

Guide to making a Schroders Charity Investment

The Charity Multi-Asset Fund

registered number 1119649

The Income Trust for Charities

registered number 1065732

The Charity Equity Fund

registered number 1038563

The Growth Trust for Charities

registered number 1065734

The Equity Income Trust For Charities

registered number 1094572

These notes are designed to assist any trustees or administrators in completing the Schroders Common Investment Fund Application Form when making an investment into the above funds.

Please note, copies of the schemes and scheme particulars can be found www.cazenovecharities.com

To receive hard copies free of charge please contact **Schroders Investor Services** on **0800 718 777**



Schroders

If you have any queries about filling out your application form, please contact your financial adviser or Schroders' investor services team on **0800 718 777**

For your security, communications may be taped or monitored

Note: Statements will be sent twice a year as at 5 April and 5 October

(N.B. you will receive these within 25 business days of these dates)

How to Invest

Common Investment Fund

Investors please remember:

- Please use BLOCK CAPITALS when completing this form.
- Please return this form to Schroders, Investor Services Department, FREEPOST, RLZ-CHSY-HBUT, PO BOX 1102, CHELMSFORD CM99 2XX.
- Please note, copies of the schemes and scheme particulars can be found www.cazenovecharities.com.
- To receive hard copies please contact Schroders Investor Services on 0800 718 777
- On returning the form please enclose a cheque for the full value of the units being purchased. Cheques should be made payable to Schroder Unit Trust Limited. We cannot accept payment via bank transfer or in cash

Guide to making a Schroders Charity Investment

1. Charity Details

The above funds offered by Schroders are charities in their own right and are registered with The Charity Commission for England and Wales. As such, only charities that fall into the following categories are permitted to invest into these funds:

'Registered Charity' – A charity registered with The Charity Commission for England and Wales.

'Exempt Charity' – A charity which by the provisions set out in Schedule 2 to the Charities Act 1993 is exempt from registration with The Charity Commission for England and Wales.

'Excepted Charity' – A charity, which by regulations made under the Charities Act 1993 is excepted from the need to register with The Charity Commission for England.

'Appropriate Body' – A charity within the meaning of section 24(3B) of the Charities Act 2006.

Registered name of the Charity

Please state the charity name as registered with The Charity Commission for England and Wales, or as detailed on the charity trust deed or documentation establishing the charitable status of the organisation.

Charity Status

We also require you to confirm the "Charity Status". i.e. which of the above categories does the charity fall into.

If your organisation is registered with The Charity Commission for England and Wales please enter the registered number, or if exempt, write "Exempt" in the space provided.

However, if your organisation is excepted from registration, please state by what virtue does the organisation have charitable status. The following are a few prime examples of charities exempted from registration:

'Small Charities' – Having income from all sources less than £1,000 per annum and having neither (a) a permanent endowment, nor (b) the use or occupation of land.

'Places of Worship' – Registered under the Places of Worship Registration Act 1855.

'Armed Forces' – Excepted by order or regulations.

If you are still unsure about completing this section, please contact the charity team as detailed below.

To confirm the charitable status of the organisation please supply with either the registration number issued by The Charity Commission for England and Wales or the Reference Number issued by the Charity Title Section, HM Revenue & Customs (Charities), St. Johns House, Bootle.

Charity registered address

To ensure our records are complete, please kindly confirm the registered address of the charity.

Contact name and telephone number

If possible, please detail the name and telephone number of a representative of the charity that we may be authorised to release information to verbally regarding the charity's holdings.

2. Authorising Signatories

Signature

Please ensure the application form is signed by at least two trustees who are authorised to sign on behalf of the charity.

Date

Please include the date the application form is signed.

Full name

Please print the above signatories full names for our records.

Capacity

Please state the capacity of the above signatory within the charity, i.e. Treasurer, Chairperson, Secretary.

Address

Please include the address of the above signatory to which we may write to if required. Please note that if you wish to record more than two trustees' authorised signatures, please duplicate the information required as detailed above on a separate piece of paper and attach it to the original application form.

