

CAF COMMUNITY ENGAGEMENT FUND

Application pack

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 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

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

Service Schedule conditions

1 Nature of a CAF Company Account

- 1.1. All assets donated by a Customer including where donated by a Group Organisation to the CAF Company Account 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 for Charitable Purposes and to provide such information to the Customer about the CAF Company Account as is provided for in this Contract.
- 1.2. Any income or gains 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 Account.
- 1.3. For the avoidance of doubt:
 - 1.3.1. once a donation has been made to a CAF Company Account, such donation cannot be repaid to the Customer;
 - 1.3.2. at no time will the Customer (nor any Connected Person) be able to derive any benefit from the assets in the CAF Company Account; and
 - 1.3.3. no distribution from the CAF Company 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 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 Account.
- 2.2. CAF may make such enquiries as it deems necessary to ensure that the CAF Company 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 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 Account is held by CAF; and
 - 3.1.1. assets are held in the CAF Company Account but no additional assets have been donated and assets have

not been distributed from the CAF Company 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, charges or expenses shall not be considered a distribution from the CAF Company 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 distribution of the CAF Company Account is no longer possible, practical, ethical or viable or does not fulfil a Charitable Purpose;
- 3.3. where the CAF Company Account is closed in the circumstances 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 obligations and rights

- 4.1. The Customer may not market or publicise the CAF Company Account or fundraise for it.
- 4.2. If the Customer wants money to be donated to its CAF Company Account from one of its Group Organisations on its behalf, it can do so provided that it completes and returns to CAF a Group Organisation Donor Funder Form and provided that any information that it has agreed to provide to CAF in accordance with condition 2.5 of the CAF Services for Companies Terms and Conditions shall include any information required in respect of the Group Organisation.
- 4.3. The Customer may make a Giving Request at any time and by such means as CAF shall make available from time to time.
- 4.4. A Customer shall not suggest that CAF use any portion of the CAF Company Account other than for Charitable Purposes.
- 4.5. The Customer acknowledges and accepts that, in providing the CAF Company 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.
- 4.6. The Customer accepts that any duty of care CAF owes in respect of the CAF Company Account is owed to the charitable beneficiaries of the CAF Company Account. The Customer further acknowledges and accepts that as the assets in the CAF Company 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 Account and that none are within the contemplation of the parties.
- 4.7. The Customer agrees that CAF may deduct from its CAF Company Account all costs, fees, charges and expenses that it incurs in connection with the operation and administration of the CAF Company Account. The Customer

accepts that CAF will recover its costs by means of a deduction from the CAF Company Account of a sum equivalent to the costs, fees, charges and expenses set out in the Fee Schedule. Such sums are deducted from the CAF Company Account at the time of the relevant transaction or as otherwise set out in the Fee Schedule.

- 4.8 The Customer agrees that CAF may also deduct from the CAF Company Account the fees, costs, charges 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.
- 4.9 For the avoidance of doubt, the Customer agrees and acknowledges that the assets that are required to pay for the costs, fees, charges and expenses referred to in this Contract will not be available for distribution in accordance with a Giving Request.
- 4.10 The Customer can make donations into the CAF Company Account by cheque, BACS or CHAPS transfer, standing order and Direct Debit.
- 4.11 At the written request of the Customer, CAF will issue the Customer with:
- 4.11.1 CAF voucherbooks
- 4.11.2 CAF Charity Cards to persons named by the Customer; in each case, which enable the Customer to make a Giving Request to any organisation for the time being recognised by Her Majesty's Revenue and Customs as a charity under the law of England and Wales or an organisation 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 or confirmation of a proposed distribution through provision of information from a CAF Charity Card, from the proposed recipient, CAF treats this as a Giving Request from the Customer for the purposes of this Contract.
- 4.12 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.
- 4.13 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 Account, any distributions made as part of this Service, and the amount of fees and charges taken during the period covered by the statement.

5 Operating the CAF Company Account

- 5.1 In respect of Customers who are not incorporated and whose CAF Company Account is funded by the Customer's partners or trustees (or equivalent) from whom a valid Gift Aid declaration is in place with CAF, CAF will reclaim Gift Aid in respect of donations made to the CAF Company Account and apply the amount received from Her Majesty's Revenue and Customs in respect of that Gift Aid reclamation to the CAF Company Account as if it were a donation or charge directed to the CAF Company Account for the purposes of this Service Schedule.

- 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 Company Account to ensure that it is being operated to its satisfaction.

6 Data Protection

Please see Clause 5 of the CAF Services for Companies Terms and Conditions for the main data provisions governing this contract.

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 Account means the Initial Donation and any charges 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.

Connected Person means: (i) Customer's staff members and, in the case of Customers that are not listed on an exchange, shareholders, (ii) 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 staff members (including directors) and, in the case of Customers that are not listed on an exchange, shareholders 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 Account Fee Schedule.

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

Forms means, in respect of the Services described in this Service Schedule, such of the CAF Company Account Application Form; the Contacts Form; the Partnership Declaration Form; the Giving Request(s); or the Group Organisation Funder 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.

Gift Aid means the amount equal to basic rate tax that CAF can reclaim on a gift made to CAF by a UK taxpayer who has paid more than the value of the amount being so reclaimed in income tax during the tax year in question, and who has made a declaration to this effect in the form required by Her Majesty's Revenue and Customs from time to time.

Group Organisation Funder Form means the form completed by the Customer notifying CAF of an intention to allow a Group Organisation to donate into the CAF Company Account.

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

CAF COMMUNITY ENGAGEMENT FUND

Fee Schedule as at 5 July 2021

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 charges

	Cumulative payments into account	Charge per CAF financial year
Band 1	The first £123,500	4.5% with a minimum total charge of £400
Band 2	£123,500.01 - £358,000	£3.5%
Band 3	£358,000.01 to £613,000	1% with a maximum total charge of £16,315
Band 4	Amounts over £613,000.01	0%

The CAF charges 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.

Charges 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.

- 1 CAF charges include account administration fees which are inclusive of VAT.
- 2 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 charge of £400, the £400 minimum CAF charge (or the outstanding amount if some charges 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 or charges if there are insufficient funds in the CAF Community Engagement Fund.
- 3 CAF Community Engagement Funds that are solely funded by transfers from another CAF Community Engagement Fund held by the Customer are not subject to charges.

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

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 communications 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 communications 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 communications 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

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 communications 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 communications 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, receive invoices 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

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 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 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 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 charges only

Deduct charges 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

Who can certify your documents?

- A notary public
- A Solicitor or barrister who's licensed to work in the UK
- A bank employee, stockbroker, IFA or an accountant from a firm that's regulated by the Financial Conduct Authority
- An authorised representative of the embassy or consulate that issued your ID
- The Post Office, for a small fee

If the certifier is working in a professional practice or regulated position (as listed above) they must be independent of the person for who they are certifying.

*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.

Registered charity number 268369

Section 6 Certification

Please read 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

Next steps

You will receive an email confirmation once CAF have accepted your application. No binding agreement shall exist until CAF sends the Customer email confirmation of the acceptance of the application.

Once completed and signed, please return the form by email to companyaccounts@cafonline.org. Please keep a copy for your future reference.