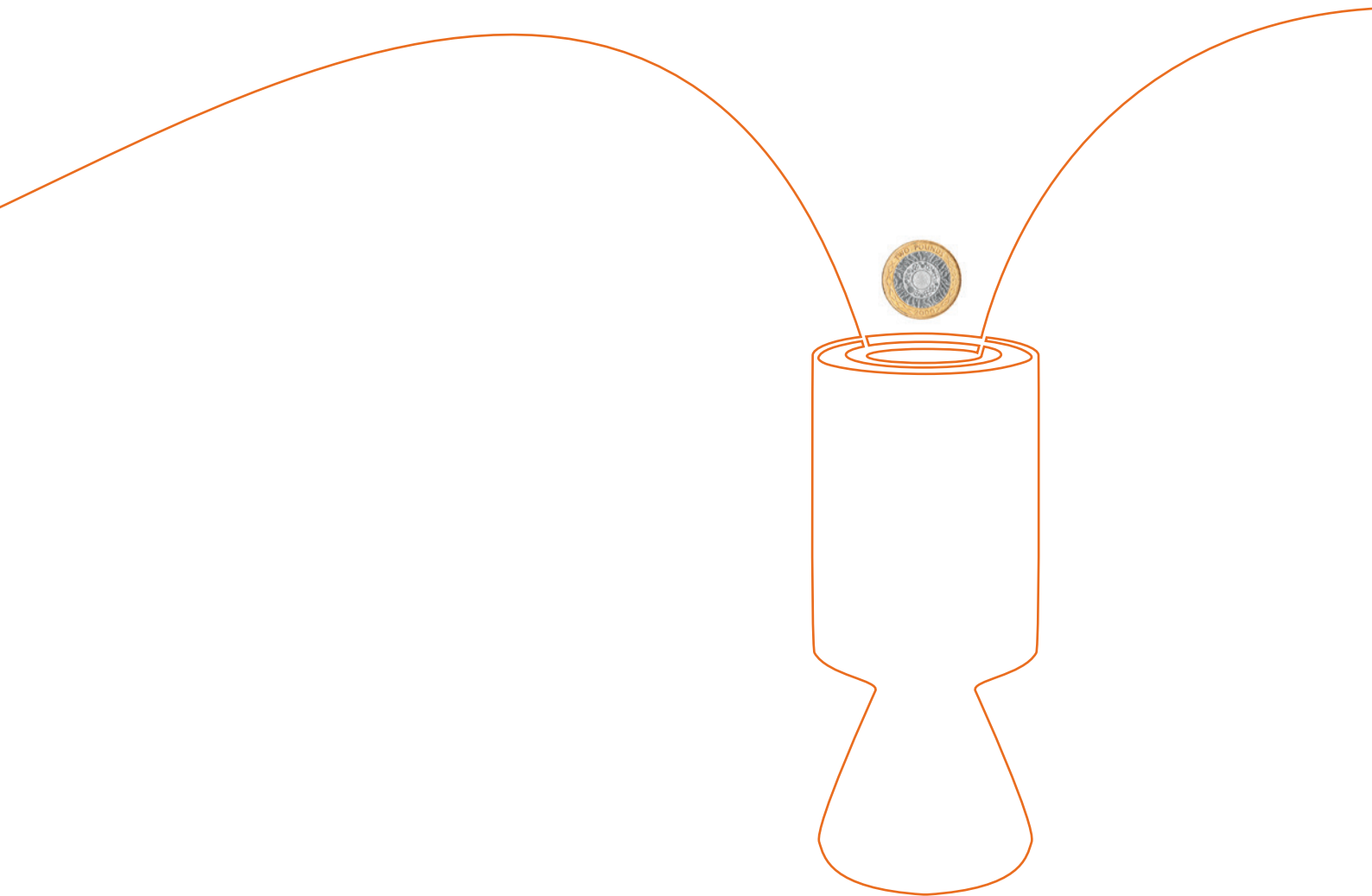


CAF COMPANY FUNDRAISING ACCOUNT

Application pack



CAF COMPANY FUNDRAISING ACCOUNT

The CAF Company Fundraising Account provides a simple and valuable solution to allow your organisation to engage employees and customers to raise funds for charitable causes. The account makes it easy to monitor and report on this activity, giving you the time to come up with new and creative fundraising ideas.

It also simplifies the management because it:

- keeps fundraised money separate from your company's money
- ensures there is transparency regarding the input and output of money
- removes the need for your staff to hold cash or account for money raised

Flexible

The CAF Company Fundraising Account offers you flexibility depending on how you want to organise your employee fundraising. You can set up the account so you can manage and report on fundraising in a way that suits you.

Easy to administer

To facilitate the management of your account(s) you can nominate users from your organisation with different levels of authorisation depending on their roles and responsibility. You will also receive a unique paying-in book and CAF voucherbook to manage payments into and out of each account.

All payments out to charitable organisations will be validated by CAF and only distributed for genuine, approved Charitable Purposes. Payments can be made:

- online
- via written instruction
- with a CAF voucherbook

Reporting

Individuals nominated to manage a CAF Company Fundraising Account can apply for online access where they will be able to view and download statements for the CAF Company Fundraising Account easily at any time.

In addition, we will send a quarterly statement for each account to a nominated individual(s).

A CAF Company Fundraising Account is not designed for long term investment. Your funds will not accrue any interest but we ensure that the money is available for you to donate immediately and easily.

