



APPLICATION FORM

To: The Corporate Trustee of 'The Charities Property Fund', c/o Savills Investment Management (UK) Limited, 33 Margaret Street, London W1G 0JD.
We wish to apply for units in 'The Charities Property Fund' in accordance with the terms and conditions overleaf.

Note: If the charity is not currently invested in the Fund and is not investing via a nominee, please complete the 'Request for Information' form available on the website: www.cpfund.co.uk/about/how-to-invest. Refer to section 5 in the terms and conditions for more details.

INVESTMENT DETAILS

We would like to make an investment of £

Or we would like to buy units

Confirm the quarterly dealing date you are applying for

Hard copy application forms must be received by the Manager on or before 5pm on the 15th day of the month in which dealing occurs (if not a business day, the preceding business day).

Dealing dates:

Q1 Dealing date: 31 March

Q2 Dealing date: 30 June

Q3 Dealing date: 30 September

Q4 Dealing date: 31 December

* if the dealing date is not a business day, it will be the preceding business day

Settlement date is the dealing date + 4 business days

INVESTOR DETAILS

Name of charity

Contact name

Contact number

Email address

Distribution tax voucher email address

Registered address

Tax exempt number

Please tick if the RFI form has been completed & returned: ☐
(not applicable if the charity is investing via a nominee)

NOMINEE DETAILS (if applicable)

Nominee name

Designation (if any)

Nominee address

Contact name

Contact number

Email address

Where did you hear about the Fund?

SETTLEMENT PAYMENT DETAILS

Please transfer Funds to:

Royal Bank of Scotland Plc

Sort code 16-04-00

Account number 31325864

Reference the charity/nominee name

If the payment is being made by cheque, please make it payable to 'The Charities Property Fund' and send it to the address above. All monies to be received by settlement date.

DISTRIBUTION PAYMENTS

Please provide your charity's/nominee bank account details for the quarterly income distribution payments:

Name of Bank

Bank sort code

Account name

Account number

AUTHORISED SIGNATORY 1

Name

Signature

Position

Date

AUTHORISED SIGNATORY 2

Name

Signature

Position

Date

Forms can only be processed if two signatures are provided. If required please supply details of additional signatures on a separate sheet of paper.

Please tick if you do want to be contacted about any other products or services ☐

TERMS & CONDITIONS OF APPLICATION

I/We confirm that I am/we are authorised to act on behalf of the subscribing charity (the 'Participating Charity').

I/We confirm that the participating charity is eligible to invest in The Charities Property Fund.

I/We agree in consideration for the allotment to us of units to be responsible to the Corporate Trustee of The Charities Property Fund, the Manager and Unit Holders, against all and any losses suffered by it including (without limitation) any taxation or other liabilities that may arise as a result of the participating charity being ineligible (or ceasing to be eligible) to invest in The Charities Property Fund.

I/We authorise the taxation authority holding the requisite details to confirm to the Manager the reference number shown overleaf and for it to confirm that the participating charity is a body regarded as charitable for tax purposes within the meaning of Section 506 ICTA 1988 (or any successor legislation).

NOTES

1. Pricing

Valuations of the property of The Charities Property Fund are carried out quarterly, in accordance with the Scheme and Scheme Particulars to determine the price at which units may be purchased or redeemed.

Units in The Charities Property Fund are priced on a forward basis.

Units in The Charities Property Fund are dual priced, and the issue and redemption prices are calculated in accordance with the Scheme Particulars, as follows:

(i) Unit Purchase Price

The issue price of units in The Charities Property Fund is calculated each quarter by taking the net asset value of the Fund at the relevant Valuation Date and adding an amount representing the estimated dealing costs of then purchasing each of the assets of the Fund. This is then divided by the number of units in issue to determine the Unit Purchase Price. A Preliminary Charge is then added to determine the final issue unit price.

(ii) Unit Redemption Price

The redemption price of units in The Charities Property Fund is calculated each quarter by taking the net asset value of the Fund at the relevant Valuation Date and subtracting an amount representing the estimated dealing costs of then disposing of each of the assets of the Fund. This is then divided by the number of units in issue to determine a Unit Redemption Price.

Please note that a "matching" process may apply in certain circumstances. Further information on the "matching" process is set out in the Scheme Particulars.

2. Unit Purchases

To purchase units in The Charities Property Fund please send a completed application form and cheque made payable to 'The Charities Property Fund' to The Charities Property Fund, Savills Investment Management (UK) Limited, 33 Margaret Street, London, W1G 0JD.

Alternatively, you can make payment via a telegraphic transfer direct to our Bank Account, Royal Bank of Scotland PLC, Sort Code 16-04-00, Account number 31325864, quoting the charity's name as a reference.

An application form must be received by the Manager on or before 5.00pm on the 15th day of the month in which the Valuation Date falls (or if that is not a Business Day the preceding Business Day) for dealing on the next Dealing Date.

Subscription money awaiting investment into The Charities Property Fund will be held in an account in the name of Savills Investment Management LLP. The money will be dealt with in accordance with the FCA's Client Money Rules which require Savills Investment Management LLP to hold your money in a client bank account at an approved bank opened at a branch in the United Kingdom. Interest will not be paid on any application monies held as client monies in a client bank account in advance of a Settlement Date.

If the Manager accepts your purchase instruction, units will be issued on the Dealing Date. A contract note confirming the purchase details will then be sent to you as soon as possible afterwards.

3. Change of participating charity's details

Details regarding the participating charity's name and address, contact name etc. must be completed on the application form. Any subsequent change to these details must be notified to The Charities Property Fund immediately in writing.

4. Unit Redemptions

To redeem units in the Charities Property Fund please send a completed redemption form to The Charities Property Fund, Savills Investment Management (UK) Limited, 33 Margaret Street, London, W1G 0JD.

