



# How to do business with us

Supplementary Information Document



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# Introduction

## Introduction

Columbia Threadneedle Investments offers products which are managed by Columbia Threadneedle Fund Management Limited. This document contains important information we are required to provide to retail investors in the UK for authorised open ended funds provided by Columbia Threadneedle Fund Management Limited. Columbia Threadneedle Investments is a trading name of Columbia Threadneedle Fund Management Limited.

This document should be read in conjunction with the Key Investor Information Document (KIID) and the fund prospectus, for the fund(s) you are investing into. It provides you with additional information about your cancellation rights, complaints procedures and compensation. You can find these at [ctinvest.co.uk/literature](http://ctinvest.co.uk/literature)

## Your right to change your mind

If you purchased a product following a personal recommendation from your financial adviser, you are entitled to cancel your investment if you change your mind. If you wish to cancel, you need to tell us within fourteen days from the day you receive the confirmation of your investment.

To cancel, you need to notify us within the fourteen day period by sending a completed cancellation notice to our Administration Centre. If you cancel, you do not need to pay any extra fees (but your financial adviser and/or tax adviser may still charge you). We will unwind your investment and return the proceeds to you. These may not match the original investment amount if market movements have affected the price. If you do not cancel within the fourteen day period, your investment in the product will continue until you decide to sell it.

If you did not receive a personal recommendation from your financial adviser, you do not have a right by law to cancel. However, please refer to page 8, section 16 for the rights we choose to give you.

## How to make a complaint

If you are dissatisfied with the service you receive from us you can make a complaint or obtain a leaflet outlining our complaint procedure by contacting the Investor Relations Manager, Columbia Threadneedle Fund Management Limited, at PO Box 9040, Chelmsford, Essex, CM99 2XH.

If we do not resolve your complaint to your satisfaction, you may be entitled to refer it to the Financial Ombudsman Service. You can contact them by email at [complaint.info@financial-](mailto:complaint.info@financial-)

[ombudsman.org.uk](http://ombudsman.org.uk) or by post: Exchange Tower, London E14 9SR, United Kingdom. We will also remind you of these rights when we respond to your complaint.

If you have a complaint about any service that you received in connection with this product (i.e. financial advice), you will need to complain to your financial adviser.

## What compensation arrangements are there?

We are covered by the Financial Services Compensation Scheme which, in certain circumstances, can pay compensation when an authorised firm (like us) is unable to pay investors (like you).

The scheme only covers an amount equal to 100% of the first £85,000 owed to you. You can find out more information on compensation arrangements by visiting [www.fscs.org.uk](http://www.fscs.org.uk) or writing to:

The Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU, United Kingdom.

## General information

Information on our UK authorised funds, including the Key Investor Information Documents (KIIDs), prospectuses, and interim and annual reports and accounts are available on request from Columbia Threadneedle Fund Management Limited and at [www.citinvest.co.uk](http://www.citinvest.co.uk).

## Cheques

Your cheques should be made payable to Columbia Threadneedle Fund Management Limited.

## How to contact us

You can contact us using the contact details set out below:

### Dealing and Client Administration

Email: [account.enquiries@columbiathreadneedle.com](mailto:account.enquiries@columbiathreadneedle.com)

### UK onshore (GB ISIN Codes)

Columbia Threadneedle Fund Management Limited  
PO Box 9040  
Chelmsford  
Essex  
CM99 2XH

tel: +44 0330 123 3798

How to do business with us

**Private Investors**

Brochure Request Line

0800 085 2752

Brochure Request Email

Email: [invest@columbiathreadneedle.com](mailto:invest@columbiathreadneedle.com)

**Financial Advisers**

Intermediary Sales Support and Technical Help

0800 085 0383

Email: [clientsupport@columbiathreadneedle.com](mailto:clientsupport@columbiathreadneedle.com)

Website: [www.ctinvest.co.uk](http://www.ctinvest.co.uk)

Calls will be recorded. Valuation lines are open 9am to 5pm and all other lines are open 8.30am to 5.30pm on business days.

**Address**

Your written instructions, queries about your account with us, applications, requests for information about your investments and cheques should be sent to Columbia Threadneedle Fund Management Limited, PO Box 9040, Chelmsford, Essex, CM99 2XH.

# Funds

Investments available – UK authorised open-ended funds operated by Columbia Threadneedle Fund Management Limited including CT MM Lifestyle and Navigator funds and CT Responsible Investment funds and Universal Funds.

## 1) What kind of investments (or funds) are available under the OEIC Investment Funds plan?

We offer a range of open-ended investment funds, either sub-funds of Investment Companies with Variable Capital (ICVCs) or unit trusts. A list of our funds is available in the Fund Information table on pages 15-26.

This document covers investments in the various CT ICVC funds and units of the unit trusts (all shares and units in the funds are referred to as shares throughout this document). It also includes investments made into the funds through CTFML Individual Savings Accounts (CTFML ISA). The funds are available for direct investment by UK investors. Individual investors will be classified as retail customers. Although some individuals may be entitled to be classified as professional investors this will not affect the operation of their Columbia Threadneedle OEIC or ISA plans.

The funds may also be accessed through intermediaries such as platforms and fund supermarkets or through products offered by other product providers such as ISAs, Self-Invested Personal Pensions (SIPPs), and pension plans. In this case other share classes may be available and additional administrative requirements and terms and conditions may apply. Details will be available from the intermediary or product provider.

## 2) What information is provided on the funds available in our OEIC and ISA plans?

A Key Investor Information Document (KIID) is provided for each fund (with a separate version for each share class, for example income shares or accumulation shares).

The KIID provides details of the investment objective, risks, ongoing charges, past performance and practical information on obtaining shares and the operation of the fund. The format is prescribed by regulation and we are required to provide a copy before selling shares to an investor. Consequently we require investors to confirm they have seen the current KIID when applying for shares.

Shares are issued subject to the terms of a prospectus and funds are required to produce investment reports and accounts every six months (interim and annual reports). The KIID, prospectus and investment reports and accounts are available on request, free of charge from our Administration Centre.

## 3) What are unit trusts and ICVC funds?

Unit trusts and ICVC funds are structures that enable individual investors to pool money together to purchase shares. This money is then invested in accordance with the objectives of the fund across a wide range of holdings such as company shares, government securities and other permitted investments.

A professional fund manager looks after these investments. The risk of investing in a pooled fund is lower than investing in an individual company because the investor's exposure is diversified across the portfolio of the fund. There is a direct relationship between the price or value of the shares and the value of the investments in the fund, which is explained in question 23. The investment objective and other features for each of the funds are in the KIID.

Shareholders are not liable for the debts of the ICVC company and the assets of each fund are treated as separate from those of every other fund and are invested in accordance with the investment objectives and policy of that fund. Although a fund is not a legal entity each fund's assets are ring-fenced and may not be used to satisfy the obligations of another fund.

## 4) What is an ISA?

An ISA is a Government regulated scheme where anyone over 18 and resident in the UK for tax purposes can invest money tax-free (see question 31). ISA holders may invest up to the annual ISA subscription limit each tax year (from 6 April to next 5 April).

If your spouse or civil partner dies you may be able to claim an additional ISA allowance. Please contact us for more information on the Additional Permitted Subscription facility.

Please note the value of any tax benefits depends on your individual circumstances and all tax rules may be subject to change in the future.

## What is an Additional Permitted Subscription?

In addition to the annual ISA subscription allowance, an additional permitted subscription allowance (APS allowance) is available to the surviving spouse of a deceased ISA investor, where the ISA investor died on, or after, 3 December 2014. The APS allowance allows the surviving spouse to make additional

permitted subscriptions into an ISA subject to specific terms and conditions as specified in the ISA APS application form:

- i. if the investor died on or before 5 April 2018, up to the value of the deceased ISA investor's ISA holdings at the date of death; or
- ii. if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor's ISA holdings at the date of death or at the point the ISA ceased to be a "continuing account of a deceased investor".

If the deceased investor held an ISA with more than one ISA manager then you will be entitled to make Additional Permitted Subscriptions with each of those ISA managers or you can choose to make these with another ISA manager who will accept them, and the Additional Permitted Subscription Limit will be the combined value of these ISAs in accordance with either point i & ii above.

We may accept Additional Permitted Subscriptions in respect of the value of all ISAs held with another ISA manager provided you have not already made Additional Permitted Subscriptions with that other ISA manager. If you decide to make Additional Permitted Subscriptions with us in respect of an ISA the deceased held with another ISA manager then you will need to complete an Additional Permitted Subscriptions form so that we can arrange for you to make subscriptions with us.

If you are entitled to make Additional Permitted Subscriptions and you decide to make these with us then you can invest these into a new stocks and shares ISA. Please note that Additional Permitted Subscriptions cannot be made to or from a Junior ISA.

Furthermore, Additional Permitted Subscriptions are treated as subscriptions to a previous tax year's ISA.

If you open a stocks and shares ISA with us purely to make Additional Permitted Subscriptions, but then decide to also invest your annual ISA allowance into a standard CT ISA, this may be possible provided you do not already have a stocks and shares ISA for that tax year. You will need to complete a different application form in respect of payments into the standard CT ISA.

