

Northern Trust UCITS Common Contractual Fund (the “CCF”)

SUBSCRIPTION/REDEMPTION FORM

Note: The Administrator will not process any subscriptions until the relevant account opening process has been completed and an account number confirmation has been issued by the Administrator. The account number must be specified on all subscription instructions. Subscription instructions and proceeds must not be forwarded until the account number confirmation is issued by the Administrator. This Subscription Form constitutes your agreement to subscribe for Units in the Fund. Please note the Administrator does not require the original of this document to be posted to them.

Please complete this form in blue or black ink using BLOCK CAPITALS

PLEASE RETURN TO

Northern Trust UCITS Common Contractual Fund, c/o The Administrator, George's Court, 54-62 Townsend Street, Dublin 2, Ireland
Tel: + 353 1 542 2909 | Fax: + 353 1 434 5286

If an option is not selected the form will not be processed. It is your responsibility to ensure that the form is fully completed.

Any queries can be sent to NTfundservice@NTRS.com.

Subscription/Redemption Forms can be sent to NTAMTAInstructions@ntrs.com. (See Appendix for terms and conditions of service for instructions issued to the Administrator via email.)

DEALING DEADLINES

This form must be received by the Administrator before the Sub-Fund's daily Dealing Deadline (Irish time). Please see the table below for Dealing Deadlines.

Any application received by the Administrator after the relevant Dealing Deadline shall be held until the next subsequent Dealing Day.

SUB-FUND

Northern Trust World Equity Index Fund
Northern Trust World Custom ESG Equity Index Fund
Northern Trust High Dividend ESG World Equity Fund
Northern Trust Europe Custom ESG Equity Index Fund
Northern Trust World Custom ESG EUR Hedged Equity Index Fund
Northern Trust World EUR Hedged Equity Index Fund
Northern Trust Europe Value ESG Fund
Northern Trust North America Value ESG Fund
Northern Trust Developed Real Estate Index Fund
Northern Trust North America Custom ESG Equity Index Fund
Northern Trust World ESG Leaders Equity Index Fund
Northern Trust World Small Cap ESG Low Carbon Index Fund
Northern Trust World Green Transition Index Fund
Northern Trust Quality Low Vol Low Carbon World Fund
Northern Trust Developed Real Estate ESG Climate Index Fund
Northern Trust World Natural Capital Paris-Aligned Equity Index Fund
Northern Trust World Natural Capital PAB Index Fund II

DEALING CUT-OFF FOR RECEIPT OF INSTRUCTIONS BY ADMINISTRATOR

14.00 (Irish time) on the Business Day prior to the relevant Dealing Day
14.00 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day
12.00 (Irish time) on the relevant Dealing Day
14.00 (Irish time) on the Business Day prior to the relevant Dealing Day
12.00 (Irish time) on the Business Day prior to the relevant Dealing Day
12.00 (Irish time) on the relevant Dealing Day
12.00 (Irish time) on the relevant Dealing Day
12.00 (Irish time) on the Business Day prior to the relevant Dealing Day
12.00 (Irish time) on the relevant Dealing Day
12.00 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day
14.00 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day
15.30 (Irish time) on the Business Day prior to the relevant Dealing Day

REGISTERED INFORMATION

Registered Account Name

Account Number

CONTACT DETAILS

Contact name

Address

Town/City

Postcode

Country

Tel

Fax

Email

SUB-FUND SELECTION

Total amount cash/units being invested in words: Total amount cash/units being redeemed in words: DEALING DATE If left blank then the next available dealing deadline will be used.

Please select one option:

☐ SUBSCRIPTION
 ☐ REDEMPTION
 ☐ REDEEM ALL UNITS

SUB-FUND	CURRENCY	UNIT CLASS	ACCUMULATING	DISTRIBUTING	AMOUNT	OR % ALLOCATION	UNITS	IN SPECIE	OFFICE USE
Northern Trust World Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World EUR Hedged Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust Developed Real Estate Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World ESG Leaders Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Custom ESG EUR Hedged Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Green Transition Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust Europe Custom ESG Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Custom ESG Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust High Dividend ESG World Equity Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust Europe Value ESG Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust North America Value ESG Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust North America Custom ESG Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Small Cap ESG Low Carbon Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust Quality Low Vol Low Carbon World Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust Developed Real Estate ESG Climate Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Natural Capital Paris-Aligned Equity Index Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Northern Trust World Natural Capital PAB Index Fund II	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Please contact your relationship manager for guidance on which class to select. Your Prospectus contains details of limits for certain classes.