Further information

If you have any questions or would like to discuss how a CAF Company Fundraising Account could work for you, please contact our Customer Services team on **03000 123 000** or email companyaccounts@cafonline.org

“When we launched our in-store charity boxes, we soon realised that we needed a way to manage all the money collected from our many stores across the UK. The CAF Company Fundraising Account is an easy, safe and reliable mechanism. It works beautifully as a central fund in which to deposit all the change.

We depend on CAF's expertise to help us deliver our Community Investment Programme effectively”

Andy White,
Community Affairs Manager, Sainsbury's

CAF COMPANY FUNDRAISING ACCOUNT

Service Schedule

Definitions

The definitions set out in the Definition Schedule to this Service Schedule apply to all references in this Service Schedule and throughout the CAF Company Fundraising Account Application Form and the CAF Company Fundraising Account Fee Schedule.

Service Schedule conditions

- 1 **Nature of a CAF Company Fundraising Account**
 - 1.1 All assets donated by donors on behalf of a Customer, or by the Customer, (as the case may be) to the CAF Company Fundraising Account constitute an irrevocable and outright gift by such donor or the Customer to CAF of all rights, title and interest in such assets. CAF agrees to hold such assets and to apply them solely for Charitable Purposes and to provide such information to the Customer about the CAF Company Fundraising Account as is provided for in this Contract.
 - 1.2 Any income or gain resulting from the investment of undistributed assets shall be used by CAF for its own purposes and does not form part of the CAF Company Fundraising Account.
 - 1.3 For the avoidance of doubt:
 - 1.3.1 once a donation has been made to a CAF Company Fundraising Account, such donation cannot be repaid to the donor or the Customer;
 - 1.3.2 at no time will the donor, the Customer (nor any Connected Person) be able to derive any benefit from the assets in the CAF Company Fundraising Account; and
 - 1.3.3 no distribution from the CAF Company Fundraising Account may be used to discharge or satisfy a legally enforceable pledge or obligation of any person.
- 2 **CAF's general authority**
 - 2.1 When distributing the CAF Company Fundraising Account, CAF will, subject to the terms of this Contract (and in particular condition 3 of this Service Schedule and condition 10 of the CAF Services for Companies Terms and Conditions) and to CAF's procedures, policies and applicable law and regulation from time to time, take into account the Customer's wishes as set out in a Giving Request. However, and notwithstanding any other terms of this Contract, CAF shall at all times have final discretion as to whether or when to distribute all or part of the CAF Company Fundraising Account.
 - 2.2 CAF may make such enquiries as it deems necessary to ensure that the CAF Company Fundraising Account is applied for Charitable Purposes, and shall not make any distribution until it is satisfied that the outcome of such enquiries satisfies its Charitable Purposes.
- 3 **CAF's authority to distribute**

Without prejudice to the more general provisions of condition 2, CAF may, in particular, in the following circumstances, distribute all or part of the CAF Company Fundraising Account for Charitable Purposes without seeking or having regard to the Customer's wish or request:

 - 3.1 where no valid Giving Request for the CAF Company Fundraising Account is held by CAF; and
 - 3.1.1 assets are held in the CAF Company Fundraising Account but no additional assets have been donated to and assets have not been distributed from, the CAF Company Fundraising Account for a period of at least two years (provided that this is not solely due to any act or omission of CAF). Deduction of fees, costs, contributions or expenses shall not be considered a distribution from the CAF Company Fundraising Account for these purposes;
 - 3.1.2 the Customer has indicated that it does not wish to or cannot complete any of the Forms, submit a Giving Request or otherwise make a request or express a wish on how the assets should be distributed; or
 - 3.1.3 in CAF's reasonable opinion the Customer's capability or capacity to complete any or all of the Forms, submit a Giving Request or otherwise make a request or express a wish on how the assets should be distributed is in doubt;
 - 3.2 where, in CAF's reasonable opinion, the wish or purported request of the Customer in respect of the CAF Company Fundraising Account is no longer possible, practical, ethical or viable or does not fulfil a Charitable Purpose;
 - 3.3 where the CAF Company Fundraising Account is closed in the circumstance set out in condition 10 of the CAF Services for Companies Terms and Conditions; or
 - 3.4 where the Customer has not complied with any material obligation under or in respect of this Contract.
- 4 **Customer's obligations and rights**
 - 4.1 The Customer may only market or publicise the CAF Company Fundraising Account or fundraise for it in accordance with the terms of this Contract unless it does so with the prior written consent of CAF and only then where the Customer agrees to act in accordance with CAF's policies and procedures.
 - 4.2 The Customer may make a Giving Request at any time and by such means as CAF shall make available from time to time.
 - 4.3 A Customer shall not suggest that CAF use any portion of the CAF Company Fundraising Account other than for Charitable Purposes.