In order to help us recognise when you are making an Additional Permitted Subscription, rather than a subscription as part of your annual ISA limit, you will need to complete an Additional Permitted Subscriptions declaration with each subscription made.

You will be entitled to your Additional Permitted Subscription Limit even if you did not inherit the assets or cash held in the deceased's ISA(s).

Additional Permitted Subscriptions may be made to an APS ISA by using any cash you have available. We would not accept "in-specie" Additional Permitted subscriptions from external ISA managers (these are subscriptions made using actual assets which have been inherited). Please contact us for more information on our Additional Permitted Subscription service.

## The aims and risks of the funds

### Fund aims

#### 5) What are the objectives of the funds?

The objectives of the funds are to provide one of the following:

- capital growth over the medium to long term,
- a combination of income and capital growth over the medium to long term, or
- a high level of income

Each of the funds follows its own specific investment objectives and policies to achieve this. Please consult the KIID for details.

#### 6) Who are the funds designed for?

Each fund is designed to provide the investment exposure described in its investment objectives. The suitability of a fund for a particular investor depends on the investor's investment requirements and attitude to risk.

As an investor you will be exposed to the risks associated with investment in stocks, shares and bonds. The value of and income from investments can fall as well as rise you should understand that you may not get back the full amount that you originally invested.

You should also be aware that the fund will be liable to stock market movements regardless of how well the manager performs and should be familiar with the specific risks associated with the fund(s) in which you are investing and prepared to undertake those risks. You should also note that the base currency of each fund is sterling and the return on your investment will be affected by charges.

If you are in any doubt as to the suitability of a fund for your investment needs, please consult a financial adviser. We do not provide investment advice based on individual circumstances.

#### 7) How do you monitor or reduce the risk of investing in the funds?

The principal technique to managing risk is the diversification of the portfolio within the terms of the investment objective. In addition we monitor the volatility of the portfolio, that is, the susceptibility of the portfolio to price fluctuations.

#### 8) What do the funds invest in?

We offer equity funds, including a tracker fund and concentrated funds, bond funds, fund of funds, Multi-Asset funds and structured funds. The KIID includes details of the investment focus of each fund so please read the objective and applicable risks carefully before deciding which fund you would like to invest in.

- Equity Funds invest in shares of companies and may have a particular focus, for example a particular market or type of company.
- Concentrated Funds are equity funds that invest in a restricted number of companies, typically only 20 to 50. They are therefore, sufficiently diversified to reduce risk, however they are less likely to perform in line with any index against which they are benchmarked than a more broadly invested fund. They are considered more risky than equity funds that are more broadly invested.
- Tracker Funds are equity funds that aim to follow an index exactly and are therefore tied to that index and the risks for that index. There are different methods of following an index and our Tracker fund tries to follow the index exactly by replicating it using statistical sampling. Statistical sampling is a process used in statistical analysis in which a predetermined number of observations will be taken from a larger population.
- Bond funds invest exclusively in bonds issued by companies or Governments or other public bodies or a combination of these. The capital value of the bond is fixed as is the rate of interest paid, additionally should a company go bankrupt bonds are entitled to be repaid before shareholders. For both these reasons, bonds are considered a less risky investment than shares in companies but have less potential for investment growth. Governments are considered less likely to default on bond payments than companies so Government bonds are generally considered less risky than corporate bonds.
- Fund of funds, Multi-Asset funds and Multi Manager funds invest in the units and shares of other OEICs, unit trusts or investment trusts. As such they are considered less risky than investing directly in equity or bond funds as they are able to diversify across different management techniques and styles and different types of funds. While the risks of the underlying funds may apply to part of the portfolio, the fund of funds approach means that these risks are reduced as they only apply to a small part of the overall investment. Normally funds of funds are restricted to open-ended funds, however they are able to invest directly in investment trusts and other securities. Investment trusts are companies listed on the stock market that invest in other companies.
- Structured funds use particular instruments to obtain some or all of their investment exposure. Examples are zero dividend preference shares and loan notes embedding derivative contracts. Although the investment exposure of the fund is to the underlying investments the performance of the fund will reflect the terms of the instruments used, which may increase, reduce or forgo some or all of the underlying exposure. Property funds may invest directly ('bricks and mortar') or indirectly for example through property investment companies or funds investing in property securities or direct property. The CT UK Property Fund invests directly in UK commercial property. In addition to the general risk factors and the investment risks associated with investments held for liquidity purposes the fund is exposed to the risks associated with direct investment in property.
- Derivatives may be used by the funds for the purposes of efficient portfolio management (EPM) unless the fund is stated to be able to use derivatives for investment purposes. EPM restricts the use of derivatives to the reduction of risk, the reduction of cost and the generation of additional capital or income within an acceptably low level of risk. EPM transactions must be economically appropriate and the exposure fully covered.

## Investing in the Funds

### Your Investment

#### 9) Can I buy shares?

If you are a UK investor aged 18 or over you may invest in any of the funds directly. You may invest in an Individual Savings Account (ISA) if you are currently and ordinarily resident in the UK, or you transfer an existing ISA into the CT ISA. The transfer will be made as cash. You may also invest on behalf of a child in an adult's name for example by designating the account for the child.

The Columbia Threadneedle OEIC plan is intended for UK investors. Although we may accept applications from non-UK investors, such accounts may be subject to restrictions or closure and additional information may be required to confirm the eligibility of an investor for Columbia Threadneedle funds. Information concerning investments held and tax status may be provided to competent revenue authorities in UK or abroad. Columbia Threadneedle funds are not registered in the US and we do not accept applications from US investors.

#### 10) How much can I invest?

You may invest a lump sum (single payments by cheque) or regular savings (monthly payments by direct debit) or both into as many funds as you wish, subject to the minimums and maximums listed in the table below. You may transfer the whole or part of an ISA with another manager to us. If you choose to take regular withdrawals (see question 19), you must invest a minimum of £10,200.

Additional Permitted Subscriptions are in addition to the overall amount you can pay into an ISA each tax year and are treated as subscriptions to a previous tax years ISA. This means that you can if entitled to add your Additional Permitted Subscriptions to your existing CT ISA without impacting your annual ISA allowance for the current tax year. Please note that we cannot accept monthly savings by direct debit in relation to any Additional Permitted Subscriptions. Please contact us for information on our Additional Permitted Subscription ISA.

## Minimum Investment Amounts

	Share Class 1/A/D (Retail)	Share Class 1 Portfolio Service	Share Class 2/B/C (Institutional)*
Minimum Investment	£1,000	N/A – Closed to new investors	£100,000 to £1 million depending on the fund
Minimum Balance	£1,000	£5,000	£25,000
Minimum AutoISA	£25,000	£25,000	N/A
Minimum Withdrawal	£100	£100	£25,000
Minimum starting balance if taking regular withdrawals	£10,200	£10,200	N/A
Minimum regular withdrawal per product per year	1% / £100	1% / £100	N/A
Minimum Regular Savings via Direct Debit	£50	£100	N/A

### 11) How do I buy shares?

You should send us the appropriate application form by post together with a cheque for the full amount or for the first monthly payment if you want to invest by direct debit. You need only complete the ISA transfer form if you want to make an ISA Transfer. Calls to this line are recorded. Following your investment we will send you a registration form to complete and return to us with your cheque.

If you are opening an ISA, your ISA cannot commence until your application and cheque have been received.

Please note that we cannot accept monthly savings by direct debit in relation to any Additional Permitted Subscriptions. Additional Permitted Subscriptions can only be made by completing an Additional Permitted Subscriptions form and sending it to us by post. Please contact us for information on our Additional Permitted Subscription ISA.

### 12) How do I buy more shares?

You may invest further sums or change your instructions (subject to the minimums and maximums) at any time by writing to us and enclosing a cheque for any amount due.

To increase or reduce your regular savings, send instructions in writing to arrive at least 14 days before your payment collection, in order for us to be able to change the amounts in time for that collection. You can also stop regular savings for a few months and then restart. If contributions stop for more than six months and the value of your investment is under £1,000, we may write to you to terminate your holding.

Please note that we cannot accept regular monthly savings by direct debit in relation to any Additional Permitted Subscriptions.

### 13) Where do I send the instructions and to whom do I make my cheque out?

Your written instructions, applications and cheques should be sent to your financial adviser or Columbia Threadneedle Fund Management Limited, PO Box 9040, Chelmsford, Essex, CM99 2XH. Cheques should be made payable to Columbia Threadneedle Fund Management Limited. Further contact details can be found in question 38.

### 14) When will the investment be made?

Lump sum investments will be invested into the fund(s) of your choice at the first available valuation point (explained in question 23). Regular savings will be deducted from your bank account by direct debit. The payments will be collected on the 6th day of each month or the next business day if the 6th is not a business day. Your direct debit will be set up as soon as possible after receipt of your application form and the first payment may be taken less than one month after your investment starts. If you are transferring an ISA then we will contact your current Manager and ask them to transfer your ISA to us in cash only. Your current Manager will sell your holdings and forward the proceeds to us, which we will then invest for you.

