

{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 relevant annual charge due to us from this cash amount unless you have instructed us to collect this by Direct Debit.

Option A – Reinvest the cash received into a new investment option

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, or by contacting us on the details below.

Your options for giving us your investment instruction are*:

- **Online** - Investor Portal (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

****For holdings held in joint names, please send your instruction by post as all account holders must authorise the transaction.***

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 re-invest 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 the shares you choose to buy with the cash. Government Stamp Duty of 0.5% applies on share purchases.

Option B - Have the cash paid out to you.

You can choose to have the cash received for your BCPT shares to be paid to you.

Important consideration for Lifetime ISA (“LISA”) holders before deciding to have the cash paid out

Withdrawals from a LISA are intended for particular life events (ie. to buy your first home or save for retirement). So, whilst you are still permitted to withdraw from a LISA aside from these events, any withdrawals made would result in a 25% Government withdrawal charge.

Your options for requesting the cash to be paid* are:

- **Online** - Investor Portal (ctinvest.co.uk/login) or our mobile app
- **By post** - Complete the enclosed form and return it to us

We will send a cheque made payable to all accountholder(s) unless you provide us with a specific instruction to pay it to a nominated accountholder. If you’d prefer the payment to be made to a bank/building society account, please remember to provide proof of the bank details along with your completed form. There is no charge to withdraw the cash but if BCPT is your only holding and your account is being closed any outstanding fees on your account will be deducted prior to payment.

****For holdings held in joint names, please send your instruction by post as all accountholders must authorise for this cash to be paid out from the account and online access is restricted to view only for multiple holders.***

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.

For customers that hold a LISA savings plan

Any future Government bonuses received on recent subscriptions to BCPT will be held as cash until we receive a further instruction from you.

Verifying your identity

We are required to check that all parties connected with this account have been verified in line with current anti-money laundering guidelines and have provided sufficient details to meet current regulatory reporting standards before either reinvesting into another trust(s) or paying out the cash to you. We'll get in touch if we need any information and, once received will carry out your instructions.

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. The team is available to take your call from 9.00am to 5.00pm, Monday to Friday. Alternatively, please email us at investor.enquiries@columbiathreadneedle.com. You can also contact your financial adviser or find one at www.unbiased.co.uk.

Yours sincerely,

Ross Duncton
Head of Marketing