



THE CHURCH OF SCOTLAND INVESTORS TRUST

Constituted by Act of Parliament 1994

121 GEORGE STREET EDINBURGH EH2 4YN

0131-225-5722 Fax 0131-220-3113

e-mail: investortrust@churchofscotland.org.uk

REQUIRES ACTION

Dear Investor,

We have recently undergone a review of our processing of lodgements, withdrawals and buying and selling units within the Investors Trust department.

As a result of this review we have found it necessary to implement a number of changes to the way we accept these instructions in order to ensure the safeguarding of your investments.

Please find enclosed copies of our updated forms. You will see on these forms that we are now requesting the bank account name to which funds are to be paid. This is in order to ensure that no payments are being made to third parties and that all congregational funds are being paid to the congregation's own bank account. The bank account details on the withdrawal forms must match those which we have on file here at the Investors Trust.

We are also requesting that two authorised signatories sign these forms going forward. As with the above bank details, these signatures must match those which we have on file here at the Investors Trust.

These changes will take place from **Monday 5th March 2018**.

Response Required:

In order to ensure that we have all your details up to date and accurate and requests are actioned smoothly, **please return to us the attached Enhanced Security Forms**. Where your congregation has a number of purposes, a number of bank accounts may be required.

Please ensure that these forms are returned before **Monday 12th February 2018**.

We are happy to receive forms via email (investortrust@churchofscotland.org.uk) initially but the original copy must be posted to us. It is advised that these forms are completed and returned to us ASAP even if you believe the details that we have on our system are correct, in order to ensure that in the future there is no delay in processing your payment.

These forms should be returned to:

**Jennifer Urquhart
Investors Trust
121 George Street
Edinburgh
EH2 4YN**

Acting Secretary: Jennifer Urquhart
Treasurer: Anne F Macintosh BA CA
Scottish Charity No. SC022884



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We appreciate that this change may cause some additional work. However, we do hope that you understand the need for increased financial security and that we are working hard in order to ensure your congregational funds are safeguarded and our processing is kept to a high standard to provide you with the best possible service.

Changes to Note:

- Investors Trust now requires 2 signatures for all Withdrawals, Lodgements, Sales and Purchases. These signatures must correspond with the signatures which you will provide to us on the enclosed Enhanced Security Forms.
- For all Purchase requests a cheque or a BACS payment must be sent to Investors Trust prior to Units being purchased. If the residual cash balance is £3 and below we will pay these funds to the congregation's deposit fund. Where residual cash is more than £3 this will be paid to the bank details on the purchase request form.
- Bank account details which are included on the request forms must correspond with the bank account details which you will provide to us on the enclosed Enhanced Security Forms.

Dates to Note:

12th February 2018 - All Forms must be completed and returned to Investors Trust before this date.

5th March 2018 - From this date onwards Investors Trust will only accept instructions on the new forms which include two signatories and state bank details which have been provided to Investors Trust on the enclosed forms.

Many thanks for your understanding and assistance.

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Treasurer
Anne Macintosh

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Acting Secretary
Jennifer Urquhart

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