### 15) What confirmation will I receive?

We will send you a contract note for each lump sum invested and every time that you buy shares the contract note will show the number of shares bought and the cost. These transactions will also show on your statement, which is sent every 6 months. We do not issue certificates. If you are making regular savings payments or regular withdrawals through Selector (refer to question 19), you will receive an initial written confirmation but we will not send a contract note for each transaction. Details of each transaction will be on the statement that is sent to you every six months. You must check your contract notes and statements carefully and notify us promptly of any discrepancy.

### 16) Can I withdraw my application?

When you invest for the first time and your shares have been purchased, we will send you notice of your right to cancel together with a cancellation form that you may use to cancel your investment at any time during the 14 days after you receive it. On cancellation, if the value of your investment has fallen then you might not get back a full refund. If you have not paid in full for your investment, you will still be liable for the full amount of any shortfall. If you transfer your ISA to us and you choose to cancel, please refer to the OEICs and ISA terms and conditions beginning on page 27.

You may still be entitled to exercise your cancellation rights if a contingency beyond your control arises which makes it impractical for you to return the cancellation notice within 14 days. You should notify us as soon as possible in these circumstances. The regulations do not give investors in our



funds cancellation rights where there has been no face-to-face contact (“distance contracts”), however investors are entitled to cancellation rights where advice is received. We however choose to give cancellation rights in respect of all new investments including new ISA application and ISA transfer.

You cannot cancel a transfer of your APS allowance where the transfer is complete (for example, where you have begun to make payments towards your APS allowance). You may ask to cancel a transfer of your APS allowance while it is in the process of being transferred (subject to the agreement and willingness of the respective ISA managers).

### **17) Can I take the income generated by my investment?**

Yes, if you invest in a fund that offers income shares, we can pay the income generated directly into your bank account. You should tick the income column in the 'Investment Details' section on the application form and complete the relevant section with your bank details. If you do not choose to have the income paid out to you, you will either be issued with accumulation shares where any income due is automatically accumulated into the Fund or, if accumulation shares are not available, your income will be used to purchase further income shares at no charge. There are separate KIIDs for income shares and accumulation shares of the same class.

You may not have the income paid out if you are making regular savings payments, or if you have elected to take regular withdrawals under the Selector facility explained in question 19.

### **18) When will I receive the income?**

If you are taking income, it will be paid into your account on the payment dates listed next to your fund in the Fund Information section at the end of this document. The income that is due to you is calculated on the accounting dates. There is usually a gap of two months between the accounting date and the date that the income is paid that allows for the financial and accounting process to be completed. This is called the ex-dividend period. This means that after investing you will not automatically receive income on the next payment date and that you may continue to receive income that is due to you, even after you have sold your shares. For funds that pay income monthly this gap has been reduced to one month. If a distribution remains unclaimed for a period of six years after it has become due, it will be forfeited and will revert to the relevant fund (or, if that no longer exists, to the ICVC Company).

### **19) Can I take regular withdrawals?**

If you invest a lump sum of £10,200 or more in your account you may use our regular withdrawal facility, Selector, and should contact us for a separate application form if you wish to do so. You may not use Selector if you invest by regular savings or if you are having the income paid out to you. If you choose to use

Selector we will sell a number of shares at regular intervals and send the proceeds directly to your bank account.

If you hold investments in more than one fund, the regular withdrawals will be split in proportion to the respective value of the funds on the withdrawal date.

The minimum regular withdrawal you can make is £100 per withdrawal or 1% per annum of the fund value. The number of shares to be redeemed will be calculated using the NAV price. You can choose to take withdrawals monthly, quarterly, termly (every four months), half-yearly or yearly after the start of your investment. Withdrawal payments will normally be made on the 11th day of the month or the previous business day if the 11th is not a business day.

You can change the amount that you withdraw or the frequency by sending us a written instruction at least 14 days before the next payment date, in order for us to be able to change the amount in time for that withdrawal.

### **20) Can I switch between Columbia Threadneedle funds?**

Yes, subject to the minimum investment amount, you can switch free of charge into any of the other funds within our Columbia Threadneedle product range by writing to us, or if you invest outside an ISA by calling us, on 0330 123 3798. For telephone deals we will need your signed written confirmation. When switching we will sell your shares and invest the proceeds into the fund of your choice. These deals will be placed simultaneously at the next available valuation point. There will be no charge for the switch.

There is a 1% charge for transfers of direct investments into an ISA and these are subject to the annual subscription limits. We will sell your existing shares and repurchase them in the ISA. These transactions may be carried out at two consecutive valuation points. Your investment may as a result be “out of the market” for 24 hours, resulting in a slightly different number of shares being held in the ISA.

Switching or selling investments outside ISAs could trigger a charge for capital gains tax (CGT).

### **21) How do I sell my investment?**

You can instruct us to sell some or all of your investment at any time in writing. If you invest outside an ISA, you can sell shares by phone on 0330 123 3798. For telephone deals, we will need your signed written confirmation before we can release the proceeds. The minimum value you can sell is currently £100 and you should leave a minimum balance of £1,000 per fund in your account.

You may close your ISA account for cash or transfer to another ISA manager at any time by sending us an instruction in writing. Usually the other manager will give you a form to complete if you are transferring your account and they will then forward your instructions directly to us.

Provided that we have received your signed confirmation we will send you the payment on the fourth business day after the valuation point at which the shares were sold. We may be required to obtain proof of your identity in order to comply with money laundering regulations. We reserve the right not to make payments until a satisfactory proof of your identity is provided.

Where the investor requests a withdrawal and requires a particular amount be raised without specifying the holdings to be sold we will sell from non-ISA holdings first then from holdings in ISA plans in the order in which the plans were opened with us. Sales will be divided equally across the available holdings in each category as far as possible and consequently smaller holdings may be sold out completely.

If you close your ISA before you fully use your APS allowance in full, you can invest the remaining balance of the APS allowance with us in a new ISA provided you are still within the permitted period.

## **22) Where can I obtain further information and follow the progress of my investment?**

Fund prices and yields are available on our website at [www.ctinvest.co.uk](http://www.ctinvest.co.uk) or by calling 0330 123 3798.

Statements and valuations will be sent to you in March and September. The statement will show details of your investments, their value calculated at the last day of February and 31st August respectively and any transactions since the previous statement. It will not provide any measure of the relative performance of your funds. Replacement and additional statements are available on request although there may be a charge for this service.

Annual reports are available within four months of the annual accounting date and interim reports are available within two months of the interim accounting date. These are available on our website [www.ctinvest.co.uk](http://www.ctinvest.co.uk). The accounting dates are listed for each fund in Fund Information. Copies of the interim and audited annual accounts and the full Prospectus for each ICVC are available on request on 0800 085 2752.

## **23) How do you calculate the price of my shares and how do I know how much my investment is worth?**

The funds are divided into shares which are bought from or sold to the Authorised Corporate Director (ACD) or Unit Trust Manager (the Manager). The ACD or the Manager provides a professional investment management service and controls the assets and operation of the fund.

Shares in the ICVC sub-funds are bought at the Net Asset Value (NAV) price after the initial charge has been deducted from the amount invested. When the shares are sold, they are sold back to the ACD at the NAV price. The fund is valued each business day at a time known as the valuation point and a new price is calculated. The fund price for the ICVC sub-funds is calculated by valuing the fund's investments and dividing the value by the number of shares in issue at the valuation point.

Units in the unit trust are bought at the offer price from and sold at the bid price to the Manager. The difference between these two prices is called the spread and is made up of three separate elements: the initial charge; dealing and brokerage charges (this is the estimated cost of buying and selling for the fund); and an allowance for other expenses. The rest of the price is calculated from the value of the underlying portfolio.

The valuation point for the Columbia Threadneedle funds is 12 noon and the price will go up and down depending on the performance of the investments held by the fund.

Investors buying or selling shares will receive the price calculated at the valuation point that immediately follows our receipt of an instruction. For dealing cut off times, please refer to the fund information table on pages 15-26. This is known as forward pricing. Further details on how the pricing system for the ICVC sub-funds may affect your investment, including details of our dilution policy, are available in question 34.

In exceptional circumstances and subject to agreement with the Depositary, the ACD may suspend dealing, for both buying and selling, in any of the funds at any time without notifying you.

## **24) Is there an initial charge?**

When you buy your shares in an ICVC sub-fund, there is normally an initial charge which is deducted from the amount that you have sent us to invest. For the unit trust the initial charge is factored into the offer price at which the shares are purchased. The offer price is explained further in question 23. There is no initial charge for advised business, but your adviser may charge a fee.

## **25) Is there an annual management charge (AMC)?**

There is an annual management charge for each fund. The charge is calculated on a daily basis and worked into the price of the fund. In most cases the charge is taken from the fund's income to maximise potential for capital growth, in some cases this may be taken from capital to maximise income. If there is insufficient income generated within the fund, the balance will be deducted from capital. The Fund Information section shows the AMC for each fund and how this charge is applied.

