

# Sell units form

## ⚠ Important information

### Please read before completing this form.

- One form should be used per transaction.
- You should send all pages of this form:
  - By post to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**
  - OR**
  - By email (PDF only) to **cclaclientservices@fnztaservices.com**
  - This mailbox will automatically upload the PDF for processing.
  - Any additional information contained in the body of the email will not be read or processed. If you have any additional information about the instruction that is not on the completed form, please send your email and PDF to our Client Services Team at **clientservices@ccla.co.uk** who will be happy to assist.
  - Email may only be used where an email instructions authority is in place.
  - This form must not be sent by post if it has already been sent by email.
- Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

If you have any questions about this form or would like to discuss any additional support needs please call our Client Services Team on freephone **0800 022 3505**. Please note that telephone calls are recorded.

**There may be a delay in the transaction if you do not email or post the instruction to the email/postal address listed above. Please note that CCLA does not accept responsibility for any delays, costs or losses that may be incurred if the form is not emailed/posted to the correct address.**

Today's date (dd/mm/yyyy)

## Catholic Investment Fund

Church/Charity name

Your CCLA account number

CA

Reason for transaction

Value

Number of units

£

**OR**

**OR** Please tick to withdraw the balance and close account

Value in words

**OR** Number of units in words

**Please tick one option**

**1 Pay to nominated bank account**

**2 Transfer units/proceeds to the following account in the charity's name**

Church/Charity name

Your CCLA account number

CO

The transaction(s) will be processed as detailed in the appropriate fund's Prospectus.

**Authorised signature(s)**

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

[Signature box]

Full name

[Signature box]

Full name

Daytime telephone number

Daytime telephone number

Dealing in the CAIF Charity Authorised Investment Fund takes place on each business day. Your written instructions to deal must be received by 11.59am on a dealing day. All instructions received after this time will be held until the following dealing day.

Contract note(s) confirming the transaction(s) will be sent to the correspondent.

CCLA  
One Angel Lane  
London EC4R 3AB



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

CCLA Fund Managers Limited (registered in England & Wales No. 8735639, at One Angel Lane, London EC4R 3AB) is part of the Jupiter Group, and is authorised and regulated by the Financial Conduct Authority and is the manager of the CCLA Charity Authorised Investment Fund (registered charity No. 1192761).

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