

**Please note:** It is important that these guidelines are read and understood before you complete this Cofunds Trust Form.

### STEP 1 Complete the Cofunds Trust Application/Transfer Form

The Trusts listed above are all set up in the name of the Trust, with Trustees/Executors as authorised signatories. A new Cofunds Client Reference is generated for each Trust.

**Please note:**

**Designations** – A designation field is included within Cofunds Trust Application and Transfer Forms.

**Income Payments** – Income payments will only be made to the Trust, a Trustee/Executor or a named Beneficiary.

**Withdrawal Payments** – Withdrawal payments will only be made payable to the name of the Trust.

**Transfers** – It is important to note that when completing the Transfer Authority Form, client names must be entered as they are registered with the Fund Manager. The holding with the Fund Manager **MUST** be registered in the same name as the holding on the Cofunds platform. If there is a difference between these names please contact us on 0845 604 4001 for further advice.

### STEP 2 Attach the relevant documentation

All Trust Application and Transfer Forms must be accompanied by one of the documents below:

- **Cofunds Trust Verification Form** (an alternative to submitting a Certified Copy of a Trust Deed or Will & Probate)
- **Certified Copy of the Trust Deed**
- **Certified Copy of Will & Probate** (Will Trusts only).

#### Anti-Money Laundering Requirements

In line with UK Anti-Money Laundering legislation, in addition to certified copies of a Trust Deed or Will & Probate, we may need to verify the identities of Trustees, Beneficiaries and other persons with power over the Trust. This is outlined in more detail below.

Verification of identity of:	In what Circumstances?
Trustees*	In all cases, except Will Trusts (Probate acts as verification of identity)
Beneficiaries	Names required for beneficial owners that control/own equivalent to or more than 25%
Other Persons	Those that have power over the Trust, including the Settlor (when still alive and with influence over the Trust or if continuing to supply funds) and Appointers (people that have the authority to remove or appoint new Trustees)

\*When appointing a new Trustee(s), Cofunds requires a certified copy of the Deed of Variation together with Anti-Money Laundering documentation. A Cofunds Trust Verification Form may be submitted as an alternative to a certified copy of the Deed of Variation.

### STEP 3 Send these together with a cheque (where applicable) to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

Cheques should be made payable to Cofunds Limited and should be drawn on the bank account of either:

- The Trust
- The Trustees/Executors
- The solicitor acting on behalf of the Trust

Please note that cheques coming from solicitors must either have the name of the trust marked on the cheque or should be accompanied by a letter confirming that the money is intended for the Trust. Unfortunately we cannot accept cheques from any other third parties.

For more information, please call us on **0845 604 4001**, or visit **www.cofunds.co.uk**

Telephone calls may be recorded for monitoring purposes. For Professional Advisers only and should not be relied upon by private investors or any other persons. Cofunds Limited is authorised and regulated by the Financial Services Authority. Registered in England and Wales Number 3965289. Registered Office: 1st Floor, 1 Minster Court, Mincing Lane, London EC3R 7AA

# Trust Application For Investment Funds



The disclosure documentation applicable to this transaction is:

Please complete this Application Form using black ink in block capitals and return to: **Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY**

## 1 Adviser Details (For adviser use only)

You will require a Cofunds authorisation code before being able to transact business. If you do not include this we will not be able to process this application.

Cofunds Intermediary Authorisation Code	<input type="text"/>	Intermediary Client/Deal Ref.	Marketing Code
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## 2 Trust Details (Please complete this section in full)

Existing Cofunds Client Reference  Did you receive advice from an adviser in relation to this investment?  Advised  Not Advised  
*If you do not answer this question we will assume you received advice*

Trust Name

Please note for investments registered as the Trust name, the Trust must be registered in the same name as the Trust bank account, as withdrawal payments will only be made payable to the name of the Trust.

Contact Name

Trust Address

Postcode

## 3 Designations (You can designate an account here using a maximum of 8 alpha/numeric characters)

If you wish to specify a unique designation for this account, please ensure that the designation reference does not make a meaningful word. Only the named applicants of this investment will be recognised as beneficial owners. If this section is not completed we will not designate this account. If you are funding this investment from a Cofunds Cash Account please ensure this designation is identical to that of the cash account.

## 4 Funding your investment

I will be funding my investment by (tick all that apply).

**Cheque** £  Amount *Please ensure that all the trustees and the designation (if specified) on this application form match this cash account.*

**Cofunds Cash Account** £  Amount

**Monthly Direct Debit** (please ensure you complete the 'Investment by Direct Debit for Monthly Savers' on page 3).

## 5 Nominated Bank Account

Complete this section if you have not provided us with your nominated bank account details. If you are an existing customer, only complete this section if you would like to change your nominated bank account details. Any change to your nominated bank account will not be applied to your regular monthly investments. You can only have one nominated bank account at any given time.