## **26) Are there any other charges or expenses?**

In addition to the annual management charge and transaction costs, the funds pay other additional expenses. The on-going charges are disclosed in the KIID and is the sum of the AMC and any other current charges and estimated probable additional expenses, not including transaction costs. The additional expenses include depositary and custody fees, fees for registration, regulation and audit.

The funds within the Columbia Threadneedle Investment Funds (UK) ICVC IX invest in other collective investment schemes that also have their own AMCs. We are usually able to get large

discounts on these charges and the average extra AMC paid on the underlying funds is factored into the on-going charges quoted in the KIID.

### **27) How do transaction costs and the portfolio turnover rate affect my investment?**

There are costs associated with buying and selling and government stamp duty, currently 0.5% on the purchase of shares. If the portfolio turnover rate is high, the costs incurred may have a higher impact on your investment. At the same time, active management may mean that changing investments increases the performance of the fund sufficiently to outweigh these costs.

### **28) How much will any advice cost?**

Your financial adviser will give you details about the cost of any advice. This fee will be negotiated between you and the adviser as Columbia Threadneedle do not facilitate adviser charging. Currently if paid, the product charges will depend on the size of your investment, in the case of regular savings, the period for which you make payments and the length of time you hold the investments.

We only provide information about our own investment products and services. We do not give investment advice or make recommendations based on individual circumstances.

If you do not have sufficient information to enable you to make a decision as to whether this investment is suitable for you, or have any doubts whatsoever, you may benefit from personal advice. In which case you should contact your financial adviser if you have one, or call us on 0330 123 3798 for details of how advice may be obtained. We will not accept responsibility for any advice given to an investor by a financial adviser.

### **29) How does tax affect the fund?**

Each Fund is treated as a separate entity for United Kingdom tax purposes. The Funds are exempt from United Kingdom capital gains tax. Dividends received by the fund are generally also exempt from corporation tax. Other income may be taxable at the corporation tax rate for funds (equal to basic rate income tax). The fund is able to 'offset' allowable management expenses against this corporate tax. Where a fund has paid tax overseas on income received, usually the amount paid can be deducted from any UK tax due on that income. The Open-Ended Investment Companies (Tax) Regulations 1997 apply to the funds. Further details are available in the prospectus.

### **30) How does tax affect my investment?**

Depending on your personal circumstances, you may be liable to pay UK tax on income or capital gains. If your dividend income is above the dividend allowance of £2,000 then you may be

required to pay tax on the dividends received above the dividend allowance. The level of tax you will need to pay will depend on your tax status. You will receive an annual consolidated tax certificate, in May of each year, showing details of each payment made in the previous tax year. This certificate summarises all the information required for those who need to include the investment on their tax return. Dividends from overseas companies are treated as overseas income and may give rise to UK tax liability dependent on your individual circumstances.

### **31) How does tax affect my ISA?**

Any capital gains or income from investments in an ISA are free from income tax and CGT.

### **32) What is the automatic exchange of information for international tax compliance?**

We will collect and report information about Shareholders and their investments, including information to verify their identity and tax residence. When requested to do so by us, Shareholders must provide information to be passed on to HM Revenue & Customs, and, by them, to any relevant overseas tax authorities.

This is required by legislation that implements the United Kingdom's obligations under various intergovernmental agreements relating to the automatic exchange of information to improve international tax compliance (including European Directives and the United States provisions commonly known as 'FATCA').

## **Further information**

### **33) Are my personal details protected?**

We treat all personal information submitted to us in accordance with our Privacy Notice which is available at: [www.ctinvest.co.uk/privacy](http://www.ctinvest.co.uk/privacy). We have provided you with some key information about how we process your personal information below. There is a lot more information contained in our Privacy Notice, which we recommend that you read. Should you have any questions regarding how we process your personal information, please contact us as indicated below.

If you are interested in our funds and contact us about them, or already hold shares or units in a fund, we are likely to process personal information about you. As such, and in accordance with our obligations under data protection law, our Privacy Notice provides details about our processing of your personal information.

Our Privacy Notice provides you with important information about how, when, and why we collect and process your personal information. The Privacy Notice also provides you with information regarding your rights in relation to the personal information which we process about you and our responsibilities in that regard.

As authorised corporate director of the funds, when we process your personal information, it is being processed:

to comply with our legal obligations, such as our financial regulatory obligations (which include the obligation to record calls and monitor trades), identity verification and anti-money-laundering obligations amongst others specified in our Privacy Notice;

where it is necessary for us to provide our services to you, which includes, for example undertaking transactions in relation to your investments, communicating with you about your investments and any changes to them or their performance amongst others specified in our Privacy Notice;

where it is necessary for our legitimate interests (so long as those legitimate interests are not overridden by your interests or fundamental rights). Those legitimate interests include monitoring calls for training, quality and security purposes, testing our products and services to ensure that they are performing to their best potential (and therefore your financial benefit), contacting you about updates to our Privacy Policy and other document amendments, appointing third party contractors to assist us carry our services amongst others specified in our Privacy Notice;

where it is necessary for the performance of a task which is in the public interest, such as assisting with regulatory and/or other law enforcement investigations, as well as for our ability to have appropriate conversations and dialogue with regulators in relation to our business practices; and/or

where you have given your consent, such as when you have agreed to receive marketing communications from us, or where you have consented or instructed us to provide information to a third party (such as your financial adviser), or where you have volunteered personal information to us during correspondence amongst others specified in our Privacy Notice.

We can confirm that when you provide personal information to us, it will be shared with other third parties and further information is provided about this in the Privacy Notice. We can also advise you that your personal information will be sent outside of the European Economic Area and our Privacy Notice gives you guidance on how to obtain further information about these transfers, if you would like to know more about them.

As you may be aware, when we process personal information about you, you have certain rights in relation to your personal information and we are under various obligations in relation to the same. Included within the Privacy Notice is information about your rights, and how you can contact us about exercising them.

The above is a summary of the key aspects of how we process your personal information, and important aspects of our Privacy Notice which we consider that you may be most interested in. There is a lot more information and detail on each of the above topics, and other information about how we process your personal information which is contained within our Privacy Notice.

We recommend that you take time to read our Privacy Notice, or use it as your first port of call in the event you have a question about our processing of your personal information. Of course, if you have any questions, you can also contact us directly using the below information.

[www.ctinvest.co.uk/privacy](http://www.ctinvest.co.uk/privacy)

Please contact our Data Protection Office if you have any questions about our privacy notice or information we hold about you.

Email: [DPO@columbiathreadneedle.com](mailto:DPO@columbiathreadneedle.com)

Write: Data Protection Office  
Columbia Threadneedle Investments  
Data Protection Officer  
Cannon Place  
78 Cannon Street  
London EC4N 6AG

#### **34) What is dilution and how might it affect my investment?**

Investors buy and sell shares at the net asset value price which is in between the price at which the ICVC fund buys and sells the shares that make up the underlying portfolio. This means that a sufficient number of deals of one type in the shares of the fund or a single large deal of sufficient size in the shares of the fund might cause a loss to the fund. This effect is called dilution. In order to reduce the effect of dilution and to protect investors in the fund, the ACD has adopted swinging single prices, so that a share price may be moved towards the offer value when purchases exceed sales and towards the bid value when sales exceed purchases. Full details of the dilution policy and the application of swinging prices are available on request.

#### **35) What am I agreeing to, what happens in the event of a conflict of interest and do you have the right to realise assets?**

The Key Investor Information Document, Prospectus, application form and our terms and conditions form the basis on which we will accept instructions for investments into Columbia Threadneedle funds and process any subsequent instructions for the same customer account. The terms and conditions may be amended by us: some changes, such as amendments to fund investment objectives require the approval of shareholders of the relevant fund while others may require prior notice, such as increases in charges.

All individual investors will be treated as Retail Investors. Although certain experienced investors may be entitled to ask to be treated as Professional Customers this will not affect the conduct of their account but will reduce the protections afforded under the regulations. We only offer funds we manage. We do not provide investment advice nor make recommendations based on individual circumstances. None of the funds referred to in this document are complex. We are not responsible for establishing the suitability of a particular investment for an investor's individual circumstances.



These terms and conditions only apply to direct investors (the registered holders). Investments held through a third party, such as a platform, supermarket or insurance bond, will be subject to the terms and conditions of that third party.

We may provide marketing and product support to distributors of our funds and pay to access distribution channels or contribute to the costs of such channels.

We do not provide a market dealing service and all dealing instructions are accepted for dealing at the share prices determined at the appropriate valuation point.

The current versions of the Key Investor Information Document, prospectus, application forms and our terms and conditions are available on our website or we can send you them if you contact us directly via the details under question 38. An investor may terminate his/her agreement at any time by selling his/her investments.

We have the right, without reference to you, to effect transactions with or for you in which we have a material interest or in circumstances in which a conflict of duty may arise. In effecting any such transactions, we will not allow any material conflict of interest or duty to prevent performance of our obligations to you. When you place a deal with us but do not subsequently settle your obligation, we may, without prior notice to you, sell or realise investments that were the subject of that deal in order to settle any outstanding liabilities with the Depositary or Trustee for the purchase of those investments.