A redemption form must be received by the Manager on or before 5.00pm on the 15th day of the month in which the Valuation Day falls (or if that is not a Business Day the preceding Business Day) for dealing on the next Dealing Date.

I/We acknowledge that any decision to buy or sell units in The Charities Property Fund is mine/ours alone. Accordingly I/we acknowledge that I/we will not be relying on the Manager to provide any advice or exercise any judgment on our behalf about the merits or suitability for us of the transaction.

I/We agree, by completing and submitting this application form to be bound by the terms of The Charities Property Fund's Scheme and Scheme Particulars and any subsequent amendments to the terms of The Charities Property Fund's Scheme and Scheme Particulars.

Terms defined in the Scheme and Scheme Particulars shall bear the same meanings in this application form.

The Manager will use this personal information for the following purposes:

- administering The Charities Property Fund and the participating charity's investment;
- verifying the charitable status of the participating charity; and providing customer services to the participating charity.

The Manager will need to disclose this personal information to its service providers and agents for these purposes. In particular, the Manager will disclose your information to Langham Hall UK LLP (or any successor organisation performing the same role) which is an organisation that assists the Manager as an administrator and registrar for The Charities Property Fund.

The Manager may share this personal information with organisations which are its business partners in the operation of the Fund. The Manager and/or its business partners may use this personal information to keep the participating charity up-to-date on matters related to their businesses or The Charity Property Fund (for example, by sending newsletters).

The Manager and/or its business partners may also use this personal information for identifying other products and services which might be suitable for the participating charity and may contact the participating charity by mail or email to let the participating charity know about any such products or services and may keep this personal information for a reasonable period to enable them to do so; if you do want them to do this, please tick the appropriate box shown on the front of this Application.

Please note, the Manager is keen to encourage the use of email as a means of contacting the participating charity.

By returning this completed Application the participating charity consents to the Manager and/or its business partners (as appropriate) processing personal data for the above purposes.

All of the information held by The Charities Property Fund is confidential to its Manager and the Corporate Trustee and will not be disclosed by them to third parties except where required by a relevant regulatory authority. If you are in any doubt about the contents of this document you should consult your investment adviser, solicitor, accountant or other professional adviser.

13. Risk warning

Charity trustees must from time to time review the investments of the charity, and consider whether, having regard to the investment criteria (set out in the paragraph below) imposed by charity law, the investments are appropriate or should be varied.

The investment criteria are:

- the suitability to the charity of investments of the same kind as any particular investment proposed to be made or retained and of that particular investment as an investment of that kind; and
- the need for diversification of investments of the charity, in so far as is appropriate to the circumstances of the charity.

Before exercising the power of investment of the charity, the charity trustees must obtain and consider proper advice about the way in which, having regard to the investment criteria, the power should be exercised.

'Proper advice' is the advice of a person who is reasonably believed by the charity trustees to be qualified to give it by his ability in, and practical experience of, financial and other matters relating to the proposed investment.

The price of units and income from units may go down as well as up. On selling or redeeming units, a participating charity may not get back the original amount invested.

Please see the Scheme Particulars for further details of the risk factors.

When the Charities Property Fund receives a correctly completed redemption form within the specified time period (subject to the conditions and rights to delay redemption as stated in the Scheme and Scheme Particulars), units will be redeemed on the next Dealing Date at the redemption price for that day. A contract note confirming the redemption details will be sent to you as soon as possible afterwards.

An electronic transfer of the proceeds of redemption to an account nominated by the participating charity, or, at the option of the Charities Property Fund, a cheque for the proceeds of the redemption made payable to the participating charity, shall be transmitted, or as the case may be, forwarded, to the participating charity on the fourth Business Day post Dealing Date.

5. Distributions (Dividends)

The income of The Charities Property Fund (less charges and expenses) shall be distributed (rateably in accordance with the number of units held by the participating charity at the immediately preceding Valuation Date) on each Allocation Date in accordance with the Scheme and the Scheme Particulars.

If the completed Request for Information form has not been received prior to the first payable distribution if the charity is not investing via a nominee, the Fund will withhold the monies in the Client Money Account until the form has been received and checks are complete.

6. Investment and redemption amounts

As set out in the Scheme Particulars, subject to the discretion of the Manager, the minimum initial investment by a participating charity is £25,000. Existing participating charities can subscribe for further units in any amount. The minimum amount of any one redemption is £10,000 unless the participating charity's entire holding is being redeemed. These limits may be waived at the Manager's discretion.

7. Price publication

The most recent issue and redemption prices of units in The Charities Property Fund will be published on The Charities Property Fund website (www.cpfund.co.uk) or otherwise as determined by the Manager.

8. Report and accounts

The Charity Property Fund's report and accounts will be forwarded to the participating charities twice a year (for the interim period to 24th December and the full year ending 24th June).

9. Right to refuse applications

The Manager reserves the right to refuse an application to purchase units in The Charities Property Fund in its absolute discretion.

10. Liability

The Manager and the Corporate Trustee shall not in any circumstances other than wrongdoing on their part be liable to the participating charity for any loss or damage suffered by the participating charity as a result of investing in The Charities Property Fund.

11. Power of Attorney

If you are allotted Units but subsequently cease to qualify as eligible to invest in a common investment fund you irrevocably appoint one or more of the directors of the Manager as your true and lawful attorney to execute all instruments and other documentation required to effect the redemption of Units allotted to you. You agree to ratify all and any acts of the attorney.

12. Data Protection

The personal information provided by the participating charity on this form (such as name, address, contact telephone number and email address) will be held by the Manager on behalf of The Charities Property Fund.