Name of Account Holder	Branch Sort Code
Bank or Building Society Name and Address	<input type="text"/> - <input type="text"/> - <input type="text"/>
Postcode	Bank/Building Society Account Number
	<input type="text"/>
	Building Society Roll Number
	<input type="text"/>

## 6 Income

Complete this section if you have requested income units/shares ('INC').  
The option you choose will be applied to all income units/shares on this application.  
Note: If you are taking regular withdrawals from your cash account you may only select the 'Cofunds Cash Account' or 'Retain in the fund' options.

**Consolidated Monthly Income**  
Income generated from your investment funds will be consolidated into your cash account and paid to your nominated bank account on a monthly basis.

**Cofunds Cash Account**  
Income generated will be paid into your cash account to be held on platform for withdrawals or future investment.

**Retain in the fund**  
Income generated from this investment will be retained in the fund.

If you do not tick one of these boxes we will select the 'Retain in the fund' option by default.

**7 Investment Selection (Please refer to the Fund Charge Schedule and complete in full)**

Minimum investment £1,000 per fund (Lump Sum) or £100 per month per fund (Monthly savings). Your investment will be made in the Retail Class. For details of funds available, please refer to the Fund Key Features. Please ensure the funds are available through Cofunds.

Fund Manager and Fund Name	Type of Unit/Share (delete as appropriate)*	Lump Sum Minimum £1,000 per fund	Monthly Minimum £100 per fund	Commission**		TAKE Specific Amount
				WAIVE All or (✓) Specific Amount	OR %	
	ACC/INC	£	£		%	<div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block; margin-right: 5px;"></div> %
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
<b>TOTAL INVESTMENT AMOUNT</b>		<b>£</b>	<b>£</b>			

\*ACC/INC  
If you do not specify ACC or INC in this column, and have not completed section 6, Cofunds will invest into accumulation units/shares where available.

\*\*Commission  
The initial commission available depends on the fund selected. Please refer to the Fund Charge Schedule for details of rates and funds available through Cofunds. Please state the amount of commission you wish to waive or the percentage of commission you wish to take. You can only choose one option. Commission waivers should be entered for each fund. Please note, if you wish to waive all commission please tick the 'ALL' box. Please specify a particular percentage amount in the last column. If you choose to take commission it must be for all of the investments, as a specific percentage. Any entries, other than those detailed above, will result in investments being made at your default commission terms.

**Your cheque**  
Cheques must be drawn on your own or your joint account. The cheque must be made payable to **Cofunds Limited**. For a Building Society cheque or bankers draft your name must appear on the front of the cheque, or on the back of the cheque accompanied by the Building Society's or bank's official stamp and signature. We do not accept payments by any other method. If joint holder cheques should be drawn by the individual joint Primary Holder or a named additional holder. We can only accept direct debit forms from the Primary Holder's account.

**Your monthly savings**  
For monthly savings we will automatically collect on or just after the 25th day of each month. For applications received up until the last day in any month, the first direct debit collection will be made on or just after the 25th day of the following month.

**Direct Debit Guarantee**  
Please refer to the Your guide to investing with Cofunds for details of the Direct Debit Guarantee.



**8 Declaration and Authorisation**

**We confirm that:**

- I/We agree to be bound by:
  - Your guide to investing with Cofunds, including the Key Features of Investment Funds
  - Fund Key Features
  - Terms and Conditions of the Cofunds Platform, including the Investment Funds Customer Agreement

My/Our signed application form (provided that my/our application is accepted by Cofunds), together with the Key Features and Terms, constitute my/our Agreement with Cofunds Limited.

I/We understand that instructions may be delayed or rejected if this application form is not complete in all respects.

All named Trustees and Beneficiaries (if applicable) are known to us.

Cofunds does not undertake to meet any obligations of the Trust.

You may undertake a search with a reference agency for the purposes of verifying our identity. To do so, the reference agency may check the details I/we supply against any particulars on any database (public or otherwise) to which they have access. They may also use my/our details in the future to assist other companies for verification purposes.

A record of the search will be retained as an identity search.

I/We declare that the information contained in this application form is correct to the best of our knowledge and belief.

I/We are aged 18 or over.

**Data Protection**

Cofunds Limited will use your information for the administration and servicing of your investments and all other related activities. We may disclose your information to our agents and service providers for these purposes. We may also disclose your information to organisations for compliance with legal and regulatory requirements.

With the exception of the above provisions, we will not pass on your details to any other third party without your permission, but we will disclose information concerning your investment to your Nominated Adviser.

Cofunds may transfer your information to countries outside the EEA for the servicing of your investments. In such cases, contracts will be put in place to ensure that the service providers protect your information in accordance with the requirements of the Data Protection Act.

If you require a Fund prospectus, please contact your adviser or Fund Manager directly.

**All Named Trustees must sign this application.**

First Trustee Signature	Date
Third Trustee Signature	Date

Second Trustee Signature	Date
Fourth Trustee Signature	Date

Issued and approved by Cofunds Limited,  
1st Floor, 1 Minster Court, Mincing Lane, London EC3R 7AA.  
Registered in England and Wales No. 3965289.  
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