In the event that such liabilities remain unsatisfied after such action, you as the registered holder of the assets will promptly on demand pay us any shortfall. You agree to pay us any direct losses, damage or costs which might be incurred or arise in respect of any failure to promptly pay such shortfall.

### **36) How do you hold client money and is there any interest on a client bank account?**

We are not required to hold monies arising from the purchase and sales of shares in our funds in a client money bank account and hold these monies in our own bank account, utilising the FCA's permitted one-day window while carrying out a delivery versus payment transaction for the purpose of settling transactions in relation to units in its funds. In the exceptional event that a transaction is not processed within this one-day window, any cash will be held in a client bank account. No interest will be paid to investors on cash held on a client bank account.

Where we are unable to contact you for six years or more, balances may cease to be treated as client money. In these instances, cash may be payable instead to charity, although this does not affect your ability to claim it from us in the future.

We may transfer client money as part of a business transfer to a third party. Should we, at any future point, decide to transfer business to a third party, we will naturally perform appropriate

due diligence to ensure that the same level of protection is put in place to safeguard your money and assets in line with the FCA's client money rules.

### **37) How do money laundering regulations affect me?**

Money laundering regulations require financial service companies to make checks on the source of all new business. Therefore, we will need to verify your identity and permanent residential address through searches of the electoral roll and credit reference agencies, or we may need to write out to you for additional documentation. All applications will be processed on receipt, however we reserve the right not to issue shares to you nor make payments or take further instructions in respect of your investment until satisfactory money laundering checks have been completed.

We are required to identify beneficial owners with an interest in our funds in addition to the registered holders. Investors are required to provide details of such holders but this information is required for money laundering purposes only and we accept no notice of trust or any obligation to such beneficial owner.

Financial advisers are required to provide certified proof of identity and permanent residential address for all new applicants. If a cheque used to open an account is not drawn on the applicant's own account, money laundering checks will also be required for the bank account holder. Building society cheques and bankers drafts should show the originating client's name and account number. If you have any queries on money laundering prevention please call our Helpline on 0800 085 2752.

### **38) Who looks after my interests and my investment?**

The ACD or Manager is responsible for the operation of the Fund, including the management of its investments, although performance of some of its duties may be delegated to a third party. The Depositary or Trustee is responsible for overseeing the ACD's observance of the regulations and also holds the property of the Fund on behalf of investors.

- **Authorised Corporate Director (ACD) or Unit Trust Manager** – Columbia Threadneedle Fund Management Limited is the Authorised Corporate Director (ACD) and sole director for all the ICVC Columbia Threadneedle Fund Management Limited is also the Plan Manager for CT ISA Plans investing into its funds. The ACD or Manager markets the shares in the funds and provides facilities to process instructions for and to administer holdings in its funds. Columbia Threadneedle Fund Management Limited is regulated and authorised by the FCA, Cannon Place, 78 Cannon Street, London EC4N 6AG.
- **Trustee or Depositary** – Each ICVC or unit trust has a Depositary or Trustee that ensures that the interests of shareholders are safeguarded. They are independent bodies that ensure that the ACD or the Manager acts in accordance with the prospectus and adheres to the relevant regulations.

The Depositary or Trustee for the majority of the funds is State Street Trustees Limited, 20 Churchill Place, London, E14 5HJ. For the Property Growth & Income Fund, the Depositary is BNP Paribas Securities Services (London Branch), 10 Harewood Ave, Marylebone, London NW1 6AA. Each Depositary or Trustee is authorised and regulated by the FCA.

- **Custodian** – The custodian for the funds safeguards the assets of the funds. The custodian for the funds is State Street Bank and Trust Company, 20 Churchill Place, London, E14 5HJ.
- **Investment Adviser** – The Investment Advisers are appointed by the ACD or Manager to manage the investment portfolio of a fund. The Investment Adviser is also a member of Columbia Threadneedle Investments and provides the professional fund management for the funds. The Investment Adviser for the Lifestyle Funds and Navigator Funds is Columbia Threadneedle. The Investment Adviser for the Lifestyle Funds and Navigator Funds is Columbia Threadneedle Management Limited, for CT Global Real Estate Securities Fund and CT Property Growth & Income Fund is Thames River Capital LLP, for CT US Smaller Companies Fund is Columbia Management Investment Advisers, LLC, for CT Asia Pacific Equity Fund is Columbia Threadneedle (EM) Investments Limited, and for the other funds is Columbia Threadneedle Asset Management Limited. Except for Columbia Management Investment Advisers, LLC and Columbia Threadneedle (EM) Investments Limited, these companies have their registered office at Cannon Place, 78 Cannon Street, London EC4N 6AG and are members of Columbia Threadneedle Investments and are authorised and regulated by the FCA. The registered office for Columbia Management Investment Advisers, LLC is 290 Congress Street, Boston, Massachusetts, USA and is regulated by the U.S. Securities and Exchange Commission. The registered office for Columbia Threadneedle (EM) Investments Limited is 95 Wigmore Street, London, W1U 1FD, which is authorised and regulated by the FCA.
- **Property Adviser and Manager** – In the case of the CT UK Property Fund only professional property advisers are appointed to advise on and manage the property assets of the fund. Columbia Threadneedle REP AM plc is the property adviser and manager, registered office 5 Wigmore Street, London W1U 1PB. In addition an independent standing valuer is appointed to value property assets at acquisition and for pricing.
- **Administrator** – The Administrator maintains the register of shareholders and processes instructions for the buying and selling of shares. The Administrator for the funds is SS&C Financial Services International Limited, PO Box 9040, Chelmsford, Essex, CM99 2XH.
- **Pricing and fund accounting** – The function of pricing the shares and carrying out the accounting for the funds is outsourced. The fund accounting and share pricing is administered by State Street Bank and Trust Company, 20 Churchill Place, London, E14 5HJ.

- **Auditors** – The Auditors check that the annual accounts have been prepared in accordance with the regulations and report to shareholders on the truth and fairness and basis of preparation of the annual accounts. The Auditors are PriceWaterhouseCoopers LLP, Erskine House, 68-73 Queen Street, Edinburgh, EH2 4NH.
- **Competent Authority** – The Financial Conduct Authority, is the competent authority for investment funds authorised in the United Kingdom, including the Columbia Threadneedle funds. They can be contacted in writing at 12 Endeavour Square, London E20 1JN. Their website is [www.fca.org.uk/consumers](http://www.fca.org.uk/consumers) and their consumer helpline is 0800 111 6768.

#### IMPORTANT

**If you are in any doubt as to the suitability of this product for your investment needs, you should consult your financial adviser.**

# Fund information table

Share Class Name	ICVC/ Unit Trst	Class	Type of share	Initial Charge %	ACD Fee %	Accounting Dates		Payment Dates		Dividend or Interest Distribution	Charges from Income/ Capital	Dealing Cut Off Time	Fund Type
						Annual	Interim	Final	Interim				
CT FTSE All-Share Tracker 1 Acc	I	1	Acc	5	0.3	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Income	11:59am	Equity
CT FTSE All-Share Tracker 1 Inc	I	1	Inc	5	0.3	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Income	11:59am	Equity
CT FTSE All-Share Tracker 2 Acc	I	2	Acc	0	0.25	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Income	11:59am	Equity
CT FTSE All-Share Tracker 2 Inc	I	2	Inc	0	0.25	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Income	11:59am	Equity
CT FTSE All-Share Tracker L Inc	I	L	Inc	5	0.25	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Income	11:59am	Equity
CT Global Real Estate Securities 2 Acc	III	2	Acc	0	0.75	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Alternative
CT Global Total Return Bond (GBP Hedged) 1 Acc	III	1	Acc	5	1	31-Dec	30-Jun	28-Feb	last day of month	Interest	Income	11:59am	Bond
CT Global Total Return Bond (GBP Hedged) 1 Inc	III	1	Inc	5	1	31-Dec	30-Jun	28-Feb	last day of month	Interest	Income	11:59am	Bond
CT Global Total Return Bond (GBP Hedged) C Acc	III	C	Acc	0	0.5	31-Dec	30-Jun	28-Feb	last day of month	Interest	Income	11:59am	Bond
CT Global Total Return Bond (GBP Hedged) C Inc	III	C	Inc	0	0.5	31-Dec	30-Jun	28-Feb	last day of month	Interest	Income	11:59am	Bond
CT Global Total Return Bond (GBP Hedged) L Acc	III	L	Acc	5	0.5	31-Dec	30-Jun	28-Feb	last day of month	Interest	Income	11:59am	Bond
CT Managed Growth 1 Acc	IX	1	Acc	5	1.5	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT Managed Growth 1 Inc	IX	1	Inc	5	1.5	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT Managed Growth C Acc	IX	C	Acc	0	0.75	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT Managed Growth C Inc	IX	C	Inc	0	0.75	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT Managed Growth L Acc	IX	L	Acc	5	0.75	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT Managed Growth L Inc	IX	L	Inc	5	0.75	31-Jan	31-Jul	31-Mar		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 3 B Acc	VI	B	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 3 B Inc	VI	B	Inc	0	0.5	31-Mar	30-Sep	31-May	31-Aug / 30-Nov / 28/29-Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Lifestyle 3 D Acc	VI	D	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset

Share Class Name	ICVC/ Unit Trst	Class	Type of share	Initial Charge %	ACD Fee %	Accounting Dates		Payment Dates		Dividend or Interest Distribution	Charges from Income/ Capital	Dealing Cut Off Time	Fund Type
						Annual	Interim	Final	Interim				
CT MM Lifestyle 4 B Acc	VI	B	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 4 B Inc	VI	B	Inc	0	0.5	31-Mar	30-Sep	31-May	31-Aug / 30-Nov / 28/29- Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Lifestyle 4 D Acc	VI	D	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 5 B Acc	VI	B	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 5 B Inc	VI	B	Inc	0	0.5	31-Mar	30-Sep	31-May	31-Aug / 30-Nov / 28/29- Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Lifestyle 5 D Acc	VI	D	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 6 B Acc	VI	B	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 6 B Inc	VI	B	Inc	0	0.5	31-Mar	30-Sep	31-May	31-Aug / 30-Nov / 28/29- Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Lifestyle 6 D Acc	VI	D	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 7 B Acc	VI	B	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Lifestyle 7 B Inc	VI	B	Inc	0	0.5	31-Mar	30-Sep	31-May	31-Aug / 30-Nov / 28/29- Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Lifestyle 7 D Acc	VI	D	Acc	0	0.5	31-Mar	30-Sep	31-May		Dividend	Income	11:59am	Multi Asset
CT MM Navigator Balanced C Acc	VII	C	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Balanced C Inc	VII	C	Inc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Balanced D Acc	VII	D	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Balanced D Inc	VII	D	Inc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Boutiques C Acc	VII	C	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Income	11:59am	Equity
CT MM Navigator Cautious C Acc	VII	C	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Cautious C Inc	VII	C	Inc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Cautious D Acc	VII	D	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Cautious D Inc	VII	D	Inc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Distribution C Acc	VII	C	Acc	0	0.75	31-Aug	28-Feb	30-Nov	28/29 Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Distribution C Inc	VII	C	Inc	0	0.75	31-Aug	28-Feb	30-Nov	28/29 Feb	Dividend	Capital	11:59am	Multi Asset



Share Class Name	ICVC/ Unit Trst	Class	Type of share	Initial Charge %	ACD Fee %	Accounting Dates		Payment Dates		Dividend or Interest Distribution	Charges from Income/ Capital	Dealing Cut Off Time	Fund Type
						Annual	Interim	Final	Interim				
CT MM Navigator Distribution D Acc	VII	D	Acc	0	0.75	31-Aug	28-Feb	30-Nov	28/29 Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Distribution D Inc	VII	D	Inc	0	0.75	31-Aug	28-Feb	30-Nov	28/29 Feb	Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Distribution M Inc	VII	M	Inc	0	0.75	31-Aug	28-Feb	last day of month		Dividend	Capital	11:59am	Multi Asset
CT MM Navigator Growth C Acc	VII	C	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Income	11:59am	Multi Asset
CT MM Navigator Growth D Acc	VII	D	Acc	0	0.75	31-Aug	28-Feb	30-Nov	31-May	Dividend	Capital	11:59am	Multi Asset
CT North American Equity 1 Acc	I	1	Acc	5	1.5	30-Apr	31-Oct	30-Jun		Dividend	Income	17:00pm the day before VP	Equity
CT North American Equity 2 Acc	I	2	Acc	0	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	17:00pm the day before VP	Equity
CT Responsible Global Equity 1 Acc	V	1	Acc	5	1.5	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible Global Equity 1 Inc	V	1	Inc	5	1.5	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible Global Equity 2 Acc	V	2	Acc	0	0.75	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible Global Equity 2 Inc	V	2	Inc	0	0.75	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible Sterling Corporate Bond 1 Inc	II	1	Inc	5	1	31-Aug	28-Feb	31-Oct	30-Apr	Interest	Income	11:59am	Bond
CT Responsible Sterling Corporate Bond 2 Acc	II	2	Acc	0	0.5	31-Aug	28-Feb	31-Oct	30-Apr		Income	11:59am	Bond
CT Responsible Sterling Corporate Bond 2 Inc	II	2	Inc	0	0.5	31-Aug	28-Feb	31-Oct	30-Apr	Interest	Income	11:59am	Bond
CT Responsible Sterling Corporate Bond C Inc	II	C	Inc	0	0.5	31-Aug	28-Feb	31-Oct	30-Apr	Interest	Income	11:59am	Bond
CT Responsible UK Equity 1 Acc	V	1	Acc	5	1.5	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Equity 1 Inc	V	1	Inc	5	1.5	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Equity 2 Acc	V	2	Acc	0	0.75	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Equity 2 Inc	V	2	Inc	0	0.75	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Equity B Acc	V	B	Acc	1	0.5	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Equity L Acc	V	L	Acc	5	0.75	31-May	30-Nov	31-Jul	31-Jan	Dividend	Income	11:59am	Equity
CT Responsible UK Income 1 Acc	V	1	Acc	5	1.5	31-May	30-Nov	31-Jul	31-Oct / 31-Jan / 30-Apr	Dividend	Capital	11:59am	Equity
CT Responsible UK Income 1 Inc	V	1	Inc	5	1.5	31-May	30-Nov	31-Jul	31-Oct	Dividend	Capital	11:59am	Equity
CT Responsible UK Income 2 Acc	V	2	Acc	0	0.75	31-May	30-Nov	31-Jul	31-Oct	Dividend	Capital	11:59am	Equity

Share Class Name	ICVC/ Unit Trst	Class	Type of share	Initial Charge %	ACD Fee %	Accounting Dates		Payment Dates		Dividend or Interest Distribution	Charges from Income/ Capital	Dealing Cut Off Time	Fund Type
						Annual	Interim	Final	Interim				
CT Responsible UK Income 2 Inc	V	2	Inc	0	0.75	31-May	30-Nov	31-Jul	31-Oct	Dividend	Capital	11:59am	Equity
CT Select European Equity 1 Acc	I	1	Acc	5	1.5	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Select European Equity 1 Inc	I	1	Inc	5	1.5	30-Apr	31-Oct	30-Jun	30-Sep / 31-Dec / 31-Mar	Dividend	Capital	11:59am	Equity
CT Select European Equity 2 Acc	I	2	Acc	0	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Select European Equity 2 Inc	I	2	Inc	0	0.75	30-Apr	31-Oct	30-Jun	30-Sep / 31-Dec / 31-Mar	Dividend	Capital	11:59am	Equity
CT Select European Equity L Acc	I	L	Acc	5	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Sustainable Opportunities Global Equity 1 Acc	I	1	Acc	5	1.5	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Sustainable Opportunities Global Equity C Acc	I	C	Acc	0	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Sustainable Opportunities Global Equity L Acc	I	L	Acc	5	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT Sustainable Universal MAP Adventurous C Acc	III	C	Acc	0	0.39	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Sustainable Universal MAP Balanced C Acc	III	C	Acc	0	0.39	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Sustainable Universal MAP Cautious C Acc	III	C	Acc	0	0.39	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Sustainable Universal MAP Defensive C Acc	III	C	Acc	0	0.39	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Sustainable Universal MAP Growth C Acc	III	C	Acc	0	0.39	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Select UK Equity Income Fund	I	1	Acc	5	1.5	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT Select UK Equity Income Fund	I	1	Inc	5	1.5	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT Select UK Equity Income Fund	I	2	Acc	0	0.75	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT Select UK Equity Income Fund	I	2	Inc	0	0.75	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT Select UK Equity Income Fund	I	L	Acc	5	0.75	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT Select UK Equity Income Fund	I	L	Inc	5	0.75	30-Apr	31-Oct	30-Jun	31-Dec	Dividend	Capital	11:59am	Equity
CT UK Mid-Cap 1 Acc	I	1	Acc	5	1.5	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT UK Mid-Cap 2 Acc	I	2	Acc	0	1	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity

