

Charitable Organisation Application Form

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, Marlborough House, 59 Chorley New Road, Bolton BL1 4QP 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

Existing holder ID/account number (if known)

Correspondence address

Postcode

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.

Beneficial owner/name

Role

Date of birth

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

Beneficial Owner Person of Significant Control

Permanent residential address

Postcode

Beneficial owner/name

Role

Date of birth

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

Beneficial Owner Person of Significant Control

Permanent residential address

Postcode

Beneficial owner/name

Role

Date of birth

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

Beneficial Owner Person of Significant Control

Permanent residential address

Postcode

Beneficial owner/name

Role

Date of birth

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

Beneficial Owner Person of Significant Control

Permanent residential address

Postcode

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.

Role	Name
Permanent residential address	
	Postcode
Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number
Email address	

Role	Name
Permanent residential address	
	Postcode
Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number
Email address	

Role	Name
Permanent residential address	
	Postcode
Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number
Email address	

Role	Name
Permanent residential address	
	Postcode
Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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 on CAF@ifslfunds.com or 0808 178 9321/+44 1204 803 932 for further information.

Section C - Financial Adviser's Details To be completed by your financial adviser if applicable

Adviser's name/firm _____
Adviser's email address _____
FCA/FRN 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 - Income Instruction & Bank Details Please tick only one option. This section is mandatory

When providing bank details please ensure these are accurate as we cannot accept any responsibility for payments made to incorrect account details which have been provided here.

REINVEST INCOME
(accumulation shares will be used where available)

PAY INCOME TO MY BANK ACCOUNT
(see below)

Cheques cannot be sent for dividend payments, if bank details are not provided income will be reinvested.

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 Please provide details of your investment choices. This section is mandatory

Fund name	SEDOL/ISIN of Fund	Lump sum investment	Monthly amount
1.			
2.			
3.			
4.			
5.			
TOTAL			

Lump Sum Payment can be sent via bank transfer to our client account using the following details:

Account Name: 'Investment Fund Services Limited' **Sort Code** '40-05-30' **Account Number:** '54597761' and must include the main applicants full name as a reference. Alternatively payment can be made by cheque, up to a maximum of £100,000.00, made payable to 'Investment Fund Services Limited'.

Monthly: Please ensure that section F is fully completed to allow us to process your application.

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 F - Mandate Details

Instruction to your bank or building society to pay by Direct Debit

To: The Manager

Service User: Investment Fund Services Ltd (IFSL),
Marlborough House, 59 Chorley New Road, Bolton BL1 4QP



Bank/Building society

Service User No:

2	4	6	5	6	6
---	---	---	---	---	---

Address

Reference: (to be completed by IFSL)

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Postcode

Instruction to your Bank or Building Society:

Please pay IFSL Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with IFSL and if so, details will be passed electronically to my Bank/Building Society.

Name(s) of
account holder(s)

Print name

Bank/Building society
account number

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Branch sort code

x	x	-	x	x	-	x	x
---	---	---	---	---	---	---	---

Please be aware that any bank details provided in this section will override any existing bank details that we may hold for you, unless otherwise stated.

We will write to you to confirm the date on which your Direct Debit will be collected.

Section G - Authorised Signatories

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

Section H - 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 I - Marketing Preferences

Please tick the box set out below if you are happy for your data to be used by CAF to send you marketing information about its products and services that it considers may be of interest to you.

By ticking this box I/we confirm that I/we provide my/our consent to CAF using my/our data (as such term is defined below) for these purposes.

Data means: Registered name, registered address including postcode, correspondence address including postcode, account number, email address, telephone number, and deceased status. The data will be processed by CAF in accordance with their privacy policy.

You can withdraw your consent for CAF using your personal data to send you marketing information at any time by contacting IFSL.

Please only tick the box where all applicants to a joint application provide their consent.

Section J - The Direct Debit Guarantee Please retain for your own records

Banks and Building Societies may not accept Direct Debit Instructions for some types of account. This guarantee should be detached and retained by the payer.

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit IFSL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request IFSL to collect a payment, confirmation of the amount and date will be given to you at the time of the request

- If an error is made in the payment of your Direct Debit, by IFSL or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

– If you receive a refund you are not entitled to, you must pay it back when IFSL asks you to

- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Section K - Declaration

Please ensure that you read and sign this section as this is mandatory.

All holders must sign.

This must be signed in accordance with your most up to date signatory list.

- 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:

- The Trust Deed or Declaration of Trust
 - Any subsequent deeds dealing with any changes of trustees
-

A company limited by guarantee:

- Certificate of Incorporation
 - Memorandum and Articles of Association
-

An unincorporated association:

- The written constitution of the association
 - Any rules governing the association
-

A Charitable Incorporated Organisation (CIO) or Scottish Incorporated Organisation (SCIO):

- The written constitution of the organisation
-

A body incorporated by Royal Charter:

- Copy of the relevant Royal Charter
-

A body constituted by Act of Parliament:

- Written confirmation of the Act concerned
-

A Parochial Church Council (PCC):

- 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):

- 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).