- 4.4 The Customer acknowledges and accepts that, in providing the CAF Company Fundraising Account Service described in this Service Schedule, CAF does not in any way guarantee or endorse the charitable objects or the financial standing or status of an organisation to which it may distribute assets or which it may identify in any report or analysis as part of this Service.
- 4.5 The Customer accepts that any duty of care CAF owes in respect of the CAF Company Fundraising Account is owed to the charitable beneficiaries of the CAF Company Fundraising Account. The Customer further acknowledges and accepts that as the assets in the CAF Company Fundraising Account are owned by CAF, CAF owes no duty of care to the Customer in respect of the assets under this Contract or in law and that neither CAF nor the Customer can foresee any losses that can be suffered by the Customer in respect of the assets in the CAF Company Fundraising Account and that none are within the contemplation of the parties.
- 4.6 The Customer agrees that, CAF may invoice the Customer; or deduct from its CAF Company Fundraising Account or the Customer's nominated CAF Company Account, all costs, fees, contributions and expenses that it incurs in connection with the operation and administration of the CAF Company Fundraising Account. The Customer accepts that CAF will recover its costs by means of an invoice or a deduction from the CAF Company Fundraising Account or the Customer's nominated CAF Company Account of a sum equivalent to the costs, fees, contributions and expenses set out in the Fee Schedule. Such sums are invoiced or deducted from the CAF Company Fundraising Account or the nominated CAF Company Account at the time of the relevant transaction or as otherwise set out in the CAF Company Fundraising Account Fee Schedule.
- 4.7 The Customer agrees that CAF may also invoice the Customer or deduct from the CAF Company Fundraising Account or the nominated CAF Company Account the fees, costs, contributions or expenses associated with the provision of any additional features or additional Services that the Customer may request from time to time at the rate or price then prevailing.
- 4.8 For the avoidance of doubt, the Customer agrees and acknowledges that the assets that are required to pay for the costs, fees, contributions and expenses referred to in this Contract will not be available for distribution in accordance with a Giving Request.
- 4.9 The Customer can make donations, or can arrange for a donor to make donations, into the CAF Company Fundraising Account by cash, cheque, BACS or CHAPS transfer, standing order and Direct Debit or transfer from another CAF account, in accordance with the terms of this Contract.
- 4.10 At the written request of the Customer, CAF will issue the Customer with:
- 4.10.1 CAF voucherbooks which enable the Customer to make a Giving Request to any Customer for the time being recognised by Her Majesty's Revenue and Customs as a charity under the law of England and Wales or an Customer recognised by Her Majesty's Revenue and Customs as having been established for purposes that are considered to be charitable under the law of England and Wales or the laws of Scotland or Northern Ireland. On receipt of a CAF voucher, from the proposed recipient, CAF treat this as a Giving Request from the Customer for the purposes of this Contract; and/or
- 4.10.2 paying-in books as required by the Customer for use at a high street bank nominated by CAF from time to time.
- 4.11 The Customer can, should they elect to do so in writing to CAF, add their corporate logo to any CAF voucherbooks they have requested pursuant to condition 4.10, above. Upon receipt of any such election, CAF will notify the Customer of the specifications that the corporate logo must fulfil (for example, the image size and quality) in order for it to appear on a CAF voucherbook. In making this election, and providing CAF with the corporate logo in question, the Customer thereby grants CAF a non-exclusive, royalty-free licence to use the logo for the purposes of generating, printing and otherwise producing and circulating on behalf of the Customer the CAF voucherbook(s) in question. CAF shall not be obliged to include any logo on a CAF voucherbook that either fails to meet the specifications notified to the Customer by CAF or is felt by CAF to harm, or potentially harm, CAF's reputation in any way.
- 4.12 The Customer shall be entitled to receive statements for the Service provided by CAF every quarter, or as otherwise agreed. This statement shall list any donations into the CAF Company Fundraising Account, any distributions made as part of this Service, and the amount of fees, contributions and charges taken during the period covered by the statement.
- 4.13 The Customer hereby represents, warrants and undertakes to CAF that it has completed satisfactory checks on all of its Employees sufficient to verify their identity, and to screen them against applicable sanctions registers, to the standard necessary for the purposes of UK law and regulation (including, without limitation, law and regulation relating to the prevention of money laundering and terrorist financing and relating to establishing their right to work in the UK).
- ## 5 Operating the CAF Company Fundraising Account
- 5.1 In respect of the operation of the CAF Company Fundraising Account, the Customer:
- 5.1.1 shall deposit funds raised into the CAF Company Fundraising Account via the high street bank nominated by CAF using the paying-in books supplied by CAF or by BACS or CHAPS transfer;
- 5.1.2 may market or publicise its CAF Company Fundraising Account or fundraise for it only in accordance with this Contract or otherwise with the prior written consent of CAF and only then where the Customer agrees to act in accordance with CAF's policies and procedures;
- 5.1.3 should it wish to raise funds for more than one charity or from distinct groups of donors, shall liaise with CAF to ensure that sufficient CAF Company Fundraising Accounts are set up to ensure that the funds raised remain distinctly identifiable from each other;
- 5.1.4 agrees to act at all times, and to ensure that any third parties that it engages from time to time act at all times, in a manner which does not impair the good reputations, name, logo or general goodwill or CAF or the charitable purpose of the CAF Company