Share Class Name	ICVC/ Unit Trst	Class	Type of share	Initial Charge %	ACD Fee %	Accounting Dates		Payment Dates		Dividend or Interest Distribution	Charges from Income/ Capital	Dealing Cut Off Time	Fund Type
						Annual	Interim	Final	Interim				
CT UK Mid-Cap C Acc	I	C	Acc	0	0.75	30-Apr	31-Oct	30-Jun		Dividend	Income	11:59am	Equity
CT UK Commercial Property Fund	P	1	Acc	5	1.5	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Fund	P	1	Inc	5	1.5	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Fund	P	2	Acc	0	0.75	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Fund	P	2	Inc	0	0.75	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Feeder Fund	PF	1	Acc	5	1.5	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Feeder Fund	PF	1	Inc	5	1.5	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Feeder Fund	PF	2	Acc	0	0.75	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT UK Commercial Property Feeder Fund	PF	2	Inc	0	0.75	28-Feb	31-Aug	30-Apr	31-Oct	Dividend	Income	11:59am	Alternative
CT Universal MAP Adventurous C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Universal MAP Balanced C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Universal MAP Cautious C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Universal MAP Defensive C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Universal MAP Growth C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb		Dividend	Income	11:59am	Multi Asset
CT Universal MAP Income C Acc	III	C	Acc	0	0.29	31-Dec	30-Jun	28-Feb	31-May / 31-Aug / 30-Nov	Dividend	Income	11:59am	Multi Asset
CT Universal MAP Income C Inc	III	C	Inc	0	0.29	31-Dec	30-Jun	28-Feb	31-May / 31-Aug / 30-Nov	Dividend	Income	11:59am	Multi Asset
CT US Smaller Companies 1 Inc	II	1	Inc	5	1.5	31-Aug	28-Feb	31-Oct		Dividend	Income	17:00pm the day before VP	Equity
CT US Smaller Companies C Inc	II	C	Inc	0	0.75	31-Aug	28-Feb	31-Oct		Dividend	Income	17:00pm the day before VP	Equity

Term	Explanation
ICVC/Unit Trust	<p>Indicates whether the Fund is a unit trust (UT) or is a sub-fund of an ICVC. The sub-fund(s) of:</p> <p>CT Investment Funds (UK) ICVC are labelled I</p> <p>CT Investment Funds (UK) ICVC II are labelled II</p> <p>CT Investment Funds (UK) ICVC III are labelled III</p> <p>CT Investment Funds (UK) ICVC V are labelled V</p> <p>CT Investment Funds (UK) ICVC VI are labelled VI</p> <p>CT Investment Funds (UK) ICVC VII are labelled VII</p> <p>CT Investment Funds (UK) ICVC VIII are labelled VIII</p> <p>CT Investment Funds (UK) ICVC IX are labelled IX</p> <p>CT Investment Funds (UK) ICVC X are labelled X</p> <p>CT Property Growth &amp; Income Fund ICVC are labelled PGI</p> <p>CT UK Property Fund ICVC is labelled P</p> <p>CT UK Property Feeder Fund is labelled PF</p>



# OEIC and ISA terms and conditions

These Terms & Conditions apply to direct investment by UK investors in Columbia Threadneedle OEIC Funds and investments held in the CT ISA (Individual Savings Account). You should read them carefully before completing the application form. If there is anything you do not understand then please ask your financial adviser if you have one or call Columbia Threadneedle on 0330 123 3798 (calls will be recorded). Once you have completed the application form and it has been accepted by us, it will constitute a legally binding agreement between yourself and Columbia Threadneedle, which will be subject to these Terms & Conditions.

## Definitions:

**'Account'** – shares identified by a unique account number issued to the investor by Columbia Threadneedle on acceptance of an application, either an CT OEIC Account or CT Individual Savings Account.

**'Income allocation date'** – the final day of a distribution period when the amount of income available for distribution is calculated. In the case of accumulation shares the amount distributable is included in the net asset value of the shares at the next valuation point.

**'Income distribution date'** – in the case of income shares the date two months from the end of the distribution period when income is paid to holders or in the case of monthly distributing shares one month from the end of the distribution period.

**'Permitted investment'** – shares or units in a Columbia Threadneedle Fund held in an account in accordance with these terms and conditions and in the case of an ISA which is a qualifying investment within the ISA regulations.

**'Cancellation rules'** – FCA Conduct of Business Rules, as amended from time to time.

**'Columbia Threadneedle', 'Us', 'we'** – Columbia Threadneedle Fund Management limited, or such other member of Columbia Threadneedle Investments as may be appointed in its place to manage the accounts or operate the Funds.

**'Financial adviser'** – any person authorised (or exempt from authorisation) under the Financial Services and Markets Act 2000 who has entered into a Terms of Business Agreement with Columbia Threadneedle which covers the account.

**'FCA'** – Financial Conduct Authority and its successors, responsible for regulation of Columbia Threadneedle/Columbia Threadneedle Investments in the managing the account and the operating of the Fund.

**FCA** regulations as amended or replaced from time to time

**FSMA** Financial Services and Markets Act 2000 as amended or replaced from time to time

**Additional Permitted Subscription Allowance/Limit (APS allowance)** – means the additional amount you are able to subscribe to an ISA following the death of your spouse or civil partner, which is up to the value of

- i. if the investor died on or before 5 April 2018, up to the value of the deceased ISA investor's ISA holdings at the date of death; or
- ii. if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor's ISA holdings at the date of death or at the point the ISA ceased to be a "continuing account of a deceased investor".

Additional permitted subscriptions will not count towards your annual subscription limit. Where the deceased ISA investor held ISAs with a number of different ISA managers, the surviving spouse/civil partner will have an APS allowance for each of those ISAs.

**APS Application Form** – The applicable form or forms for subscribing your APS allowance to your ISA.

**'Fund, Columbia Threadneedle Fund'** – any one (or more) sub-funds of the Columbia Threadneedle Investment Funds (UK) ICVC, Columbia Threadneedle Investment Funds (UK) ICVC II, Columbia Threadneedle Investment Funds (UK) ICVC III, Columbia Threadneedle Investment Funds (UK) ICVC V, Columbia Threadneedle Investment Funds (UK) ICVC VII, Columbia Threadneedle Investment Funds (UK) ICVC VIII, Columbia Threadneedle Investment Funds (UK) ICVC IX, Columbia Threadneedle Property Growth & Income Fund ICVC, Columbia Threadneedle UK Property Fund ICVC, Columbia Threadneedle UK Property Fund or any sub-fund or company permitted by Columbia Threadneedle or the Columbia Threadneedle Diversified Monthly Income Fund.

**'HMRC'** – HM Revenue and Customs

**'ICVC'** – Investment Company with Variable Capital, an Open-Ended Investment Company (OEIC).

**'Investor', 'You'** – the applicants accepted by us and registered as the account holders by us, and individual(s) named as applicants on forms submitted to us for acceptance.

**'ISA Plan Manager'** – a Plan Manager is approved by HM Revenue & Customs and providing the service of managing ISAs in accordance with the ISA regulations.

**'Shares'** – shares issued by a fund of an investment company with variable capital or units issued by an authorised unit trust managed by Columbia Threadneedle.

**‘ICVC Regulations’** – The Financial Services Open-Ended Investment Companies Regulations 2001, as amended from time to time.

**‘ISA Regulations’** – the Individual Savings Account Regulations 1998, as amended or replaced from time to time as applicable.

**‘Tax year’** – the tax year which begins on 6th April in any year and ends on 5th April in the following year.

**‘Value of shares’** – on any day the price determined at that day’s valuation point or failing a valuation point on that day the most recent valuation point. Prices will be calculated based on the net asset value of the Fund either on a single (mid) or dual (bid and offer) basis as determined by the prospectus.

**Permitted Period** – In relation to the making of an APS into your ISA, the period of time prescribed by law beginning with the date of death of your spouse or your civil partner and ending either (i) three years thereafter; or (ii) 180 days after the administration of the estate is complete, whichever is the later.

## Applications

The account investments will be registered in the name(s) of the investor(s) or in the case of an ISA account in joint names of the investor and us. The legal title (i.e. the document that evidences legal ownership) to investments in your Stocks and Shares ISA will be registered jointly in your name and our name (or the name of a company appointed by us to act on our behalf a “nominee”). We will satisfy ourselves that any nominee we appoint is competent to carry out those functions and we will be fully responsible for the acts of any nominee. Shares in Columbia Threadneedle Investments are uncertificated and entry in the Register of Shareholders is conclusive evidence of the title to shares.

The account will commence following receipt of a valid application form and cheque for lump sum investments and for regular savings the account will commence following receipt of a valid application form, cheque for the first payment and completed direct debit.

All applications and instructions for APS must be in writing. You can make an APS into your ISA by completing the APS application form each time that you wish to make an APS. You can make one or more APS, however, they must not, in aggregate, exceed the APS allowance and must be made within the permitted period. We will only accept APS payments within the permitted period. We will not accept payments outside of this time. Note, if completion of the estate takes longer we will need to see evidence to allow further APS payments.

## Purchases

Investments may be made in any number of the funds available within the account, subject to the investment limits as set out in the Prospectus or notified by us. Lump sum investments and regular savings investments are available. You may transfer an existing ISA from another ISA Plan Manager in cash to the

CTFML ISA. The CTFML ISA is subject to additional terms.

The investment of single contributions will be made at the next valuation point of the selected Fund(s) following receipt of the valid application form and cheque.

The investment of regular savings will be made on the 6th day of each month or the next business day if the 6th is not a business day.

A contract note will be issued in respect of lump sum investments giving details of the shares purchased and the share price.

Contract notes will not be issued for regular savings. Investors will be sent a letter confirming that the account has been established and the amount and collection date of the monthly saving.