SUBSCRIPTIONS

Unitholders should transmit the completed Subscription/Redemption Form prior to the Dealing Deadline indicated above. Cleared funds representing the subscription monies must be received by the following time limits:

SUB-FUND

All sub-funds

SUB-FUND DEADLINE FOR RECEIPT OF SUBSCRIPTION MONIES

2 Business Days after the Dealing Day

Applications for the purchase of Units should be submitted in writing, by fax, electronic means or telephone to the Administrator, provided that a complete Account Opening Form and supporting documentation in relation to anti-money laundering prevention checks has been received and verification of the Unitholder's identity has been completed by the Administrator.

Any subscription proceeds paid in currencies other than the Base Currency of the relevant Sub-Fund or the designated currency of the relevant Unit Class will be converted into that currency, at prevailing exchange rates. This foreign exchange transaction will be arranged by the Administrator at the cost and risk of the relevant investor.

PAYMENT SETTLEMENT INFORMATION

Please specify your details for subscriptions:

Currency	Correspondent Bank	
Sort Code	Swift code	ABA
Account name		

Payment Settlement monies must originate from the account of the Unitholder and sent via electronic transfer. Funds must be received into the bank accounts below and within the time limits set out above.

Payment can be made by either CHAPS or telegraphic transfer to the appropriate account (details of which are set out below).

The instructions contained below for GBP settlement do not quote an IBAN as IBAN's are not required when making CHAPS payments. However, if your bank requires an IBAN please use the following:

IBAN GB35CNOR23286310000119

Please note that the 5 digit Ref Account Number 'NRQ01' should also be included as this will ensure that your subscription proceeds can be applied.

	For GBP Settlement	For USD Settlement	For EURO Settlement excluding SEPA Credit Transfer	For EURO settlement via SEPA Credit Transfer	For SEK Settlement
To	Northern Trust Company, London Branch	The Northern Trust Company	Societe Generale, Paris	Northern Trust Company, London Branch	Skandinaviska Enskilda Banken AB S
Address	50 Bank Street London E14 5NT England	50 S. La Salle Street Chicago Illinois 60675 USA	8, Avenue des Olympiades 94727 Fontenay Sous Bois Cedex Paris France	50 Bank Street London E14 5NT England	Kungsträdgårdsgatan 8, 106 40 Stockholm, Sweden
ABA/Sort Code	23-28-63	(ABA No.) 071-000-152			
Swift	CNORGB22	CNORUS44	SOGFRPP		ESSESESS
IBAN			FR7630003069900010110236721	GB38CNOR23286310018204	SE7750000000055558508752
BIC	CNORGB22	CNORUS44		CNORGB22	CNORGB22
Account Name	Northern Trust UCITS CCF		The Northern Trust Company AVFC	Northern Trust UCITS CCF	Northern Trust UCITS CCF
Account Number	10000119	Ref. Wire A/C No. 5186061000	001011023670		GB43CNOR23286311518995
Ref Account Number	NRQ01	1724441	1724441	NRQ01	1724441
Ref Sub-Fund Name & NT TA Register number	"Name of Sub-Fund" TA Reg Number e.g. NT World Equity Fund TA Reg. 12345	"Name of Sub-Fund" TA Reg Number e.g. NT World Equity Fund TA Reg. 12345	"Name of Sub-Fund" TA Reg Number e.g. NT World Equity Fund 12345	"Name of Sub-Fund" TA Reg Number e.g. NT World Equity Fund 12345	"Name of Sub-Fund" TA Reg Number e.g. NT World Equity Fund TA Reg. 12345
For DKK Settlement					
Intermediary Bank	Skandinaviska Enskilda Banken AB				
Intermediary Address	Copenhagen				
Intermediary SWIFT Code	ESSEDKKK				
Intermediary A/C Number	DK9552950017006614				
Beneficiary Bank	The Northern Trust Company				
Beneficiary Bank SWIFT code	CNORGB22				
Beneficiary account name & number	GB43CNOR23286311518995 Northern Trust UCITS Common Contractual Fund				
Reference	NRQ01 Register number Order number				

REDEMPTIONS

Unitholders should transmit the completed Subscription/Redemption Form prior to the Dealing Deadlines indicated above.

Requests for redemption of units should be made to the Administrator in writing, by fax, by electronic means or by telephone and must, in the case of requests by fax or electronic means, quote the relevant account number, the relevant Sub-Fund(s) and Units Class.. A request by telephone or electronic means may only be made if such method of dealing is designated by the Unitholder at the initial purchase of Units or in a subsequent request.

