CCLA
GOOD INVESTMENT

Email instructions authority form

Please complete this form if you would like us to accept instructions by email and return by post to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**.

Once this authority is in place, instructions provided on a CCLA form may be submitted by email as a PDF, provided they are signed in accordance with the account mandate..

Important information

- To process instructions via email once the email indemnity is in place:
- A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to **cclaclientservices@fnztaservices.com**.
- Please do not send the original documentation in the post.
- Please do not resend the email and/or the attachment as your instruction may be processed again.
- 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.
- Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

Authority to accept email instructions

Client name

Client ID number(s)

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account(s), we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of units carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

Authorisation

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

Signature

Print name

Daytime telephone number

Signature

Print name

Daytime telephone number

Date (dd/mm/yyyy)

CCLA
The Zig Zag Building
70 Victoria Street
London SW1E 6SQ

CCLA
BECAUSE GOOD IS BETTER

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

CCLA Investment Management Limited (registered in England & Wales, No. 2183088) and CCLA Fund Managers Limited (registered in England & Wales, No. 8735639), at The Zig Zag Building, 70 Victoria Street, London SW1E 6SQ are part of the Jupiter Group, and are authorised and regulated by the Financial Conduct Authority.

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