

# CAF COMMUNITY ENGAGEMENT FUND

Application pack

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# CAF COMMUNITY ENGAGEMENT FUND

The CAF Community Engagement Fund 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 Community Engagement Fund offers you flexibility depending on how you want to organise your employee fundraising. Setting up the account enables you to 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 to manage payments into each account.

All payments out to charitable organisations will be validated by CAF and only distributed for approved charitable purposes.

## Reporting

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

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

A CAF Community Engagement Fund is not designed for long term investment and funds will not accrue any interest.

## Data Protection and Privacy

We take data protection and privacy very seriously. Our policy at [www.cafonline.org/privacy](http://www.cafonline.org/privacy) governs the way in which we collect, retain and use personal data. Please also see our privacy policy which sets out what data we collect about you, why we collect it and your rights with regard to it. We aim to ensure that we only hold personal data for as long as it is needed, and that it is held securely.

## Further information

If you have any questions or would like to discuss how a CAF Community Engagement Fund could work for you, please contact our Customer Services team on 03000 123 000 or email [companyaccounts@cafonline.org](mailto: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 Community Engagement Fund 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 COMMUNITY ENGAGEMENT FUND

## Service Schedule

### Definitions

The CAF Community Engagement Fund is a vehicle by which the Customer can raise funds for Nominated Charities. The definitions set out in the Definition Schedule to this Service Schedule apply to all references in this Service Schedule and throughout the CAF Community Engagement Fund Application Form and the CAF Community Engagement Fund Fee Schedule.

### Service Schedule conditions

- 1 **Nature of a CAF Community Engagement Fund**

All assets donated by the Customer, to the CAF Community Engagement Fund constitute an irrevocable and outright gift by the Customer to CAF of all rights, title and interest in such assets. CAF agrees to hold such assets and to apply them solely to the Nominated Charity or Charities and to provide such information to the Customer about the CAF Community Engagement Fund as is provided for in this Contract.

  - 1.2 For the avoidance of doubt:
    - 1.2.1 once a donation has been made to a CAF Community Engagement Fund, such donation cannot be repaid to the Customer;
    - 1.2.2 at no time will the Customer (nor any Connected Person) be able to derive any benefit from the assets in the CAF Community Engagement Fund; and
    - 1.2.3 no distribution from the CAF Community Engagement Fund may be used to discharge or satisfy a legally enforceable pledge or obligation of any person.
    - 1.2.4 the parties acknowledge that this is not a Commercial Participation Agreement as defined by the Fundraising Regulation
- 2 **CAF's general authority**
  - 2.1 When distributing the CAF Community Engagement Fund, CAF will, subject to the terms of this Contract and to CAF's procedures, policies and applicable law and regulation from time to time, distribute the funds from the CAF Community Engagement Fund to the accepted Nominated Charity or Charities. 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 Community Engagement Fund in the event that the Nominated Charity or Charities cease to exist for whatever reason, cease to be charitable and/or suffer from any adverse publicity in CAF's sole discretion.
  - 2.2 CAF may make such enquiries as it deems necessary to ensure that the CAF Community Engagement Fund is applied for Charitable Purposes, and shall not make any distribution until it is satisfied with the outcome of such enquiries.
- 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 of the CAF Community Engagement Fund for Charitable Purposes without seeking or having regard to the Customer's wish or request:

  - 3.1 where, in CAF's reasonable opinion, the wish or purported request of the Customer in respect of the CAF Community Engagement Fund is no longer possible, practical, ethical or viable or does not fulfil a Charitable Purpose;
  - 3.2 where the CAF Community Engagement Fund is closed in the circumstance set out in condition 10 of the CAF Services for Companies Terms and Conditions; or
  - 3.3 where the Customer has not complied with any material obligation under or in respect of this Contract then CAF may distribute all or part of the CAF Community Engagement Fund for such Charitable Purposes as it deems appropriate.
- 4 **Customer's obligations and rights**
  - 4.1 The Customer may only market or publicise the CAF Community Engagement Fund or fundraise for it in accordance with the terms of this Contract and in accordance with all applicable Fundraising Regulation.
  - 4.2 The Customer may nominate a Nominated Charity at any time and by such means as CAF shall make available from time to time by completing a Nominated Charity Form.
  - 4.3 The Customer shall not fundraise for a Nominated Charity until CAF have confirmed acceptance of a Nominated Charity.
  - 4.4 A Nominated Charity shall not be replaced by a new Nominated Charity until all the funds in the Community Engagement Fund have been disbursed to the original Nominated Charity.
  - 4.5 A Customer shall not suggest that CAF use any portion of the CAF Community Engagement Fund other than for the Nominated Charity or Charities.