- Fundraising Account in any way when soliciting donations for and on behalf of the CAF Company Fundraising Account or otherwise referring to the CAF Company Fundraising Account;
- 5.1.5 except as may be required by applicable law or regulation or as may from time to time be agreed in writing by CAF, shall ensure that any documents (including a standard agreement entered into by a participant in an event), marketing collateral, agreements, press announcements, public statements, publicity or promotion (in whatever medium) relating to the CAF Company Fundraising Account and/or the event shall:
- (a) always include an appropriate reference to CAF;
 - (b) never purport to be raising funds as an independent charity; and
 - (c) not contain anything which may harm CAF's good reputation;
- 5.1.6 shall, as required, give CAF sight of any such documents(s) for the purposes of approving the same before it is issued or used by the Customer, and CAF shall have power of veto in respect of such document(s) (and shall have no obligation to act reasonably in respect of the exercise of such right);
- 5.1.7 shall use the following wording or variation approved by CAF in writing in advance of any fundraising taking place:
- 'Where you wish to donate, your donation will be made to the [name of CAF Company Fundraising Account] established under the Charities Aid Foundation (registered charity number 268369) www.cafonline.org (CAF), for the benefit of charity or charities selected by [name of Customer] and approved by CAF.'
- 5.1.8 shall be responsible for ensuring that it is clearly communicated to donors in advance of any donation being made that such donations will be held by CAF to be distributed, subject to CAF's ultimate discretion, at the request of the Customer;
- 5.1.9 where it makes a commitment to a donor to spend the donation received from such donor in a restricted way, the fulfilment of such commitment shall be the responsibility of the Customer and not CAF's. It shall be the sole responsibility of the Customer to ensure that this provision is clearly communicated to the donor before such commitment is given;
- 5.1.10 agrees that no deductions may be made from any funds raised by or on behalf of the Customer either before or after they are received by CAF without the prior written agreement of CAF. Any agreement by CAF will be conditional upon, amongst other things, the Customer disclosing any such expenses or deductions to anyone donating funds to the CAF Company Fundraising Account;
- 5.1.11 other than in accordance with condition 5.2, below, must not raise money or solicit donations from the general public by way of 'public charitable collections', as defined by the Charities Act 2006 and meaning, in broad terms, a charitable appeal which is made in any public place or by means of unsolicited visits to houses or business premises or both;
- 5.1.12 must not engage or attempt to engage a professional fundraiser or undertake professional fundraising activity in relation to their CAF Company Fundraising Account other than in accordance with condition 5.2;
- 5.1.13 shall indemnify and hold CAF harmless against all damages, losses, liabilities, costs and expenses (including reasonable legal fees, reputational damage and consequential losses) which CAF incurs as a result of any complaint, enquiry, query, fine, penalty, charge or claim in connection with any act or omission of the Customer (including, but not limited to a breach of the obligations, above), or any activity undertaken or public material produced by the Customer in respect of CAF or the CAF Company Fundraising Account (including, but not limited to, the documents referred to in Conditions 5.1.5 and 5.1.6, above) and in communication with any donor or potential donor to the CAF Company Fundraising Account and/or in relation to any other use of the Services provided by CAF. The forgoing applies whether the Customer may be construed as acting as agent for CAF or not; and
- 5.1.14 shall, notwithstanding CAF's right to invoice, fund a CAF Company Account from which fees, costs, contributions and expenses will be deducted, such funding to be to a level no less than the fees, costs, contributions and expenses to be deducted.
- 5.2 As the Customer will be raising funds in CAF's name, it is likely to be treated as a professional fundraiser under applicable law and regulation. Consequently, the following provisions shall also apply:
- 5.2.1 Limitation and scope of appointment
- The Customer may only raise funds on behalf of the CAF Company Fundraising Accounts covered by this Contract and must not purport to be raising funds on behalf of CAF in general or any other purpose related to CAF.
- 5.2.2 Donations
- (a) Donations will be generated by fundraising activities undertaken by the Customer.
 - (b) CAF is entitled to all donations, to be held and processed in accordance with the terms of this Contract.
 - (c) Where the Customer deposits the donations other than accordance with condition 5.1, above, the Customer will ensure that all donations are held by it in a separate bank or building society account from its other funds or monies.
- 5.2.3 Record keeping and audit
- (a) The Customer will keep a separate and legible record of:
 - (i) all donations; and
 - (ii) the fundraising activity as part of which the donations were received, and the amount of donations that were made.

For the avoidance of doubt, this record can be in the form of the paying in slips provided by CAF.
 - (b) The Customer shall allow CAF and any Supervisory Authorities of, auditors of or other advisers to CAF to access any of the Customer's

premises, personnel and relevant records as may be reasonably required in order to:

- (i) fulfil any legally enforceable request by any Supervisory Authority; or
 - (ii) identify suspected fraud; or
 - (iii) undertake verification that the Customer is maintaining the separate account required under condition 5.2.2(c), above, and paying over to CAF all donations in accordance with condition 5.2.6 below.
- (c) In the case of conditions 5.2.3(b)(ii) and 5.2.3(b)(iii) above, such access shall be subject to such supervision as the Customer may reasonably require, and shall only be provided during the normal working hours of the Customer and following reasonable notice from CAF.
- (d) For the purposes of assessing whether or not access is reasonably required pursuant to condition 5.2.3(b), consideration will be given to then prevailing conduct of the Customer and the extent to which the Customer is failing to fulfil its obligations under this Contract.
- (e) CAF shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Customer or delay the fundraising activities and that, where possible, individual audits are co-ordinated with each other to minimise any disruption.
- (f) Subject to CAF's obligations of confidentiality, the Customer shall provide CAF (and its auditors and other advisers) with all reasonable co-operation, access and assistance in relation to each audit.
- (g) CAF shall provide at least 30 (thirty) days' notice of its intention to conduct an audit unless:
- (i) such audit is conducted in respect of a suspected fraud, in which event no notice shall be required; or
 - (ii) such audit is conducted by or at the request of a Supervisory Authority, in which event such notice, if any, as it is reasonably practicable for CAF to give shall be given by CAF.
- (h) The parties shall bear their own costs and expenses incurred in respect of compliance with their obligations in relation to the audit, unless the audit identifies a material default or breach by the Customer, in which case the Customer shall reimburse CAF for all its reasonable costs incurred in the course of the audit.
- (i) If an audit identifies that:
- (I) the Customer is failing to comply with any of its obligations under this Contract then, without prejudice to the other rights and remedies of CAF, the Customer shall take the necessary steps to comply with its obligations at no additional cost to CAF; or
 - (II) the Customer has failed to pay the full

amount of donations due, then the Customer shall pay the unpaid balance of such donations to CAF within 5 (five) days of receipt of the audit findings in this regard.

