

# Trust Investments Guidelines for Completing Trust Forms



**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



## 7 Investment Selection (Please refer to My Trading Terms 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** <b>WAIVE OR TAKE</b>		
				All (✓) or	Specific Amount	Specific Amount
	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 5, Cofunds will invest into accumulation units/shares where available.

### \*\*Commission

The initial commission available depends on the fund selected. Please refer to My Trading Terms 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.

\*Monies may be held for short periods in the Cash Reserve. Such holdings are deemed 'destined for investment'.

### Your cheque payment

Cheques must either be drawn on your own or your joint account. The cheque must be made payable to **Cofunds Limited**. For a Building Society cheque or banker's 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 from other third parties. We do not accept payment by any other method.

### 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.

## 8 Declaration and Authorisation

### I/We confirm that:

I/We have been provided with the Terms & Conditions of the Cofunds Platform and by signing this application form I/We agree to be bound by them.

I/We understand that the Terms & Conditions of the Cofunds Platform are the standard terms upon which Cofunds intends to rely, and it is important that I/We read and understand the terms before agreeing to be bound by them. If there is any term or point I/We do not understand or do not wish to be bound by, I/We understand that I/We can request further information before signing this application.

I/We understand that my signed application form (once accepted by Cofunds) together with the Terms & Conditions of the Cofunds Platform form my customer agreement with Cofunds Ltd. All named Trustees and Beneficiaries (if applicable) are known to me. 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.

Primary Holder Signature 	Date
Capacity (if applicable)	
Second Holder Signature	Date
Capacity (if applicable)	

Third Holder Signature	Date
Capacity (if applicable)	
Fourth Holder Signature	Date
Capacity (if applicable)	

