

{Mailing name}

{Address 1}

{Address 2}

{Address 3}

{Address 4}

Our ref: BCPT2

## **ACTION REQUIRED**

Dear {Salutation}

**{Account type}**

**Account number: {Account number}**

**Account name: {Account name}**

**{Designation: {Designation}}**

**Balanced Commercial Property Trust Limited (“BCPT”)**

We wrote to you previously about the proposed cash acquisition offer by Starlight Bidco Limited (“Bidco”) for the entire and to be issued share capital of BCPT. On 25 October 2024, those proposals were approved by shareholders and they were sanctioned by the Guernsey Court on 15 November 2024.

### **What does this mean to you?**

You no longer hold shares in BCPT. A cash sum of [£xxxx] has been credited to your account as you received 96.00 pence for each share you held in BCPT.

### **What action do you need to take?**

Your options are outlined below. We’ll hold the cash received from BCPT in your account until we receive an instruction from you. However, it’s important to note that interest is not earned on this cash. This means this sum will reduce over time because we’ll deduct the annual charge of £25 + VAT per annum (applied in 2 half yearly instalments in April and October) due to us from this cash amount unless you have instructed us to collect this by Direct Debit.

## **Reinvesting the cash received into a new investment option within your account**

You can choose to reinvest the cash received into any of the other available investment trusts. Before doing so, you should be comfortable with the investment choice you are making by reading the Key Information Document (“KID”) for the investment trust(s) and the Pre-Sales Cost Disclosure for the relevant savings plan. We’ve summarised some of the key facts about the trusts offered in the leaflet enclosed with this letter, and you can get full details including the relevant KIDs and Pre-Sales Cost Disclosure information at [ctinvest.co.uk/investment-trusts](https://ctinvest.co.uk/investment-trusts) or by contacting us on the details below.

Your options for giving us your investment instruction are:

- **Online** - Investor Portal ([ctinvest.co.uk/login](https://ctinvest.co.uk/login)) or our mobile app allows you to give us your instruction at your convenience
- **Phone** – Call us on 0345 600 3030 (+44 1268 447407 if calling from overseas) between 9am-5pm Monday to Friday
- **By post** – Complete the enclosed form and return it to us

In line with the normal terms and conditions of your CT Savings Plan, we’ll use the cash to buy shares in your chosen investment trust(s) the next dealing day following receipt of your instruction. We can also reinvest cash that you have on your account at the same time – just let us know when you give us your instruction.

We’ll waive any dealing charges that normally apply to postal deals for JISA investments for the shares you choose to buy with the cash. There are no dealing charges on CTF accounts. Government Stamp Duty of 0.5% applies on share purchases.

It is not possible to take the cash out of this account as only the child can make a withdrawal from a CTF or JISA once they turn 18.

## **Monthly savings**

If you saved monthly into BCPT, we’ll continue to collect monthly contributions up to and including the contribution on 1 January 2025. These will be held as cash to allow you time to make a decision. If you decide to reinvest the cash received for your BCPT shares into an alternative investment trust(s), we’ll reallocate the BCPT portion of your Direct Debit to your new investment choice(s), unless you give us a different instruction.

***If you haven’t advised us of an alternative investment choice by 17 January 2025, we will reduce your Direct Debit by the portion which was previously being saved into BCPT.***

## **Help and Support**

If you have any questions about this, please let us know. You can call us on 0345 600 3030 or from overseas on +44 1268 447407 and we're available from 9.00am to 5.00pm, Monday to Friday. Alternatively, please email us at [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com). You can also contact your financial adviser or find one at [www.unbiased.co.uk](http://www.unbiased.co.uk).

Yours sincerely,

**Ross Duncton**  
**Head of Marketing**