5.2.4 Intellectual property

- (a) CAF owns the Intellectual Property Rights in the CAF Name. Subject to the Customer's compliance with condition 5.2, in connection with references to CAF as part of the fundraising activities, and in consideration of a one-off payment of £1 (the Licence Fee, which has been included in the set up fee), CAF grants the Customer a non-exclusive, non-transferable licence for the term of this Contract to use the CAF Name, for the purposes of the fundraising activities (the Licence).
- (b) CAF shall be entitled to terminate the Licence with immediate effect if the Customer fails to comply with the provisions of this Contract.

5.2.5 Payment terms in respect of payments by the Customer

Where the Customer is depositing donations other than in accordance with condition 5.1, above, or does not so deposit donations within the same month of the fundraising activity in question, the following provisions shall apply:

- (a) At the end of each calendar month from the date of this Contract and until six months following the date of each fundraising activity, the Customer shall issue CAF with a written statement (each a Monthly Statement) of the total amount of all donations due to CAF, together with all relevant information necessary to allow CAF to verify the amounts of all donations including the total payments received at each relevant fundraising event.
- (b) The Customer will pay the donations detailed in each Monthly Statement to CAF, in full, within 28 (twenty-eight) days of the date of the Monthly Statement in question.

5.2.6 Anti-Bribery and Corruption

The Customer will, and will procure that its officers, Employees, agents, sub-contractors and any other persons who perform services for or on behalf of it in connection with this Contract will:

- (a) not commit any act or omission which causes or could cause it or CAF to breach, or commit an offence under, any laws relating to anti-bribery and/or anti-corruption;
- (b) comply with CAF's anti-corruption policy as updated from time to time;
- (c) keep accurate and up to date records showing all payments made and received and all other advantages given and received by it in connection with this Contract and the steps it takes to comply with this condition 5.2.6, and permit CAF to inspect those records as required;
- (d) promptly notify CAF of:

- (i) any request or demand for any financial or other advantage received by it;
- (ii) any financial or other advantage it gives or intends to give;
- (iii) whether directly or indirectly in connection with this Contract; and
- (iv) any breach of this condition 5.2.6.

CAF may close the CAF Company Fundraising Account immediately by giving written notice to that effect to the Customer if the Customer is in breach of this condition 5.2.6.

- 5.3 Statements detailing amounts paid in and out of the CAF Company Fundraising Account will be sent to the nominated contact within the Customer on a quarterly basis, unless an alternative frequency is agreed between CAF and the Customer.
- 5.4 Unless otherwise set out in this Contract, CAF may act upon requests and information that it believes in good faith to have been received from the Customer or an Authorised Contact whether made in writing, electronically or verbally. The Customer shall be responsible for monitoring activity in its CAF Company Fundraising Account to ensure that it is being operated to its satisfaction.

Definition Schedule

Terms, words or phrases defined in the Definition Schedule to the CAF Services for Companies Terms and Conditions shall have the same meaning when used in this Service Schedule unless defined below.

CAF Company Fundraising Account means the Initial Donation and any authorised contributions or donations from the Customer or directed to CAF to be held subject to this Service Schedule and to the request of the Customer, in each case, to be applied for Charitable Purposes.

CAF Company Fundraising Account Fee Schedule means the Schedule made available by CAF from time to time in which the fees, costs, contributions or expenses applicable to a CAF Company Fundraising Account are set out.

CAF Name means: CAF; or CHARITIES AID FOUNDATION; in each case in whatever form, layout, colour or style, including but not limited to the CAF logo in use on CAF's website and/or literature from time to time.

Connected Person means: (i) a donor's or a Customer's staff members and, in the case of Customers that are not listed on an exchange, shareholders (ii) a donor's or a Customer's Affiliate and (iii) a spouse, close relative or such other acquaintance as Her Majesty's Revenue and Customs shall from time to time regard as connected to the donor's, staff members (including directors) and, in the case of Customers that are not listed on an exchange, shareholders of the donor or its donor's Affiliates, or of the Customer or its Customer's Affiliates.

Contract means, in respect of the Services described in this Service Schedule, together: the CAF Services for Companies Terms and Conditions, this Service Schedule, the Forms and the CAF Company Fundraising Account Fee Schedule.

Forms means, in respect of the Services described in this Service Schedule, such of the CAF Company Fundraising Account Application Form; the Contacts Form; the Organisation Registration Form, each submitted by the Customer, as the context may require; and/or any other form of application submitted by the Customer to CAF and accepted by CAF in order to take out the Services described in this Service Schedule.

Initial Donation means the donation remitted to CAF by the Customer on or after the time at which the Customer sends its CAF Company Fundraising Account Application Form to CAF.

