

# Buy units form

## Important information

### **Please read before completing this form.**

This form can be used for adding units to an existing or newly opened account. Please request an additional account application form if you require a new account.

One form should be used for a single transaction.

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.

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## Section 1 Transaction details

Organisation name

Account number

Value

£

Amount in words

Note: This transaction will be processed as detailed in the fund's Scheme Information.

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## Section 2 Payment details

Payment will arrive on:          Date (dd/mm/yyyy)

Please send payment to the bank account detailed below.

Name:                                    **CCLA Fund Managers Limited Client Money Payments Account**

Sort code:                              **40-05-30**

Account number:                      **33694887**

Please quote your CCLA account number as a reference on the payment.

**Failure to provide all of the above information may result in the transaction not being processed.**

## Section 3 Declaration

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

### Authorised signature(s)

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

Authorised signature

Full name

Daytime telephone number

Date (dd/mm/yyyy)

Authorised signature

Full name

Daytime telephone number

Date (dd/mm/yyyy)

A contract note confirming the transaction will be sent to the main contact. Please help us keep our records up to date by notifying us immediately of any changes. A form is available on request for this purpose.

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CCLA  
One Angel Lane  
London EC4R 3AB

**CCLA**  
BECAUSE GOOD IS BETTER

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

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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 Local Authorities' Property Fund. Local Authorities' Mutual Investment Trust is the trustee of the Fund and is registered in England & Wales as a company limited by guarantee (No. 700132) at the address above.

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.