All redemption monies shall be paid by the settlement deadline outlined in the Prospectus and shall be made by electronic transfer at the Unitholder's risk and expense to the Unitholder's account, details of which shall be notified by the Unitholder to the Administrator.

No redemption monies will be payable to the Unitholder until receipt of a complete Account Opening Form from the Unitholder, and the Administrator is satisfied that all relevant completed documents and necessary anti-money laundering documents have been provided by the Unitholder and the anti-money laundering procedures have been completed by the Administrator. Any redemption proceeds paid in currencies other than the Base Currency of the relevant Sub-Fund or the designated currency of the relevant Unit Class will be converted into that currency at prevailing exchange rates. This foreign exchange transaction will be arranged by the Administrator at the cost and risk of the relevant investor.

No third party payments will be accepted. Payment should come from the applicant(s). Please note that if your bank details differ from those provided in the completed Account Opening Form held by the Administrator on file you must indicate by ticking the box below to notify the Administrator that you wish to change your bank details. Proceeds cannot be released to new wiring instructions until a validated instruction has been received in writing accompanied by a bank statement or banker's reference (no more than 6 months old) to evidence the new bank account details provided are for a bank account registered account name. Until these are provided, monies will be paid to details held on file.

☐ I wish to change my bank account details held on file

PLEASE NOTE

1. Monies must originate from the account of the investor. Failure to complete these details accurately and in accordance with the signed Account Opening Form, and forward monies within the settlement time scale, will result in the loss of good value and an interest claim from the CCF.
2. We confirm that we have the authority to make this investment.
3. We confirm and declare that the PRIIPs Key Information Document (the "KID") or the Key Investor Information Document (the "KIID") for UK investors has been provided to us in good time prior to making this application for Units and that we have read and reviewed same. We hereby acknowledge and agree that the updated KID/KIID for each unit class is available at <https://www.northerntrust.com/united-kingdom/what-we-do/investment-management/pooled-funds> and that we will read and review the most up-to-date version of the relevant KID/KIID prior to making any subsequent applications for Units in the CCF. We are aware that copies of the Prospectus, Fund Supplement and latest annual and semi-annual reports, KID/KIID and other information may be obtained from the CCF's Administrator at George's Court, 54-62 Townsend Street, Dublin 2, Ireland. We give full consent to receiving this information by means of electronic communication.
4. I/We acknowledge as part of this application that we have been offered the Prospectus and Fund Supplement and where applicable the most recent annual or half-yearly reports and accounts and furthermore hereby confirm and declare that this application is made on the terms thereof and subject to the provisions of the Prospectus and the Deed of Constitution, and acknowledge that I/we are bound by the terms therein, including without limitation, the provisions providing for the reinvestment of all dividends declared. I/we agree that subscription for Units will be governed and construed in accordance with Irish law and we confirm that by subscribing for Units, I/We are not relying on any information or representation other than such as may be contained in the Prospectus, the relevant supplements and the most recent annual or semi-annual report (if available) thereto.
5. We hereby acknowledge that an application for an initial subscription will not be processed by the Administrator on behalf of the CCF until verification of the applicant's identity has been completed and all relevant account opening documentation has been received by the Administrator. We undertake to proactively monitor and promptly respond to all communications issued by the Administrator and/or the Manager or any agent on behalf of the relevant sub-fund.
6. We further acknowledge that if we fail or delay to provide all of the relevant account opening, anti-money laundering verification documents and information requirements and have not completed all applicant verification checks in advance, our initial subscription application will be rejected by the Administrator at the cost and risk of the applicant and any subscription monies or the balance thereof, received by the Administrator will be returned to the applicant without interest, expenses or compensation by electronic transfer to the account from which it was paid (less any applicable bank charges where applicable).
7. I/We certify that we are eligible to invest in the Fund and I/we are not acquiring Units for or on behalf of, or for the benefit of, any person or entity who/which is not eligible to invest in the Fund nor do we intend transferring any Units which I/we may purchase to any person or entity which is not eligible to invest in the Fund. I/We confirm that we are aware of the risks involved in the proposed investment and of the fact that inherent in such investment is the potential to lose the entire sum invested.