CAF COMPANY FUNDRAISING ACCOUNT

Fee Schedule as at 1 May 2018

Set up fees

Set up fee	£500 + VAT (includes set up of up to 10 accounts)
Additional account set up	£50 + VAT per account

The set up fee will be either invoiced or deducted from the CAF Company Account nominated by the Customer for payment of fees, as indicated by the Customer in the CAF Company Fundraising Account Application Form.

Annual account administration fees

Number of accounts	Fee per CAF financial year
10 accounts or fewer	No annual account administration fee
11-30 accounts	£20 + VAT per account
More than 30 accounts	£400 + VAT per day* (minimum £400 + VAT)

*Annual account administration fees for Customers with more than 30 accounts depend on the complexity of requirements and can be provided by CAF in writing to the Customer on request. CAF will confirm the applicable annual account administration fees in writing on receipt of the CAF Company Fundraising Account Application Form.

CAF Company Fundraising Account fees

Service	Fee
Addition of logo to CAF voucherbook	£50 + VAT (one-off set up)
Amendment of logo	£50 + VAT (per amendment)
Oversized presentation CAF vouchers	£35 + VAT
Payments to non-UK charities**	Bank charges

** CAF reserves the right to levy a fee for payments to non-UK charities (in addition to the bank charges specified above) in certain circumstances, eg, a high volume of payments to non-UK charities. This fee would be agreed with your organisation in advance of any payments being made. For more information on fees for payments to non-UK charities please contact our Customer Services team on 03000 123 000.

Annual account administration fees and CAF Company Fundraising Account fees will be deducted from the CAF Company Account nominated by the Customer for payment of fees, as indicated by the Customer in the CAF Company Fundraising Account Application Form.

CAF contributions

	Cumulative payments into account	Contribution per CAF financial year
Band 1	The first £55,000	3.5% with a minimum total contribution of £300
Band 2	£55,000.01 – £274,500	2.5%
Band 3	£274,500.01 – £548,500	1% with a maximum total contribution of £10,152.50
Band 4	Amounts over £548,500	0%

NCVO contributions

	Cumulative payments into account	Contribution per CAF financial year
Band 1	The first £117,500	1% with a maximum total contribution of £1,175
Band 2	Amounts over £117,500	0%

The CAF and NCVO contributions will be deducted from the CAF Company Account nominated by the customer for payment of fees, or deducted from the CAF Company Fundraising Account, as indicated by the customer in the CAF Company Fundraising Account Application Form.

Contributions are based on the value of payments into the CAF Company Fundraising Account between 1 May and 30 April each year (the CAF financial year). Bands are indexed annually on 1 May according to the change in the Retail Prices Index the previous December – and rounded to the nearest £500.

CAF contributions include account administration costs which are inclusive of VAT. CAF is obliged to levy a contribution to support the work of its founder, the National Council for Voluntary Organisations (NCVO).

- 1 If during the CAF financial year (1 May and 30 April), no payments have been made into the CAF Company Fundraising Account, or if cumulative payments have not met the minimum threshold necessary to generate the minimum CAF contribution of £300, the £300 minimum CAF contribution (or the outstanding amount if some contributions have been paid) will be deducted from the CAF Company Fundraising Account at the end of the CAF financial year. CAF reserves the right to invoice for any outstanding fees if there are insufficient funds in the CAF Company Fundraising Account.
- 2 CAF Company Fundraising Accounts that are solely funded by transfers from another CAF Company Fundraising Account held by the Customer are not subject to contributions.

CAF COMPANY FUNDRAISING ACCOUNT

Application Form

Section 1

Customer details

If you have any questions when completing this form, please contact a member of CAF Customer Services on 03000 123 000 or company accounts@cafonline.org

This form signs you up for a CAF Company Fundraising Account. If you wish to open multiple accounts please complete an application form for each additional account and attach to the main form. For additional accounts you only need to complete details which differ from those provided on the main form. Where parts are left blank, we will automatically use the information provided by you on the main form. Only the main form needs to be signed.

Please indicate how many additional forms, if any, you are submitting

The service request (as set out below) is made by:

Organisation details (the 'Customer')

Organisation name

Registered address

Postcode

Main business address (if different from registered address)

Postcode

Website

Main telephone number

Registered address

This is the address you have officially registered with Companies House or a regulatory body.

Main business address

This is your main address that we should use for correspondence.

Website

This is your main corporate website.

Main contact

This individual will receive all communications from CAF regarding your CAF Company Fundraising Account, eg, marketing, product updates and day-to-day queries.

Main contact

Mr Mrs Miss Ms Other

Full forename(s)

Surname

Job title

Work address

Same as the organisation's registered address

Same as the organisation's main business address

Other (please specify)

Postcode

Work email address

Work telephone number

CAF use only
Account number

Account number (fees account)

Section 2

Your use of the CAF Company Fundraising Account

Account name

We will prefix the account name with 'CFA' to identify it as a CAF Company Fundraising Account.

Please help us to improve our service by providing estimates around your future usage. We understand that your circumstances may change year to year, so please answer as you currently intend to use the account.

CAF voucherbook

A voucherbook can be used to make Giving Requests to charities from your CAF Company Fundraising Account.

