

CAF INVESTMENT ACCOUNT

Guide to switching share classes

You could find that there are cheaper share classes for the funds accessible through the CAF Investment Account than those available directly from a Fund Manager. The potential benefits will depend on the type and value of investments you hold, but moving to a share class with lower costs could improve the overall return on your charity's investments.

Our guide can help you decide the way to change share class, and whether it makes sense for you.

Is switching share classes right for you?

		Helpful hints
STEP 1	Use our template to list your current funds, including the share class you hold, the TER/OCF* and the current value	<ul style="list-style-type: none">■ You'll find your fund details on valuation statements or tax statements from your Fund Manager.■ You'll find your TER/OCF* on the fund factsheets or in the Key Investor Information Document in available in the Trading screen of your CAF Investment Account. To access the documents, select the fund as if you were going to make a purchase and follow the buying journey. You can cancel the transaction after this stage.
STEP 2	Find out what other share classes are available. Are they at a lower cost and available via the CAF Investment Account?	<ul style="list-style-type: none">■ You can check available share classes via the Trading screens of your CAF Investment Account. Just type in the fund name and use the filter to pick the one you need. If you don't have an account, contact us on 03000 123 444 and we can help.■ We can't always offer all share classes for a particular fund as some come with restrictions, but we aim to offer the lowest-cost option wherever we can.
STEP 3	Work out your approximate annual saving	<ul style="list-style-type: none">■ Fund values and prices change all the time, so you'll need to base your calculations on the latest available data.■ Your calculations will only be accurate at the point in time when you create them.■ Remember to factor in the costs of moving share class and those of the CAF Investment Account itself.■ Our template is designed to help you work out the potential benefits.■ And don't forget: it's sometimes cheaper to stick with your current share class.
STEP 4	Issue the appropriate instructions	<ul style="list-style-type: none">■ Using your CAF Investment Account, sell your existing share classes and buy new ones (subject to dual authorisation – when available)* or provide us with a conversion instruction.■ You may find our guide useful to help you decide which instruction is right for you.

* Our glossary will help you understand the language of investments: www.cafonline.org/investglossary

Comparing selling/buying with conversion

Method	Sell/Buy	Conversion
What is it?	<ul style="list-style-type: none"> You sell your current holding and reinvest the proceeds into your chosen new share class. 	<ul style="list-style-type: none"> You give your Fund Manager a written instruction via us to convert your existing share class to a new one.
What does it cost?	<ul style="list-style-type: none"> There are no transaction charges for buying and selling funds through your CAF Investment Account. You will need to check if any charges are levied by the manager though, such as initial charge on purchase. 	<ul style="list-style-type: none"> There are no costs for issuing a conversion instruction via your CAF Investment Account. However, it is at each Fund Manager's discretion as to whether they accept the instruction or not.
What do I do?	<ul style="list-style-type: none"> Sell your current units. Wait for your contract note*. Place a buy order for the new share class – up to the value of the proceeds of the sale. 	<ul style="list-style-type: none"> Download and complete a conversion instruction form. Send the authorised form to Saving and Investment team, CAF Financial Solutions Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA This form can be submitted at the same time as you complete the Stock Transfer Forms* to transfer your assets into your CAF Investment Account.
How long does it take?	<ul style="list-style-type: none"> At least six days: sale day plus one day for receipt of contract note* and reinvestment instruction to settle at least four days later. 	<ul style="list-style-type: none"> Typically 3-6 weeks, depending on your Fund Manager. You can't trade in these assets during this period.
Things to consider	<ul style="list-style-type: none"> You'll be out of the market for the time it takes to sell and reinvest. Any bid/offer spread* will add to your costs. The buying and selling process are subject to dual authorisation – when available,* which could cause delays. You need to make sure you have cash available to pay any transaction charges that may apply. 	<ul style="list-style-type: none"> For non-CAF funds, it's up to the Fund Manager whether your conversion application will be accepted. We cannot guarantee the instruction will be accepted and it may take time for the Fund Manager to inform us. We handle the transfer for you. You stay invested throughout the process. If you sell after the instruction, but before the conversion, we'll need to reverse the deal. The reversal costs will be payable by you and will include trading fees and any losses on the underlying fund value that may have been incurred since the sell instruction was authorised.

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Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).

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