- 4.6 The Customer acknowledges and accepts that it is solely responsible for any fundraising it undertakes and for absolute compliance with all Fundraising Regulations and CAF may notwithstanding any other terms of this Contract terminate it immediately if the Customer breaches this clause in any way and/or if CAF's reputation (at CAF's sole discretion) is brought into disrepute.
- 4.7 The Customer acknowledges and accepts that, in providing the CAF Community Engagement Fund 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, nor does it endorse the methods or processes used by the customer to fundraise.
- 4.8 The Customer accepts that any duty of care CAF owes in respect of the CAF Community Engagement Fund is owed to the charitable beneficiaries of the CAF Community Engagement Fund. The Customer further acknowledges and accepts that as the assets in the CAF Community Engagement Fund 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 Community Engagement Fund and that none are within the contemplation of the parties.
- 4.9 The Customer agrees that, CAF may invoice the Customer; or deduct from its CAF Community Engagement Fund 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 Community Engagement Fund. The Customer accepts that CAF will recover its costs by means of an invoice or a deduction from the CAF Community Engagement Fund 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 Community Engagement Fund or the nominated CAF Company Account at the time of the relevant transaction or as otherwise set out in the CAF Community Engagement Fund Fee Schedule.
- 4.10 The Customer agrees that CAF may also invoice the Customer or deduct from the CAF Community Engagement Fund 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.
- 4.11 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 Nomination Form.
- 4.12 The Customer can make donations into the CAF Community Engagement Fund by cash, cheque, BACS or CHAPS transfer, standing order or transfer from another CAF account, or any other form of agreed payment mechanism from time to time, in accordance with the terms of this Contract.
- 4.13 At the written request of the Customer, CAF will issue the Customer with:
- 4.13.1 paying-in books as required by the Customer for use at a high street bank nominated by CAF from time to time.
- 4.14 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 Community Engagement Fund, any distributions made as part of this Service, and the amount of fees, contributions and charges taken during the period covered by the statement.
- 4.15 Where the Customer receives money from a third party in respect of any of the Community Engagement Fund, irrespective as to whether or not this was solicited by the Customer in accordance with, or in breach of, this Contract, the Customer shall ensure that they provide CAF with a Nomination Form that accurately reflects the purposes for which the third party made the donation in question.
- 4.16 The Customer shall fully indemnify CAF and hold CAF harmless against all and any claims made by any party as a result of the Customer's failure to comply with condition 4.15.
- 5 Operating the CAF Community Engagement Fund**
- 5.1 In respect of the operation of the CAF Community Engagement Fund, the Customer:
- 5.1.1 shall deposit funds raised into the CAF Community Engagement Fund via the high street bank nominated by CAF using the paying-in books supplied by CAF or by BACS or CHAPS transfer or any other agreed payment mechanism from time to time;
- 5.1.2 may market or publicise its CAF Community Engagement Fund or fundraise for the Nominated Charity or Charities only in accordance with Fundraising Regulation and any other applicable law and regulation.
- 5.1.3 should the Customer wish to raise funds for more than one charity or from a distinct group of donors, it may be necessary for CAF to open additional CAF Community Engagement Funds 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 reputation, name, logo or general goodwill of CAF or the charitable purpose of the CAF Community Engagement Fund in any way when soliciting donations for and on behalf of the Nominated Charity or Charities or otherwise referring to the CAF Community Engagement Fund;
- 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 Community Engagement Fund and/or the event shall:
- (a) never purport to be raising funds on behalf of CAF; and
  - (b) not contain anything which may harm CAF's good reputation;
- 5.1.6 shall be responsible for ensuring that it is clearly communicated to donors in advance of any donation or fundraising event being made or held that such donations will be held by CAF to be distributed to such Nominated Charity or Charities;
- 5.1.7 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;
- 5.1.8 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 Community Engagement Fund (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 Community Engagement Fund 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 the limitation in condition 8.4 of the CAF Services for Companies Terms and Conditions shall not apply to this indemnity.

- 5.2 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 Community Engagement Fund 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 Community Engagement Fund** means 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 to the Nominated Charity or Charities at CAF's ultimate discretion.

**CAF Community Engagement Fund 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 Community Engagement Fund are set out.

**CAF Services for Companies Terms and Conditions** means the overarching terms and conditions which apply to the Customer and which refer to this Service Schedule.