If you would like your logo to be included on your CAF vouchers please send it to companyaccounts@cafonline.org Please ensure the logo meets the following criteria:

- bitmap file format
- black and white with a colour depth of 1 bit
- minimum resolution of 300dpi in an area of 78mm x18mm (921 x 213 pixels)
- full depth logos must be centred
- landscape logos must be no wider than 65mm and centred at the top of the 78x18mm area

Account name

Please indicate if you would like the account name to be:

- The same as the organisation name specified on previous page
 Different to your organisation name – please specify

C F A

A) Do you already have a CAF Company Fundraising Account?

- Yes – please provide your existing CAF Company Fundraising Account number
 No

B) Do you intend to deposit funds into your CAF Company Fundraising Account:

- monthly or more frequently annually
 a few times a year less than once a year

C) Approximately what level of funds do you anticipate depositing into your CAF Company Fundraising Account per year?

- Up to £5k £50,001 – £100k More than £500k
 £5,001 – £20k £100,001 – £250k
 £20,001 – £50k £250,001 – £500k

D) Do you intend to fundraise from the following? (please tick all that apply)

- Employees
 Customers
 Other (please specify)

E) Do you intend to make payments to charities and/or charitable projects that are: (please tick as many as apply)

- Based in the UK Based outside the UK (please specify regions below)
- Africa
 - Australia and New Zealand
 - East Asia and Pacific
 - Eastern Europe and Central Asia
 - Latin America and Caribbean
 - Middle East and North Africa
 - South Asia
 - US and Canada
 - Western Europe

CAF voucherbook

Please indicate how many CAF voucherbooks you require

Please indicate the wording you would like on your CAF vouchers:

- the name of your organisation
 the words 'an anonymous donor'
 other wording (please specify)

Please tick if you would like your logo to be included on your CAF vouchers (please see the CAF Company Fundraising Account Fee Schedule for the applicable fee, and notes to the left for details of how to submit)

Please indicate how many paying-in books you require

Section 3

Key contacts

Statement contact

This individual will receive paper statements for this CAF Company Fundraising Account.

You can also view statements online by registering at www.cafonline.org/register

Statement contact

We will usually send paper statements to you quarterly. Please specify below if you would prefer a different option: Monthly Half-yearly Annually
 Do not wish to receive paper statements

If statement contact is the same as the main contact please tick here

If different please complete details below:

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Job title _____

Work address Same as the organisation's registered address
 Same as the organisation's main business address

Other (please specify) _____

Postcode _____

Work email address _____

Work telephone number _____

CAF voucherbook contact

This individual will receive CAF voucherbooks for this CAF Company Fundraising Account.

A CAF voucherbook can be used to make Giving Requests to charities from your CAF Company Fundraising Account.

CAF voucherbook contact (only required if you want to use a CAF Voucherbook)

If the CAF voucherbook contact is the same as the main contact please tick here

If different please complete details below:

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Job title _____

Work address Same as the organisation's registered address
 Same as the organisation's main business address

Other (please specify) _____

Postcode _____

Work email address _____

Work telephone number _____

Paying-in book contact

This individual will receive paying-in books for this CAF Company Fundraising Account.

A paying-in book can be used to deposit funds at a high street bank nominated by CAF.

Paying-in book contact

If paying-in book contact is the same as the main contact please tick here

If different please complete details below:

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Job title _____

Work address Same as the organisation's registered address
 Same as the organisation's main business address

Other (please specify) _____

 _____ Postcode _____

Work email address _____

Work telephone number _____

Section 4 Users

Please list all individuals who you authorise to use this CAF Company Fundraising Account and indicate the level of access they may have by ticking the relevant box. Please continue on a separate sheet if you wish to add more individuals.

Levels of access
 You must have at least one user authorised at level two, three and/or four.

Level 1 Information authorised to: request information, eg, balance, contacts, payments in and donations out but cannot make changes to or make Giving Requests from this CAF Company Fundraising Account.

Level 2 Signatory authorised to:

- make Giving Requests
- request information on this CAF Company Fundraising Account.

Level 3 Contact Administrator authorised to:

- add and/or remove contacts
- make Giving Requests
- request information on this CAF Company Fundraising Account

Level 4 Service Administrator authorised to:

- set up new CAF Company Fundraising Accounts and other CAF Services on behalf of the Customer
- add and/or remove contacts
- make Giving Requests
- request information on this CAF Company Fundraising Account

Online access
 Users authorised at level two, three or four can apply for online access at www.cafonline.org/register

Contact details 1

Level 1 – Information Level 2 – Signatory
 Level 3 – Contact Administrator Level 4 – Service Administrator

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Contact details as previously provided on this form – *skip to Identification details*
 If not previously provided please complete details below:

Job title _____

Work address Same as the organisation's registered address
 Same as the organisation's main business address

Other (please specify) _____

 _____ Postcode _____

Work email address _____

Work telephone number _____

Identification details
 Please provide the following details for any user authorised at level two, three or four.
 If you have already provided us with your date of birth and home address, you do not need to do so again. Please tick the relevant box below to indicate when this was provided to us:

on Organisation Registration Form
 on application for agreement number _____

If not previously provided please complete details below:

Date of birth _____

Home address _____

 _____ Postcode _____

Identification details

In order for CAF to comply with UK anti-money laundering regulations, we are required to complete checks on your organisation and on individuals that are involved in using the Services before the application can be accepted. Wherever possible these checks are performed electronically. In certain circumstances, however, it may be necessary to request additional identification documentation to satisfy our requirements under the regulations.

Please provide a sample signature which will be used to verify CAF vouchers, standing orders and other account requests. For this reason, please ensure all signatories sign clearly, using the same format of signature as they will on all future CAF Company Fundraising Account requests.

