements are not correct or become incorrect in the future
- I/We have read the IFSL Privacy Notice concerning the use of my/our personal data

Primary contact name

Primary contact signature

Date

D | D | M | M | Y | Y | Y | Y

Client name

Client signature

Date

D | D | M | M | Y | Y | Y | Y

Client name

Client signature

Date

D | D | M | M | Y | Y | Y | Y

Appendix A: Identity Verification Documents for Charities

Documents we will accept if you are:

A Trust:	<ul style="list-style-type: none">• The Trust Deed or Declaration of Trust• Any subsequent deeds dealing with any changes of trustees
A company limited by guarantee:	<ul style="list-style-type: none">• Certificate of Incorporation• Memorandum and Articles of Association
An unincorporated association:	<ul style="list-style-type: none">• The written constitution of the association• Any rules governing the association
A Charitable Incorporated Organisation (CIO) or Scottish Incorporated Organisation (SCIO):	<ul style="list-style-type: none">• The written constitution of the organisation
A body incorporated by Royal Charter:	<ul style="list-style-type: none">• Copy of the relevant Royal Charter
A body constituted by Act of Parliament:	<ul style="list-style-type: none">• Written confirmation of the Act concerned
A Parochial Church Council (PCC):	<ul style="list-style-type: none">• Diocesan records confirming the creation of the PCC
Another religious body or place of worship (and not governed by any other documents in this section):	<ul style="list-style-type: none">• Written confirmation of existence from the regional headquarters of the religious denomination concerned

In all cases IFSL wish to verify the Charity itself, regardless of how the investment is registered. We understand that charitable bodies may have been constituted by one of a number of methods. In all cases where a Scheme issued by the Charity Commission or Court has superseded the original governing document then this is also required.

Controller verification:

Where an investment is held in the name of the charitable organisation, up to four individuals can also be registered with authority to provide us with instructions. These individuals are referred to as 'controllers' and may need to have their identity verified.*

We will try to verify the identity of such individuals using an electronic verification system first. However, if this is not possible, we may then ask you to provide two pieces of 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).