



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Annual Return under section 169 of the  
Charities Act 2011 for a Common Investment Fund or a  
Charity Authorised Investment Fund**

**CIF/CAIF (A)**

Fund name

Fund number

Submission deadline

Some of the information you give in this form may become publicly available on the Register of Charities in accordance with the Charities Act 2011. These fields are marked. **P**

- This annual return should be completed by the **Manager**. By 'Manager', we refer to the body corporate appointed Manager under the Scheme(s) regulating a Common Investment Fund (CIF) or under the Trust Deed regulating Charity Authorised Investment Fund (CAIF).
- This annual return must be completed if the CIF or CAIF is registered with the Commission and the **gross income** of the CIF or CAIF is over £10,000 in the financial year covered by this annual return.
- This annual return, when completed, **must** be sent to the Commission **within 10 months** of the end of the financial year of the CIF or CAIF. Within the same period, the Manager must also submit a copy of the Manager's annual report and the annual accounts of the CIF or CAIF.
- Please enter all financial amounts in sterling to the nearest thousand pounds (£'000).
- If you need any help completing this annual return, please call the Commission's contact centre on 0300 066 9197.

**Complete this annual return for financial years ending on or after 1 January 2016**

**1 Financial Year**

a) Financial year start **P**

b) Financial year end **P**

**2 Gross Income, Distributions, etc**

Extract the CIF's or CAIF's gross income, *total distributions paid, Manager's fees, Corporate Trustee's fees, interest incurred, other expenses* from the CIF's or CAIF's annual accounts prepared for the last financial year.

2.1 Net asset value of the CIF or CAIF. **P**

2.2 Gross income of the CIF or CAIF. **P**

2.3 Total distributions paid or payable by the CIF or CAIF. **P**

2.4 Fees payable to the Manager, associates of the Manager and agents of either of them. **P**

2.5 Fees payable to the Trustee, associates of the Trustee and agents of either of them. **P**

2.6 Interest on borrowing incurred in the administration of the CIF or CAIF. **P**

**2 Gross Income, Distributions, etc (continued)**

2.7 Other expenses payable by the CIF or CAIF. **P**

2.8 Total expenditure (sum of 2.3 to 2.7 inclusive). **P**

2.9 Please complete the table below: **P**

	Income units in issue	Net asset value pence per income unit	Accumulation units in issue	Net asset value pence per accumulation unit	Net asset value of CIF £
At the beginning of the last financial year					
At the end of the last financial year					

**3 Administration of the Common Investment Fund or Charity Authorised Investment Fund**

3.1 Please indicate the number of participating charities with investments in the CIF or CAIF (holding income units, accumulation units or both) at the end of the last financial year.

Number of participating charities

3.2 Has the Manager acted within the appropriate regulations, rules and guidance of the Financial Conduct Authority (FCA)?

Yes

No

Attach extra information if appropriate

3.3 Has the Manager observed full compliance with either (i) the provisions laid down in the Scheme(s) and the Scheme Particulars which regulate the CIF or (ii) with the provisions set out in the Trust Deed which regulate the CAIF?

Yes

No

Attach extra information if appropriate

3.4 Please provide a copy of the CIF's or CAIF's investment objectives, including the extent (if any) to which social, environmental or ethical are taken into account, and any benchmark for the last financial year.

Yes

No

Attach extra information if appropriate

3.5 (i) Please state what your policy (if any) is on corporate governance in respect of the CIF or CAIF during the last financial year.

Enclosed

(ii) Did you comply with your corporate governance policy?

Yes

No

Attach extra information if appropriate

3.6 Did the Manager receive any complaints (from participating charities or others) about the way the CIF or CAIF was managed or administered?

Yes

No

Attach extra information if appropriate

**4 Administration of the Common Investment Fund or Charity Authorised Investment Fund**

4.1 Is the Manager satisfied with the performance of the CIF's auditor and solicitor?

Yes

No

Attach extra information if appropriate

4.2 Has the Manager made any changes to the purposes of the fund, the distribution of its assets on dissolution or trustee benefit provisions that have not been authorised by the Charity Commission or which contravene the Commission's policy on name changes.

Yes

No

Attach extra information if appropriate

4.3 Please provide the names and dates of appointment of the solicitors and the auditors for the CIF for the last financial year.

Enclosed

## 5 Advisory Committee/Board

5.1 Does the CIF or CAIF have an Advisory Committee/Board that is established by the Scheme(s) regulating the CIF or by the Trust Deed?

Yes

No

5.2 If the answer to 5.1 is yes in the case of a CIF, please provide full details of **every** member of the Advisory Committee/Board of the CIF year in the table below:

Enclosed

Full name <b>P</b>	Home address	Date of birth

## 6 Any other matter

6.1 Is there any other matter that you wish to bring to the Commission's attention that has not been covered in this Annual Return?

Yes

No

6.2 If the answer to 6.1 is yes, please provide the information on a separate sheet.

Enclosed

## 7 Charity contact

The current contact details for your charity are printed below.

Name of contact. **P**

Postal address of contact. **P**

Telephone number of contact. **P**

Email address of contact. **P**

If the above details are incorrect, please provide details of changes.

Enclosed

**Declaration** - Please take care to check that the information you are giving us is correct. Those who give answers that they know are untrue or misleading may be committing an offence.

I certify that the information given in this Annual Return is correct to the best of my knowledge and it **has been brought to the attention of the Corporate Trustee** and also to the attention of the members of the Advisory Committee/Board of the CIF (if applicable).

I further confirm that there are no serious incidents or other matters which they should have brought to the Commission's attention and have not done so already.

Name of Manager

Authorised to sign in the name and on behalf of the Manager

Signed

Date

Title and full name of the person who has signed (please use BLOCK CAPITALS)

Title

Full name

Postal address

  

Postcode

Email address

Daytime telephone number

You may find it useful to keep a copy of your completed Annual Return for your records.

Charity Commission, PO Box 211, Bootle L20 7YX  
Telephone: 0300 066 9197 Email: [rauemailteam@charitycommission.gov.uk](mailto:rauemailteam@charitycommission.gov.uk)  
Website: [www.gov.uk/charity-commission](http://www.gov.uk/charity-commission)

Please send this Annual Return form and your responses and enclosures to the Charity Commission at the above address.