

# Computershare Loan Services and The DPS Charity Fund - terms and conditions

## Terms and Conditions

### INTRODUCTION

- 1 > This document sets out the Terms and Conditions applicable to donations made by Computershare Loan Services and The DPS Charity Fund (the "Fund") owned and operated by CIS Plc (trading as The DPS) and HML (trading as Computershare Loan Services) ("Computershare" "we" or "us"); and to charities who apply for and/or receive donations from the Fund.
- 2 > Charities may apply to receive a donation from the Fund by completing and returning the application form contained on Computershare's [website](#). Please note that generally speaking this is the way charities should apply for a donation. However we reserve the right to allow charities to apply for a donation via other means. We may also decide to make donations to charities which have not made applications.
- 3 > Any charity receiving a donation will first be expected to agree to these Terms and Conditions. Where a charity applies for a donation, it will be asked to agree to these Terms and Conditions as part of its application. Where Computershare decides to make a donation to a charity which has not made an application, the charity will be asked to agree to these Terms and Conditions before the donation is made.

### STATUS OF THE FUND

- 4 > The Fund is a charitable donation scheme operated by Computershare, through which it makes monetary donations to various registered charities. It is not a separate legal entity and it is not itself a charity or a trust.

### MAKING APPLICATIONS; SELECTION OF CHARITIES TO RECEIVE DONATIONS

- 5 > Charities will need to download and complete an application form available on the Computershare website. Charities should download and complete a new form per application as the form may be subject to change.
- 6 > Once completed, application forms should be sent to [sarah.chidgey@computershare.co.uk](mailto:sarah.chidgey@computershare.co.uk). Please note: applications will need to be received by Computershare by the closing date for that period.
- 7 > In order for the charitable donation scheme to achieve its aims, we have outlined some high-level criteria for the charities we will be considering:
  - > We will only accept applications from charities working within in or around our offices in Derry, North and West Yorkshire, Sunderland and Doxford or Bristol
  - > The charity must be registered with the Charities Commission for England and Wales and be able to provide a UK charity registration number
  - > Our focus is to fund those charities that work to either prevent financial or housing hardship or support those with money problems or who lack secure accommodation
- 8 > We will not provide funds for the following:
  - > Marketing or promotion of a particular charity
  - > Religious charities
- 9 > Each application received will only be considered for the immediate next six-month funding round.
- 10 > If a charity's application is unsuccessful, a new application form will need to be completed and submitted in order to be considered for a donation in successive funding rounds.
- 11 > In order to qualify for consideration, charities should apply before the following closing dates each year:
  - > 31 March
  - > 1 August

## USE OF DONATION BY CHARITY

- 12 > Where a charity has made an application for, and is selected to receive, a donation, it agrees to use that donation in the manner described in its application (or as otherwise agreed in writing with Computershare). The charity will inform Computershare immediately if it wishes to use the donation in any other way.

## DONATIONS AT COMPUTERSHARE'S DISCRETION

- 13 > Any decision to make a donation from the Fund is entirely at our discretion. We make our decisions following careful consideration of the applications we receive.
- 14 > Although we intend to make donations at six-monthly intervals, please note that we may decide not to make a donation in any period, to make different levels of donation from period to period, or to close the Fund completely without notice. Our website may describe the level of donations we intend to make (in particular, the maximum level of donations), but please note that this is for general guidance only.
- 15 > Where we have informed a charity that we have decided to make a donation to it, we nevertheless reserve the right (at any time up to the point of actual payment) not to make that or any other donation where we consider that this is appropriate.

## PAYMENT OF DONATIONS

- 16 > Payments are generally received a month after the Fund committee makes its decisions. Based on the above timetable, payment for applications made during HY1 are typically made by 31 March and 30 September
- 17 > Please note that donations will typically be paid by the date set out above, but the charity should not rely on this. We reserve the right to make the donation at any time after this date.
- 18 > If the charity incurs any tax liability as a result of receiving a donation (such as a VAT charge), it will be expected to fund this liability itself. The amount of the donation will not be increased to take account of any tax liability or other charges incurred by the charity.
- 19 > If Computershare itself incurs any tax liability as a result of making a donation (such as a VAT charge) it may decide to adjust the amount of the donation accordingly prior to making payment to the charity. The amount of any donation made by Computershare will be VAT inclusive.

## NO COMMUNICATIONS WITH UNSUCCESSFUL APPLICANTS

- 20> We expect to receive a large number of applications for donations and may therefore be unable to enter into correspondence with individual applicants.
- 21 > In particular:
- > We will contact successful applicants directly but will not be able to contact unsuccessful applicants to inform them of their unsuccessful application
  - > We will not be able to provide 'progress reports' on any application
  - > We will not be able to give reasons why any application has been unsuccessful, or enter into any other discussions with any applicant
- 22> If a charity has not heard from us informing it that its application has been successful within the expected timeframe, the charity may make a new application at the times set out on our website. Charities should refer to the information on our website to assist them with making this application (for example, this information includes explaining the details we would expect to see on an application, and the criteria we apply when deciding what donations to make).

## USE OF CHARITY'S NAME, LOGO ETC. BY COMPUTERSHARE

- 23> We intend to publish information about the Fund to the public. For example, this information will be published on our website and may be used, amongst other things, in our press releases and marketing materials. This will include information relating to any charity to which we make a donation.
- 24 > By applying for, and / or agreeing to receive, any donation from the Fund, each charity agrees to:
- > Allow the use of its name and logo in any marketing activity by Computershare
  - > Work with Computershare to produce case studies and quotes about the donation and its impact
  - > Provide materials for use in marketing by Computershare (photos, videos etc)
  - > Appoint a spokesperson to address the media regarding the donation, either on their own or in conjunction with Computershare.

## REPORTING ON USE OF DONATION

- 25> Any charity receiving a donation from the Fund will be expected to report to Computershare, at reasonable intervals and in any event on Computershare's reasonable request, on the progress of the initiatives supported by the donation and the expenditure of the donation.
- 26> This is to enable Computershare can monitor the ongoing operation of the Fund and the effective use of donations made by it.