If you have lived at your home address for less than three years please supply your previous address details for the last three years on a separate sheet.

Sample signature

Date dd/mm/yyyy

Contact details 2

Level 1 – Information

Level 2 – Signatory

Level 3 – Contact Administrator

Level 4 – Service Administrator

Mr Mrs Miss Ms Other

Full forename(s)

Surname

Contact details as previously provided on this form – skip to Identification details

If not previously provided please complete details below:

Job title

Work address

Same as the organisation's registered address

Same as the organisation's main business address

Other (please specify)

Postcode

Work email address

Work telephone number

Identification details

Please provide the following details for any user authorised at level two, three or four.

If you have already provided us with your date of birth and home address, you do not need to do so again. Please tick the relevant box below to indicate when this was provided to us:

on Organisation Registration Form

on application for agreement number

If not previously provided please complete details below:

Date of birth

Home address

Postcode

If you have lived at your home address for less than three years please supply your previous address details for the last three years on a separate sheet.

Sample signature

Date dd/mm/yyyy

Contact details 3

Level 1 – Information Level 2 – Signatory
 Level 3 – Contact Administrator Level 4 – Service Administrator
 Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Contact details as previously provided on this form – *skip to Identification details*

If not previously provided please complete details below:

Job title _____

Work address Same as the organisation’s registered address
 Same as the organisation’s main business address

Other (please specify) _____

_____ Postcode

Work email address _____

Work telephone number _____

Identification details

Please provide the following details for any user authorised at level two, three or four.

If you have already provided us with your date of birth and home address, you do not need to do so again. Please tick the relevant box below to indicate when this was provided to us:

on Organisation Registration Form
 on application for agreement number _____

If not previously provided please complete details below:

Date of birth _____

Home address

_____ Postcode

If you have lived at your home address for less than three years please supply your previous address details for the last three years on a separate sheet.

Sample signature

Date dd/mm/yyyy

Section 5

Paying fees

You can choose to pay the CAF Company Fundraising Account fees so that the full value of donations goes to your chosen charity. Please indicate your preferences below:

5.1 CAF Company Fundraising Account fees and annual account administration fees (if applicable).

- Fees should be taken from an existing CAF Company Account

Please specify account number

- Fees should be taken from a new CAF Company Account

Please nominate one or more signatories for this account from Section 4 (Users)

Name of signatory 1

Mr Mrs Miss Ms Other

Full forename(s)

Surname

Name of signatory 2

Mr Mrs Miss Ms Other

Full forename(s)

Surname

5.2 CAF and NCVO contributions only

Deduct contributions from:

- CAF Company Account as indicated in section 5.1 above
 CAF Company Fundraising Account

5.3 Set up fee

The set up fee must be paid by the Customer. Please indicate whether you would like us to:

- Invoice you for the set up fee
 Deduct the set up fee from a CAF Company Account.
 CAF Company Account as indicated in section 5.1 above
 A different CAF Company Account – please specify account number

Section 6

Certification

The form must be signed by one of the following individuals:

- An existing user authorised as a Service Administrator
- Company: **Director**
- LLP or other partnership: **Partner**
- Charity/Trust: **Trustee***
- Other non-incorporated organisation: **Chief Executive or equivalent***

If it is signed by someone other than the authorised signatory specified above, please enclose evidence of their authority to sign on behalf of your organisation. This should be either an original document or a certified copy of the original.

A certified copy of a document is one which has been certified on every page as a true copy of the original by a suitable certifier and contains the following:

- the name, signature, position and regulatory number (if applicable) of the suitable certifier
- a statement to the effect that the document is a true copy of the original
- the date on which the document was certified

A suitable certifier is a professional person (including those who are retired) eg, bank or building-society officials, police officers, civil servants, ministers of religion, teachers, accountants, engineers and solicitors. You can find a full list on www.direct.gov.uk/passports

*If your constitution requires more than one signature, please provide these with title, full forename, surname and job title on a separate sheet and arrange for the individual(s) to sign the sheet.

If you need any further guidance to help you complete this form, please contact us on 03000 123000 or email companyaccounts@cafonline.org

Please tick and certify each of the statements below

By signing this application form, we, the Customer, confirm that:

- we agree to purchase the Services as set out in the CAF Company Fundraising Account Service Schedule and we accept the CAF Services for Companies Terms and Conditions
- if there was anything that we did not fully understand, we have sought professional advice and guidance before sending this completed form to CAF
- the individuals detailed on this form have authorised the disclosure of their personal details to CAF
- the information given in this application is accurate
- we are responsible for updating CAF if the contact details or access privileges change (including if an individual is no longer employed by the Customer)

Signed for and on behalf of the Customer:

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Job title _____

Authorised signatory _____

Date dd/mm/yyyy _____

Next steps

Charities Aid Foundation (CAF) of 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA whose charity registration number is 268369 will notify you in writing when your application has been accepted. No binding agreement shall exist until CAF sends the Customer written confirmation of the acceptance of the application.

Please also complete and submit an Organisation Registration Form, unless you have already done so and there are no changes to the information. Please call CAF Customer Services on 03000 123 000 if you need to obtain a copy of your Organisation Registration Form or would like to check the information you submitted previously.

Please take a copy of your signed form for your records and return your completed form to:
Customer Services,
Charities Aid Foundation
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent ME19 4TA