8. I/We agree to notify the Manager or the Administrator immediately if we become aware that any of the representations, declarations or warranties given by us in this subscriptions and/or redemption application form are no longer accurate and complete in all respects and agree immediately to take such action as the Fund may direct, including where appropriate, redemption of our entire holding.
9. We hereby agree to indemnify and hold harmless the CCF, on its own behalf and on behalf of its agents, the Manager, the Administrator, the Depositary, the Fund, the Investment manager and sub-investment manager (if any), the Distributor(s) (and their respective directors, officers and employees) and the other Unitholders and agree to keep each of them indemnified against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly, from any misrepresentation or breach of any representation, warranty, declaration, condition, covenant or agreement set forth herein or in any document delivered by me/ us to the CCF. The Manager, the Administrator, the CCF or the Distributor(s) will not be responsible or liable for the authenticity of instructions received from me/us or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed to be genuine.
10. The Administrator and the Manager are each hereby authorised and instructed to accept and execute subscription and redemption instruction in respect of the Units to which the application relates or which may in future be acquired by us which are given by us in written form, by electronic means, by telephone or by fax ("Trade Instructions"). The Administrator and the Manager are also authorised and instructed to accept and execute any other instruction including switch instructions in respect of Units to which the application relates or which may in future be acquired by us which are given by us in written form, by electronic means or by facsimile ("Non-Trade Instructions").
11. We agree to indemnify the Administrator on its own behalf and as agent of the CCF, the CCF and the Manager and agree to keep each of them indemnified against any loss of any nature whatsoever arising to any of them as a result of acting upon Trade Instructions and Non-Trade Instructions. The Administrator and the Manager may rely conclusively upon and shall ensure no liability in respect of any action taken upon any notice, consent request, instruction of other instrument believed in good faith to be genuine or to be signed by properly authorised person. I/We have such knowledge and experience in business and financial matters or have obtained advice from a professional adviser such that we are capable of evaluating the merits, and the risks, of an investment by me/us in the Fund. I/We have consulted to the extent we deemed appropriate with our own advisors as to the financial, tax, legal and related matters concerning an investment in the Fund and on that basis we believe that an investment in the Fund is suitable and appropriate for us.
12. I/We understand that the tax disclosure set forth in the Prospectus is of a general nature and may not cover the jurisdiction in which I/we are subject to taxation and that the tax consequences of our purchase of Units depends on our individual circumstances.
13. I/We acknowledge the right of Fund at any time to require the mandatory redemption of Units in the circumstances provided for in the Prospectus.
14. I/We acknowledge that due to anti-money laundering requirements operating within their respective jurisdictions the Investment Manager and the Administrator or the Manager (as the case may be) may require further identification of the applicant(s) at any time before the application can be processed and the Investment Manager and Administrator on its own behalf and as agent of the Manager, shall be held harmless and indemnified against any loss arising as a result of a failure to process the application if such information has been requested of the applicant by the Administrator or the Manager, and has not been provided by me/us or has been provided in incomplete form.
15. I/We warrant that we are duly authorised to sign this subscription/redemption Form and to subscribe or redeem for Units in the relevant sub-fund of the CCF. We warrant that we are not in breach of any laws or regulations of any competent jurisdiction and hereby indemnify the Manager, the Investment Manager and the sub-investment manager (if any), and their agents, the Administrator, the Depositary, the Distributors (together with their respective directors, officers and employees) or other Unitholders for any loss suffered for by them as a result of this warranty/representation not being true in every respect.
16. I/We have made arrangements for payment to be made by Electronic Transfer and acknowledge that the Fund reserves the right to reject the whole or in part any aspect of this application.
17. If this is an application for an initial subscription and we are, or were, present in the United Kingdom when we received the Prospectus and the KID/ KIID, we declare and warrant that the Prospectus was circulated to us without contravention of section 21 or 238 of the UK Financial Services and Markets Act 2000, as we fall within one of the following categories:
 - (a) an investment professional within the meaning of article 19 of the Financial Services and Markets Act 2000 (Financial Promotion) Order 2005, as amended, (the "FPO") or article 14 of the Financial Services and Markets Act 2000 (Promotion of Collective Investment Schemes Exemptions) Order 2001, as amended, (the "CIS Exemption Order");
 - (b) a high net worth person within the meaning of article 49 of the FPO or article 22 of the CIS Exemption Order;
 - (c) classified as a professional client or eligible counterparty in accordance with the new conduct of business rules of the UK Financial Conduct Authority ("COBS"); or
 - (d) a person to whom the Prospectus was otherwise lawfully communicated or caused to be communicated in the United Kingdom.
18. Fund holdings are available on the www.northerntrust.com/pooledfunds website. Some clients receive additional information and/or reports on a frequent basis.
Please contact your Relationship Manager to discuss any reporting needs.