3. Registration Details

This section should only be completed if the investment is to be registered and administered by a nominee company.

This is where the investment will be managed by the nominee company on behalf of the charity and will therefore be registered in the name of the company rather than the charity. In this instance only the original application form must be signed by at least two trustees of the charity itself to confirm the charity's identity. All further dealing and documentation may be supplied solely by the nominee company, hence the requirement for the nominee company's details.

Please note that a nominee must hold any investments in a Schroder charity in a separately designated account. These investments must not be held in a pooled nominee account.

Name of nominee company

Please supply the full name of the nominee company in which the investment is to be registered.

Account designation

If the nominee company has many charity accounts, an appropriate account designation should be chosen to distinguish this charity investment account.

Correspondence address

As the investment is managed by the above nominee company, please complete the address to which all documentation should be sent.

Signature

Please ensure the application form is signed by at least two authorised nominee company signatories, as it will be these signatures that will be required for all subsequent charity account dealing.

Date

Please include the date the application form is signed.

Full name

Please print the above nominee company signatories' full names for our records.

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4. Common Investment Fund (CIF) Choice

Please select an amount of money you wish to invest, which we shall invest into your chosen fund(s) at the next 4 pm valuation point.

Investment amount (£)

Please state the amount of money you would like to invest into each fund and if you would like either income or accumulation units, for the Charity Equity and Charity Fixed Interest Funds or either accumulation or distribution units for the Charity Multi-Asset Fund.

	Income	Accumulation	Distribution
The Charity Multi Asset Fund		•	•
The Income Trust for Charities	•	•	
The Charity Equity Fund	•	•	
The Growth Trust for Charities	•	•	
The Equity Income Trust For Charities	•	•	

Whatever units you elect to hold you will need to decide what you would like to happen to the distribution cash flow.

Income units distribute this income to the unit holder, where income derived from accumulation units is reinvested back into the fund to proportionally increase the value (and hence price) of accumulation units. Distribution units pay a distribution to the unit holder which may be funded from both income and capital.

5. Income

Depending if you have stated in Section 4 if you would like either income, distribution or accumulation units in your chosen fund, this section will either be applicable to the application or not.

If you select to invest in 'Accumulation' units

If you specified in Section 4 above that you wish to purchase accumulation units, there will be no income to distribute as it will be reinvested back into the fund to achieve maximum capital growth. You do not need to complete this section.

If you select to invest in 'Income' or 'Distribution' units

You must complete Section 4 and the income or distribution shall be paid in accordance with the details in this section.

If a unit type is not specified in Section 4

We shall by default purchase income or distribution (as appropriate) units if this section is completed, or accumulation units if this section is left blank.

Please note: WE ARE UNABLE TO MAKE THIRD PARTY PAYMENTS

Therefore income paid by cheque can only be paid to the registered holder of units at their registered address, and income paid by BACS, only to the bank account of the registered holder.

The only exception is where a nominee company is the registered holder of units, because they are simply holding the units on behalf

of the underlying charity, we will accept the nominee company's authorisation to make BACS payments to the bank account of the charity. Any payment requested by cheque would still have to be paid to the nominee company.

If income is to be paid by cheque, please tick the first box in this section as indicated on the application form.

If however income is to be paid automatically into a bank account, please clearly print the:

Sort Code

Please state the sort code for the bank or building society

Account no.

Please state the bank or building society account number

Building Society Roll no.

If requesting cash be paid to a building society, we must have the roll number for the building society to identify the charity's account.

Name of Bank/Building Society & Address

Please specify the name of the bank or building society and address to which payments are to be made

Title of Charity Account

Please specify the name of the charity's bank / building society's account.

6. Broker Agent Details

This section is only for the introducing agent to complete, if applicable. Only if you are forwarding the application form via your broker, agent or financial adviser should they, prior to forwarding back to Schroders Investor Services, complete this section with their details.

7. How to pay for your investment

On returning this form please enclose a cheque for the full value of the units being purchased. **Cheques should be made payable to Schroder Unit Trust Limited.** We cannot accept payment via bank transfer or in cash.