Charities Property Fund

Request For Further Information Form

1. ANTI-MONEY LAUNDERING (AML) REQUIREMENTS

Savills Investment Management (UK) Limited (the "Manager") is required to obtain certain information from you in order to comply with UK anti-money laundering requirements. To undertake this process, the Manager has employed the services of Apex Fiduciary Services (UK) Limited, the current administrator for the Charities Property Fund.

Please note that the Manager reserves the right to make further checks and to require further documentation as it considers appropriate and may require you to provide up-to-date information and supporting documentation from time to time.

Please complete and return this form as soon as possible. Please refer to section 2 in the terms and conditions for more details.

Instructions

Please complete this document with reference to the guidance notes in Annex 2 on page 4.

You must identify from the list below which option best relates to the charity. Please tick the most applicable box and proceed:

☐	Registered charity in England or Wales	(registered with the Charity Commission)
☐	Registered charity in Scotland	(registered with the Scottish Charity Regulator (OSCR))
☐	Registered charity in Northern Ireland	(registered with the Charity Commission for Northern Ireland (CCNI))
☐	Registered as a place of worship in the UK	(please provide copies of correspondence from HMRC confirming charitable status)
☐	An exempt charity	(please provide copies of correspondence from HMRC confirming charitable status)
☐	A Charitable Incorporated Organisation	(please provide a copy of the Certificate of Incorporation)

2. REGISTERED CHARITY DETAILS

Full registered name of charity:

Working name of charity (if applicable):

Registered number (if applicable):

Registered address of charity (Please note that PO Box addresses are not acceptable):

Nature of the charity's activities and objectives:

Beneficial owners, and where relevant, shareholders:

A beneficial owner is any individual/entity who/which benefits/exercises control of >25% of the charity.

Names of all trustees/protectors (or equivalent):

Please tick the relevant box to confirm the legal status of the charity and refer to the relevant section of this questionnaire for details of the required CDD documentation that will need to be provided :

- ☐ A charitable company limited by guarantee
- ☐ A charitable incorporated organisation incorporated by Royal Charter or by Act of Parliament
- ☐ A charitable incorporated organisation under the Charity Commission
- ☐ A foundation
- ☐ A trust
- ☐ An unincorporated association
- ☐ Other (please specify) _____

3. QUESTIONS RELATED TO FINANCIAL SANCTIONS

Financial Sanctions are restrictive measures imposed on individuals, entities and/or countries to restrict their activities. These restrictions are put in place by the United Kingdom (UK), the European Union (EU), the United States (US) or the United Nations (UN).

Does your charity have any direct or indirect exposure to any country that is subject to Financial Sanctions?

☐ Yes ☐ No (If yes, provide details)

Does your charity acquire the funds, from a source (e.g. person/entity) that is subject to Financial Sanctions, to make this investment?

☐ Yes ☐ No (If yes, provide details)

Does your charity donate or invest money to countries/parties that are subject to Financial Sanctions?

☐ Yes ☐ No (If yes, provide details)

4. SOURCE OF FUNDS

In order to comply with current legislation, we are required to ascertain how the charity acquired the funds to make this investment.

Please confirm the charity's source of funds:

If the charity donates or invests money outside the UK, please list the jurisdictions in which these activities occur. Please clarify whether the donations or investments are made directly or indirectly through third parties:

Please note that in certain situations documentation to verify/support the source of funds declaration will be requested.

5. CONTACT DETAILS and AUTHORISED SIGNATORIES

Please identify those authorised to give instructions and sign relevant documents in the space provided on page 4. If more than two signatories are required to have authorisation, please provide an authorised signatory list on charity headed paper or a set of full meeting minutes showing the appointment of the authorised signatories. These documents are to be signed by the CEO, Chairman or an Officer/ Trustee of equivalent standing.

AUTHORISED CORRESPONDENT CONTACT DETAILS

Contact name:

Position at charity:

Contact email address for:

Monthly valuation statements -

Quarterly distribution tax vouchers -

Fund performance updates, e.g. quarterly factsheet -

Contact telephone number:

Contact postal address:

AUTHORISED SIGNATORIES

This section must be read and completed by the authorised signatories as confirmation of the following:

- The Terms and Conditions contained within Annex 1 and the Guidance Notes contained within Annex 2 have been read and understood;
- The charity bank account to which we pay distribution payments will only be used to hold charitable money;
- The two signatories are authorised to act on behalf of the charity (if more than two authorised signatories are required, authorisation should be provided as noted in section 3);

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

We confirm that the participating charity is eligible to hold investment in the Charities Property Fund.

We agree as holders 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.

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).

Two authorised signatories must be provided. The Charities Property Fund requires at least one authorised signatory to be a trustee of the investing charity.

AUTHORISED SIGNATORY 1

Name

Signature

Position

Date

AUTHORISED SIGNATORY 2

Name

Signature

Position

Date

6. GUIDANCE NOTES

Entity Types

Certified copies of Know Your Customer (KYC) or other additional KYC documentation will be obtained in certain situations in line with the Manager's risk based approach.

