

**This document is important and requires your attention**

Dear Investor

**Changes to the Scheme and Scheme Particulars relating to the Charities Property Fund (the "Fund")**

We are writing to inform you that, as of 24 September 2018 ("Effective Date"), Savills Investment Management (UK) Limited (the "Manager") and Citibank Europe plc, UK Branch (the "Trustee") have approved certain changes to the Scheme and Scheme Particulars which govern the Fund. These changes have been made to clarify current practice and to reflect recent legislative changes. You do not need to do anything but for your information we have set out a summary of the changes below.

Updated versions of the Scheme and the Scheme Particulars which reflect the amendments outlined below are available on the Fund's website ([www.cpfund.co.uk](http://www.cpfund.co.uk)).

**1. Amendment to the Scheme**

Registrar function

Inconsistencies were identified in the Scheme relating to whether the Manager or the Trustee has the responsibility to maintain the register of the Charities Property Fund and to appoint a person to act as the registrar of the Fund. To clarify the position and to reflect actual practice, the Manager and the Trustee have agreed that the Trustee is not responsible for the registrar function and that the Manager has this responsibility (with the power to delegate).

**2. Amendments to the Scheme Particulars**

Registrar function

The Scheme Particulars have been updated to reflect the latest date of the Scheme (the Effective Date) in the definition of "Scheme" and in paragraphs 2.1 and 2.2.

The Scheme Particulars have also been updated to align with the amendments made to the Scheme and define the "Registrar" as "the Manager or any person appointed by the Manager as its delegate from time to time".

Delegation to Langham Hall

Upon a review of the Scheme Particulars, it came to our attention that delegation of certain administrative tasks (such as the preparation of financial statements and maintenance of underlying accounting records) and transfer agency roles (such as maintaining the register of Unit Holders and issuing contract notes) to Langham Hall UK Services LLP ("Langham Hall") was not detailed.

The Scheme Particulars have been updated to reflect practice, to clarify the services currently being performed by Langham Hall and to define the role of 'Administrator' and 'Transfer Agent'. Please refer to paragraph 2.5.7 and sections 4 and 7 of the revised Scheme Particulars for further details.

#### Definition of “Charities”

The definition of “Charities” has been amended to refer to “Charity” or “Charities”, and to update the reference to the most recent Acts of Parliament.

#### A Common Investment Fund

Paragraph 2.1 of the Scheme Particulars has been updated to reference the most recent Acts of Parliament and to refer to the Effective Date.

#### Application and redemption forms

The Scheme Particulars have been updated in paragraphs 5.2.1 and 5.2.2 to state that application and redemption forms can be found on the Fund’s website ([www.cpfund.co.uk](http://www.cpfund.co.uk)) and should be returned to the address stipulated on the forms.

#### Recent legislative changes

We have made the following changes to take recent legislative changes into account:

- 1) Paragraph 2.5.6 – further detail on the Manager’s conflicts of interest policy has been added.
- 2) Paragraph 4.3 – wording has been added to detail the Property Manager’s policy on inducements and research. We have also clarified in paragraph 6.4 that fees charged to capital may include an agent’s investment acquisition and disposal fees or broker’s fees or commission where such payments may be made in accordance with the Financial Conduct Authority’s Rules.
- 3) Paragraph 4.5 – wording has been added on best execution to state that “the Property Manager has controls in place to provide the Fund with the best possible result in accordance with its execution policy and to ensure that all sufficient steps are taken to act in the Fund’s best interests when executing orders that relate to Indirect Property Interests”.
- 4) Paragraph 7.10 – wording has been added on the Property Manager’s policy on recording telephone conversations and keeping electronic communications.

#### Data Protection

Wording on data protection in section 11 of the revised Scheme Particulars has been updated to reference Regulation (EU) 2016/679 (the General Data Protection Regulation) and to update the reference to the Data Protection Act. A website reference ([www.savillsim.com/footer/privacy.aspx](http://www.savillsim.com/footer/privacy.aspx)) has also been provided to the Manager’s privacy notice.

#### Policy on interest

While the Scheme Particulars previously stated that interest will not be paid on any application monies held as client monies in a client bank account in advance of a Settlement Date (refer to paragraph 5.2.1), they were silent on the treatment of any potential interest earned on distributions and redemptions. We have therefore taken the opportunity to set out the policy relating to interest on distributions and redemptions.

Any interest earned on distribution or redemption monies held in a client money account will not be paid to you, consistent with the approach we already take on application monies. Please see paragraphs 5.2.2 and 5.7.6 of the revised Scheme Particulars for the additional wording on this. In practice, there is likely to be very little impact of this change on you as the interest rate on the client money account is currently 0%.

We have also clarified in paragraph 4.4.1 that interest is not paid out to you on cash held in the “Distribution Account”.

#### FCA address

The address of the FCA has been updated to 12 Endeavour Square, London, E20 1JN.

Savills Investment Management (UK) Limited, registered in England, number 3680998, which is authorised and regulated by the Financial Conduct Authority, number 193863, and is a subsidiary of Savills Investment Management LLP, registered in England, number OC306423 which is authorised and regulated by the Financial Conduct Authority, number 615368.

The registered office of both entities is at 33 Margaret Street, London, W1G 0JD.

#### Other amendments

We have also taken the opportunity to:

- ) correct typos in the definition of "Valuer" and in paragraphs 2.5.6 and 2.7 of the revised Scheme Particulars; and
- ) widen the definition of "Relevant Persons" as defined in paragraph 4.4 to include the newly-defined roles of Registrar, Transfer Agent and Administrator.

### **3. Further Information**

Should you wish to discuss the amendments outlined above in further detail or should you require a hard copy of either the Scheme or the Scheme Particulars, please contact us on 020 3107 5439 or email [cpfadmin@savillsim.com](mailto:cpfadmin@savillsim.com).

Yours faithfully



**Harry de Ferry Foster MRICS**  
**Director of Investment**



**Richard James**  
**Chief Financial Officer**

**Savills Investment Management (UK) Limited**

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