

# Trust Investments

## Guidelines for Investments into Cofunds Accounts for Trusts



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

### STEP 1 Complete the Application Form for Trusts

Please tick which Trust Account you wish to set up.

Bare Gift Trust

Discretionary Gift Trust

Discretionary Loan Trust

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

**Please note:**

Designations – A designation field is included which can be used by to identify the holding.

Income Payments – Income payments will only be made to the Trustees, an appointed Trustee or a named Beneficiary.

Withdrawal Payments – Withdrawal payments will only be made payable to the Trustees, an appointed Trustee or a named Beneficiary.

### STEP 2 Attach the relevant documentation

All Applications must be accompanied by one of the documents below:

– Cofunds Trust and Identity Verification Form (an alternative to submitting a Certified Copy of a Trust Deed)

– Certified Copy of the Trust Deed

**Anti-Money Laundering Requirements**

In line with UK Anti-Money Laundering legislation, in addition to certified copies of a Trust Deed, 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
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 Appointment 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 Appointment.

### 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 Settlor – for initial and subsequent investment transactions
- The Trustees – subsequent investment transactions only
- The solicitor acting on behalf of the Trust – subsequent investment transactions only

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.

Where new investments are being made the cheque should be drawn on the settlor's bank account. Subsequent investments can be drawn on an account held in the name of the settlor, trustee or solicitor acting on behalf of the trust.

Initial and any subsequent investment into the trust can also be made via BACS transfer

Any investment sent electronically by BACS transfer must be made payable to: Account name: Cofunds Client Money No. 1. Sort code: 15-10-00. Account number: 22562935.

Please ensure you make reference to the Trust name or client reference, if known, within the BACS transfer. Please ensure you supply Source of Funds information along with your BACS request. Source of Funds will be required before an investment can be made.

The Trustees are the applicants and will be the joint owners of the trust.

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

# Application



## For Bare Gift Trust, Discretionary Gift Trust and Discretionary Loan Trust investments

The disclosure documentation applicable to this transaction is:

Please complete this Application Form using black ink and BLOCK CAPITALS and return to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

### 1 Intermediary Details (For Intermediary 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Intermediary Client/Deal Ref.	Marketing Code
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### 1A. CONFIRMATION OF VERIFICATION OF BANK ACCOUNT DETAILS

I/We confirm that:

- The sort code, bank account number and account name within the nominated bank account section was obtained and verified by me/us in relation to the customer below.
- The monies designated for investment has been drawn from an account (either by building society cheque, bankers draft or direct debit mandate) in the name of the Settlor or Trustee listed below.

### 1B. ADVISER CONFIRMATION

Full name of Regulated Firm	Signed	Date
FSA Ref No.	Name	
	Position	

### 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
Contact Name
Contact Address
Postcode

#### First named Trustee

Mr/Mrs/Ms/Miss/Other
Surname
Full First Name(s)
Current Permanent Residential Address
Postcode
Time at this Address <input type="text"/> <input type="text"/> yrs <input type="text"/> <input type="text"/> mths

Male  Female  Date of birth  /  /

If at current address for less than 2 years, please supply previous address and time there
Postcode
Time at this Address <input type="text"/> <input type="text"/> yrs <input type="text"/> <input type="text"/> mths

*If more than one previous address in the last 2 years, please provide full details including the time at each address on a separate sheet of paper and staple securely to this application form.*

#### Second named Trustee

Mr/Mrs/Ms/Miss/Other
Surname
Full First Name(s)
Current Permanent Residential Address
Postcode
Time at this Address <input type="text"/> <input type="text"/> yrs <input type="text"/> <input type="text"/> mths

Male  Female  Date of birth  /  /

If at current address for less than 2 years, please supply previous address and time there
Postcode
Time at this Address <input type="text"/> <input type="text"/> yrs <input type="text"/> <input type="text"/> mths

*If more than one previous address in the last 2 years, please provide full details including the time at each address on a separate sheet of paper and staple securely to this application form.*



## 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 Share Class. For details of funds available, please refer to the Fund Key Features. Please ensure the funds are available through Cofunds. Where funds are already held under an existing Cofunds Client Reference please complete a Stock Transfer form for each chosen fund and do not complete this section.

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**		
				WAIVE OR TAKE	All (✓) or Specific Amount	Specific Amount
	ACC/INC	£	£		%	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">%</span> </div>
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
	ACC/INC	£	£		%	
TOTAL INVESTMENT AMOUNT		£	£			

### \*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 (between 0%-5%) 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

The cheque must be made payable to Cofunds Limited. Initial cheque payments can only be made by the Settlor. Subsequent payments can be made by the Settlor or Trustee

### 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.



### BACS Transfer

Initial investment can be made by BACS transfer from the Settlor's bank account as verified in section 1A of this form. Any subsequent investments to the trust may be made by BACS via the nominated bank account. To ensure identification of investment, any BACS payments must include a reference to the Trust Name as in section 2 of this form.

## 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.

Contact name/First Trustee Signature	Date
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Second Trustee Signature	Date
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Third Trustee Signature	Date
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Fourth Trustee Signature	Date
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Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to:  
Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY.

Name and full postal address of your Bank or Building Society

To the Manager	Bank or Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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**Banks and Building societies may not accept Direct Debit instructions from some types of account.**

Service User No.

6	0	0	2	6	7
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Reference Number

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**For Cofunds LTD official use only**

This is not part of the instruction to your bank or building society.

**Instruction to your Bank or Building Society**

Please pay Cofunds Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Cofunds Limited and, if so, details will be passed on electronically to my Bank/Building Society.

Signature

Date

This Guarantee should be detached and retained by the payer.

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Cofunds Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Cofunds Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Cofunds Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when Cofunds Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