A – Individuals		
1	• Proof of Identity • Date and place of birth	**Please provide a clear and legible certified true copy of one of the following documents** • Current passport/national identity card which includes the photograph page and pages containing the reference number, date and country of issue, nationality, place and date of birth and expiry date. • Current national identity card which includes photograph, personal identification number, date and country of issue, nationality, place and date of birth and expiry date. • Current driving licence issued in the EEA or Switzerland which includes photograph, date and country of issue, place and date of birth and expiry date. • Certification of ID for an individual – "I certify this to be a true copy of the original document seen by me, and a good likeness of the individual concerned". Certification is accepted from a verifiable accountant/solicitor/lawyer/notary.

2	• Proof of residential address	**Please provide an original or a certified true copy of one of the following documents**
		• Utility bill dated within the last 3 months (we cannot accept a mobile telephone bill)
		• Bank statement dated within the last 3 months
		• Correspondence from an independent source, such as a central or local government department or agency issued within the last 3 months
		• Credit Card statement within the last 3 months
		• A latest Mortgage statement
		• Tax documentation (showing name, address, unique identifier and in date for the current period)
		• A letter of introduction confirming residential address and issued within the last 3 months from:
		  • an individual with recognised capacity to certify documents; or
		  • a financial services business that is regulated by the FCA; or
		  • a recognised regulated financial services business.
		• Certification for Proof of address – "I certify this to be a true copy of the original document seen by me and the document is valid". Certification is accepted from a verifiable accountant/solicitor/lawyer/notary.
		
		Please note that c/o addresses and PO Box addresses are not acceptable.

B – Charitable Company		
1	• Proof of incorporation • Proof of legal name • Proof of company registration/ official identification number • Proof of registered address	Please provide a certified true copy of the following: • Certificate of incorporation (or similar evidence of company registration • If legal name has changed since incorporation, please also provide current evidence of legal name from the relevant companies register
2	Evidence of ownership and control	Please provide certified true copies of the following: • Group structure chart • Share register • Directors register
3	**ID&V for any natural person** who is a shareholder/beneficial owner who owns or controls 25% or more of the entity's shares, voting rights, capital or rights to equity in the company.	Please provide the requirements for an individual.
4	Identification measures for shareholder/beneficial owner who owns or controls 25% or more of the entity's shares, voting rights, capital or rights to equity in the company **who are not a natural person**.	Please provide documentation relevant to the appropriate entity type as per the documentation requirements set out in this booklet.
5	ID&V for directors or equivalent	Please seek guidance should there be a corporate controller and provide requirements for an individual if controller is a natural person.

C – Foundation		
1	Legal documents e.g. charter or equivalent	Please provide a certified true copy of the charter or equivalent and regulations of the foundation which enables identification of the following: • legal name; • official identification number; • registered office address; • principal office address (if different); • date of incorporation; • place of incorporation; • registered agent (if any); • the founder; • all council members; • any guardian; • any beneficiary; including any default recipient; • any other person with ultimate effective control over the capital or assets of the legal body; and • nature and purpose of the Foundation. Suitable documents include latest audited financial statements/certificate of incorporation.
2	Identification measures to identify relevant parties to the foundation	Please provide identification documents for the following parties: • founder(s) • Council Members and any guardian • Any named beneficiary • Any other person with effective control over the capital or assets of the foundation Please seek guidance should any party be a corporate and refer provide requirements for an individual if party is a natural person.

D – Trust		

1	Trust deed and any subsequent deeds/amendments	Please provide a certified true copy of the following:
		• Trust deed or extracts thereof which identify the following:
		  • full legal name of the trust;
		  • date and name of the settlement;
		  • jurisdiction whose law applies;
		  • name of the settlor(s);
		  • name and registered address of the trustee(s);
		  • name of the protector, if one has been appointed
		  • schedule of named beneficiaries.
		  • Execution pages evidencing trust has been executed.
		• Any subsequent deeds/amendments

2	Identification measures for parties to a trust.	Please provide identification documents for the following parties: **For an Express/ Discretionary trust:** • Settlor • Protector • Beneficiaries with a vested interest or have received benefit • Trustees • Any other persons who are objects of power

E – Other	
1	Please contact the CDD administrator for guidance.

Certification

The certifier must certify:

For all documents:

"The document is a true copy of an original document that I have seen (or extract thereof)";

In addition, the certifier must provide the following details:

- Name;
- Signature;
- Position or capacity they are acting in;
- Address;
- Telephone number / email address; and
- Date

List of suitable certifiers:

- Solicitor/Lawyer
- Accountant
- Notary Public
- Commissioner of Oaths
- Officers of a Bank may also certify documents including passports, but they must have seen the original documents in question, and if a passport is to be certified, have met the individual in question.