AUTHORISED SIGNATORIES

Signature 1	Name	Signatory Capacity if applicable (i.e Director/Manager)
Signature 2	Name	Signatory Capacity if applicable (i.e Director/Manager)
Signature 3	Name	Signatory Capacity if applicable (i.e Director/Manager)
Signature 4	Name	Signatory Capacity if applicable (i.e Director/Manager)
Date (day/month/year)		

APPENDIX

Northern Trust UCITS Common Contractual Fund (the “CCF”)

Terms and Conditions of Service for instructions issued to the Administrator via email

Introduction

If you (hereinafter referred to as the “Investor”) wish to send Northern Trust International Fund Administration Services (Ireland) Limited, (the “Administrator”), instructions in respect of the Units of Northern Trust UCITS Common Contractual Fund (the “Fund”) in portable document format (“PDF”) or commonly used equivalent scanned form which is transmitted to the Administrator via email, then the terms as set out below will apply to the Investor’s account.

IT IS IMPORTANT THAT THE INVESTOR READS THESE TERMS AND CONDITIONS OF SERVICE CAREFULLY.

By completing the appropriate documentation (e.g. original subscription forms, additional subscription forms, transfer/switch requests or redemption forms) and instructing the Administrator in respect of the Units of the Fund via email, the Investor will have accepted the following Terms and Conditions of Service.

A. Procedure for PDF Instructions

1. The email address to submit PDF instructions is NTAMTAInstructions@ntrs.com. This address is to be solely used for sending PDF instructions via email in respect of the units in the Fund.
2. The Investor shall ensure that the PDF instruction is signed by properly authorised persons, scanned and attached to a blank email which is addressed to NTAMTAInstructions@ntrs.com.
3. Please ensure that the Investor blank e-mail does not contain any text or non-text items including but not limited to logos.
4. Each blank e-mail sent to the email address specified above may only include one PDF file attachment for all dealing instructions. However, the single PDF file attachment may contain multiple instructions in relation to Units in more than one Sub-Fund. A blank e-mail with more than one PDF attachment containing dealing instructions, will be rejected by the Administrator.
5. PDF instructions received without the scanned PDF form attached will not be accepted.
6. Upon receipt of an email with the scanned PDF instruction, the Administrator will send the Investor a task number by auto-response.
 - a. The task number acknowledges receipt of the Investor’s instruction.
 - b. The task number is not confirmation of placement of the instruction.
 - c. The Administrator must be in receipt of the instruction prior to the relevant dealing deadline as set out in the Fund’s Prospectus. The Administrator will not be responsible for any delays in receipt.
 - d. If the Investor does not receive a task number by auto response, it is the Investor’s responsibility to contact the Administrator by telephone (details confirmed within the application form) to confirm that the Administrator has received the Investor’s instruction.
7. If the Investor sends the Administrator a PDF TA instruction in respect of the units in the Fund to a mailbox other than specified above, the Administrator will reject the instruction and/or the deal will not be placed. Notification of rejection may not be given prior to the dealing cut off.
8. In cases where the Investor has supplied the Administrator with a “group” email address, the Administrator will have fully discharged its responsibilities where it has sent any communication to this “group” address.
9. The Investor should not send a duplicate instruction by alternative means to the Administrator as this could lead to a duplicate e.g. deals being placed in error.
10. The Investor is not obliged to instruct in this manner.

B. General Terms and Conditions of Service :

1. Email is not a secure form of communication and may be subject to interception, interruption, corruption, distortion, non-delivery, loss, may not be confidential, secure or error free and may contain viruses. Using and relying on email involves increased risk of fraud and of miscommunications including those due to a telecommunications system or equipment failure, misdirected communications or illegibility of the instructions or documents and the Investor will bear the risks if the Investor wishes to conduct the Investor’s dealings using email.
2. The Administrator is authorised and instructed to accept and execute any instructions in respect of units in the Fund given by the Investor in PDF form or by email. The Administrator will rely conclusively upon, and neither the Fund nor the Administrator shall incur liability in respect of any action taken upon any instruction believed in good faith to be genuine.
3. Neither the Fund nor the Administrator will be responsible or liable for the authenticity of instructions received from the Investor or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed by the Administrator to be genuine.
4. Neither the Fund nor the Administrator will accept responsibility or liability of any nature whatsoever arising out of or in connection with instructions given by the Investor in PDF form or by email, including without limitation, the Investor’s use of an incorrect email address, failure of the Investor’s transmission, interception, alteration or corruption of the Investor’s email transmission, non-receipt of the Investor’s electronic instruction, failure of technical infrastructure, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, or any allotment, switch or redemption or other action taken in good faith by the Administrator upon any electronic instruction. In addition, neither the Fund nor the Administrator will be liable for any failure to act upon electronic instructions due to equipment failure or for any cause that is beyond the control of the Administrator.