**Connected Person** means: (i) third parties or a Customer's staff members and, in the case of Customers that are not listed on an exchange, shareholders (ii) third parties 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 third parties, staff members (including directors) and, in the case of Customers that are not listed on an exchange, Shareholders of the third parties or its third parties 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 Community Engagement Fund Fee Schedule.

**Forms** means, in respect of the Services described in this Service Schedule, such of the CAF Community Engagement Fund Application Form; the Nominations 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.

**Fundraising Regulation** means any legislation and regulation in the UK from time to time relating to fundraising.

**Nominated Charity** means the charity or charities listed on the Nomination Form which CAF has validated prior to the customer carrying out fundraising for that charity.

**Nomination Form** means the form completed by the Customer listing the Nominated Charity or Charities.

# CAF COMMUNITY ENGAGEMENT FUND

## Fee Schedule as at 1 May 2019

### 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 Community Engagement Fund 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 Community Engagement Fund Application Form.

### CAF Community Engagement Fund fees

Service	Fee
Amendment of logo	£50 + VAT (per amendment)
Oversized presentation CAF vouchers	£35 + VAT

Annual account administration fees and CAF Community Engagement Fund 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 Community Engagement Fund 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 £121,000	1% with a maximum total contribution of £1210
Band 2	Amounts over £121,000	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 Community Engagement Fund, as indicated by the customer in the CAF Community Engagement Fund Application Form.

Contributions are based on the value of payments into the CAF Community Engagement Fund 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 Community Engagement Fund, 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 Community Engagement Fund 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 Community Engagement Fund.
- 2 CAF Community Engagement Funds that are solely funded by transfers from another CAF Community Engagement Fund held by the Customer are not subject to contributions.



# CAF COMMUNITY ENGAGEMENT FUND

## Application Form

If you have any questions when completing this form, please contact a member of CAF Customer Services on 03000 123 000 or [companyaccounts@cafonline.org](mailto:companyaccounts@cafonline.org)

**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 Community Engagement Fund, eg, marketing, product updates and day-to-day queries.

Please note the Main Contact is not able to make changes to or submit nomination forms. Please see Section 4 - Users.

CAF use only  
Account number

Account number (fees account)

### Section 1 Customer details

If you wish to open multiple accounts please complete Section 2 of this 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

Company registration number (or equivalent)

Registered address

  
  
 Postcode

Main business address (if different from registered address)

  
  
 Postcode

Website

Main telephone number

#### 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

## Section 2

### Your use of the CAF Community Engagement Fund

#### Account name

We will prefix the account name with 'CEF' to identify it as a CAF Community Engagement Fund.

We will also include your organisation name to ensure the beneficiary recognises the source of the funds when they receive them.

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.

#### 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

A) Do you already have a CAF Community Engagement Fund?

- Yes – please provide your existing CAF Community Engagement Fund number  
  
 No

B) Do you intend to deposit funds into your CAF Community Engagement Fund:

- 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 Community Engagement Fund 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) Please indicate how many paying-in books you require

## Section 3

### Key contacts

#### Statement contact

This individual will receive paper statements for this CAF Community Engagement Fund.

You can also view statements online by registering at [www.cafonline.org/register](http://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

#### Paying-in book contact

This individual will receive paying-in books for this CAF Community Engagement Fund.

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 Community Engagement Fund 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 submit Nomination Forms for this CAF Community Engagement Fund.

**Level 2 Signatory authorised to:**

- submit Nomination Forms
- request information on this CAF Community Engagement Fund.

**Level 3 Contact Administrator authorised to:**

- add and/or remove contacts
- submit Nomination Forms
- request information on this CAF Community Engagement Fund.

**Level 4 Service Administrator authorised to:**

- set up new CAF Community Engagement Fund and other CAF Services on behalf of the Customer
- add and/or remove contacts
- submit Nomination Forms
- request information on CAF Community Engagement Fund.

### Online access

Users authorised at level two, three or four can apply for online access at [www.cafonline.org/register](http://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

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

### 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 account requests.

For this reason, please ensure all signatories sign clearly, using the same format of signature as they will on all future CAF Community Engagement Fund requests.

### 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 Community Engagement Fund fees so that the full value of donations goes to your chosen charity. Please indicate your preferences below:

#### 5.1 CAF Community Engagement Fund fees and annual account administration fees (if applicable).

Fees should be taken from this CAF Community Engagement Fund

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 Community Engagement Fund

#### 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

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](http://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](mailto:companyaccounts@cafonline.org)

## Section 6 Certification

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 Community Engagement Fund 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**