The certifier should not be closely related to the person whose identity is being certified and the certifier should not certify his/her own documents.

Beneficial Owners

Under the Money Laundering Regulations 2007 (the "**Regulations**"), we are obliged, prior to admitting a charity as an investor to the Fund, to look at the "beneficial owners" of the charity. In this context "beneficial owner" does not have its traditional legal meaning. Beneficial owners under the Regulations are normally individuals who ultimately (directly and indirectly) own or control more than 25% of the charity, or the individuals upon whose behalf the charity is conducting business. Our obligation is usually to understand who the relevant beneficial owners are, and to work out how they fit into the ownership and control structures of the charity. If you have any queries about what we require in this form in respect of beneficial owners, please contact Apex Fiduciary Services (UK) Limited on cpf@apexfs.group.

Ongoing Monitoring

Please remember that, in order to comply with the Regulations, it might be necessary for us to renew or update some or all of the information you provide in or pursuant to this form at a later date and accordingly we may ask you to provide further information (or to reconfirm information already provided) at a later date.

Electronic Checks

To fulfil our legal and regulatory obligations to gather information on the identities and activities of all our new clients, we may carry out some checks on you using electronic data sources. Please contact Apex Fiduciary Services (UK) Limited on cpf@apexfs.group if you have any queries.

TERMS & CONDITIONS OF APPLICATION

I/We confirm that I am/we are authorised to act on behalf of the subscribing charity (the 'Participating Charity') or a nominee purchasing units on behalf of one or more Participating Charities.

I/We confirm that the Participating Charity (or Charities) are 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 (or Charities) 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 each Participating Charity is a body regarded as charitable for tax purposes within the meaning of Part 1 of Schedule 6 of the Finance Act 2010 (or any successor legislation).

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.

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, signed application form (in hard copy or electronic format) to cpfclientservices@alterdomus.com and or the CPF Administration Team, Alter Domus, 30 Saint Mary Axe, London EC3A 8BF. Nominees applying for units on behalf of multiple Participating Charities must also complete and return the underlying excel document which requires details of the individual orders (this completed application form, signed by two authorised signatories of the nominee, must be provided with the excel document).

If the payment is being made by cheque, please make it payable to 'Savills Investment Management (UK) Limited GBP Client Money Account' and send it for the attention of the CPF Administration Team, Alter Domus, 30 Saint Mary Axe, London EC3A 8BF.

Alternatively, you can make payment via a telegraphic transfer direct to our Bank Account, Savills Investment Management (UK) Limited GBP Client Money Account, Sort Code 20-00-00, Account number 63892794, quoting the charity's name as a reference.

An application form must be received by the CPF Administration Team 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.

Application forms in electronic format may be provided as a PDF scan of the signed form; or a PDF which has been executed by secure e-signature; or by any other method which the Manager (in its absolute discretion) deems acceptable.

Where an application form is provided in electronic format a) the applicant should retain any signed form for its records; and b) the Manager (or its delegates) may, in their absolute discretion, take extra steps to verify that any application purporting to be made by an applicant or Unit Holder (or his agent) is in fact made by that person and the application form will not be deemed to be received until any such steps are completed to the Manager's satisfaction.

Subscription money awaiting investment into The Charities Property Fund will be held in an account in the name of Savills Investment Management (UK) Limited. The money will be dealt with in accordance with the FCA's Client Money Rules which require Savills Investment Management (UK) Limited 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, signed redemption form (in hard copy or electronic format) to cpfclientservices@alterdomus.com and or the CPF Administration Team, Alter Domus, 30 Saint Mary Axe, London EC3A 8BF.

A redemption form must be received by the CPF Administration Team 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.

Redemption forms in electronic format may be provided as a PDF scan of the signed form; or a PDF which has been executed by secure e-signature; or by any other method which the Manager (in its absolute discretion) deems acceptable.

Where a redemption form is provided in electronic format a) the applicant should retain any signed form for its records; and b) the Manager (or its delegates) may, in their absolute discretion, take extra steps to verify the that any redemption request purporting to be made by a Unit Holder (or his agent) is in fact made by that person and the redemption form will not be deemed to be received until any such steps are completed to the Manager's satisfaction.

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.

Anti-Money Laundering measures are required to be satisfied before redemption proceeds may be paid out. Where these are not yet satisfied (including where a Participating Charity has outstanding Customer Due Diligence documentation) the Manager has the right to withhold the redemption proceeds in the Client Money Account until all documents have been received and checks are complete. The decision to withhold redemption proceeds is at the discretion of the Manager who may outsource such services to a third party.

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 Charities 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 nominee or Participating Charity for any loss or damage suffered 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. General Data Protection Regulation

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

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 Alter Domus (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 Charities 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. Our privacy policy to meet the new European data protection law, known as General Data Protection Regulation ("GDPR"), can be found on our website using the following link http://www.cpfund.co.uk/site-services/privacy-policy

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.