Investors making regular savings into or taking regular withdrawals from an income fund will not be allowed to take the natural income distributions generated by the Fund. We will automatically reinvest this income in the Fund at a reduced charge as specified in 19.

## Additional Permitted Subscriptions Timing

Additional permitted subscriptions made in the form of cash must be made within 3 years of the date of death, or if later, within 180 days of the completion of the administration of the deceased ISA investor’s estate. Where the death of the ISA investor occurred in the period 3 December 2014 to 5 April 2015, the 3 year period starts on 6 April 2015. Additional permitted subscription made in the form of stock must be invested within 180 days of the beneficial ownership of the deceased investor’s ISA passing to you. Transfers of assets from an external ISA manager can only be accepted in cash and not as in-specie transfers. Where the deceased investor has a number of ISAs with the same ISA manager, there will be a single APS subscription limit based on the combined values of those ISAs at the investor’s date of death. If the ISA investor died on or after 6 April 2018 the single APS subscription limit can be based on the combined values of those ISAs on the date of death, or on the total value of the investor’s ISAs when they cease to be continuing accounts of the deceased investor. This single APS subscription limit cannot be calculated on a mix of some account values at the date of death and the value of other accounts at the point they cease to be a continuous ISA. Please contact us for more information on our Additional Permitted Subscription service.

## Additional Permitted Subscription Limit

Law imposes the amount which can be invested as an APS. The APS must not exceed the aggregated value of your spouse or civil partner’s ISA which they held at the date of their death; if the investor died on or before 5 April 2018, or if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor’s ISA holdings at the date of death

or at the point the ISA ceased to be a “continuing account of a deceased investor”.

When we are notified that you have died and the date of death was on or after 6 April 2018, we will designate your ISA as a “continuing account of a deceased investor” in accordance with HMRC regulations. Your CT ISA will remain as a “continuing account of a deceased investor” until the earlier of:

- i. the closure of your CTFML ISA; and
- ii. the third anniversary of your death.

Columbia Threadneedle are not required to check with your executors if or when the administration of your estate has been completed.

Additional permitted subscriptions made in the form of cash cannot exceed the value of the deceased investor’s ISA at the date of death if death occurred before 5 April 2018, or if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor’s ISA holdings at the date of death or at the point the ISA ceased to be a “continuing account of a deceased investor”.

For an additional permitted subscription made in stock this cannot exceed the value of the deceased investor’s ISA at the date of death if death occurred before 5 April 2018, or if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor’s ISA holdings at the date of death or at the point the ISA ceased to be a “continuing account of a deceased investor”, or the value of the assets you inherited if this is a lesser amount.

If you send us a payment that exceeds your APS allowance, we will return the whole amount to you by cheque without accepting any payment.

### **Cancellation rights**

Investors have the right to cancel an application for an account. When receipt of the application is acknowledged, we will send a Cancellation Notice which may be used to cancel the account in accordance with the Cancellation Rules. On receipt of the Cancellation Notice we will sell any shares purchased in accordance with the initial application. The Cancellation Notice will expire 14 days after it is received by the investor.

Any investors who exercise their right to cancel will not recover their investment in full in the event of a fall in the share price since their initial investment was made.

### **Transferring your Additional Permitted Subscription Allowance**

Where you intend to make additional permitted subscriptions in the form of cash, you can transfer your APS Allowance from the deceased ISA investor’s Account Manager to Another Manager.

Your APS allowance can only be transferred once and only if you have not already made any additional permitted subscriptions with the deceased ISA investor’s Account Manager. Any unused balance cannot be transferred to another ISA manager.

You may have the right to cancel the transfer of your APS allowance while it is in the process of being transferred, however, it is not permitted by the ISA Regulation’s to cancel the transfer once it is completed. Once the transfer of the APS allowance is completed you can make additional permitted subscriptions. You will not be able to transfer the APS allowance to Another Manager, even if you have not made any additional permitted subscriptions with the Account Manager you transferred your APS allowance to.

### **Charges**

The standard initial charge applicable to the Fund will be deducted from the amount of each contribution before it is invested in the case of single priced funds. The balance will then be invested at the NAV price of the shares. In the case of dual priced funds the standard initial charge will be calculated into the offer price of the shares.

For the duration of the investment the standard annual management fee and any other charges will apply to the shares. These charges can be found in the Prospectus.

If we wish to vary or impose new charges to the Funds, 90 days written notice will be given.

An administrative charge of £5 plus VAT will be payable if duplicate statements are requested by the investor.

### **Payment of income**

Distributable income is paid to shareholders as either dividends (equity funds) or interest (fixed interest funds).

For holders of Income Shares, income will be paid on the distribution dates specified in the Prospectus.

The income distribution payment date is two months after the accounting date (closing date) for each accounting period or one month in the case of monthly distribution). From the closing date to payment the Fund is termed as being ‘ex-dividend’ as the share price does not include the value of the income due to be paid. If Income Shares are bought during the ex-dividend period the investor will not be entitled to receive the income earned during the previous accounting period.

If an investor already holds shares at the accounting date and sells them during the ex-dividend period they will still receive the income payment.

Income investors who have chosen to have the income reinvested, or are making regular payments into income shares or are taking regular withdrawals from income shares will not have the income paid to them, it will be reinvested in shares of the same class. The income will be reinvested on the distribution payment date and will purchase further shares at no initial charge.

For holders of Accumulation Shares any income arising from the Fund will automatically be accumulated net into the Fund.

## Switches

The investor may switch holdings between the funds available in the account by giving us written instructions to sell shares and use the proceeds to buy other shares. When switching we will sell your shares and invest the proceeds into the Fund of your choice. These deals will be placed simultaneously at the next available valuation point. The Funds will remain within the same account. There is no charge for switching funds.

There is a 1% charge for transfers of direct investments into an ISA. We will sell your shares and repurchase them in the ISA. These transactions may be carried out at two consecutive valuation points. Your investment may as a result be "out of the market" for 24 hours, resulting in a slightly different number of shares being held in the ISA.

The minimum amount that can be switched is £100 and for a partial switch a minimum balance of £1,000 must remain in the Fund after the switch has taken place.

If both Accumulation and Income Shares are available in the Fund, the investor may convert his/her shareholding from one type of share to the other without charge.

## Regular contributions

The investor may redirect future contributions to other fund(s) available in the account by giving us written instructions. Where contributions into a fund cease leaving less than the minimum balance in a previous fund selection then this will be switched automatically into the new choice of fund.

The investor may increase, reduce or stop making regular contributions to the account.

At least 14 days' notice is required for the change to be applied at the next collection.

Investors wishing to cease regular savings, should inform us and their bank or building society.

Please note that we cannot accept monthly savings by direct debit in relation to any Additional Permitted Subscriptions. Please contact us for information on our Additional Permitted Subscription ISA.

## Selling shares

The investor can instruct us to sell either a specified number of shares, or sufficient shares to provide a specified cash amount. The price used for dealing in shares will be the price calculated at the next valuation point following the receipt of the instructions.

We reserve the right to refuse partial sales of shares held in any fund where the value of the remaining shares in that fund would be below the minimum permitted. In such cases we may sell all of the shares in that fund and send the proceeds to the investor.

## Regular withdrawals (Selector)

If a lump sum investment of at least £10,200 has been made the investor may elect to take regular withdrawals of capital via our Selector facility. These withdrawals may be taken monthly, quarterly, termly, half yearly or annually. The first withdrawal may be deferred until a later date, but in any event the first payment may not be taken until at least three months after the commencement of the account.

On each regular withdrawal payment date sufficient shares will be sold from the Fund holdings at the NAV price to provide the agreed payment. If insufficient shares remain in the account then the full value of the account investments will be withdrawn and the account will be closed.

The investor may specify the regular withdrawal as either a percentage of the investor's ongoing investment or as a fixed payment amount.

If the investor chooses to take a fixed amount regular withdrawal then the fixed amount specified per year will be divided by the number of payments per year. If shares are held in more than one fund, the regular withdrawals will be split in proportion to the respective values of the funds on the regular withdrawal date.

The minimum regular fixed withdrawal is £100 per withdrawal. There is no maximum.

If the investor chooses to take a percentage of the ongoing investment the annual percentage specified will be divided by the number of payments per year and applied to the ongoing value on the date of the regular withdrawals. If shares are held in more than one fund the same percentage withdrawal will be applied to each fund.

If a fund offers Accumulation and Income Shares the facility to take regular withdrawals is only available on Accumulation Shares.

If Accumulation Shares are not available and investments are being made into income distributing shares and the investor elects to take regular withdrawals, the natural income generated by the Fund will be reinvested in the same manner as described in question 19.

Payments in respect of regular withdrawals will be made only by direct credit to a UK bank or building society account that accepts such payments by this method. The regular withdrawals will be credited to the account specified on the application, or to such other account that the investor may advise to us in writing. Payment will be credited on the 11th day of each month or the previous business day if the 11th is not a business day.

The investor may start, stop or amend regular withdrawals at any time by instructing us in writing.

## Closing the account

The investor may close an account at any time by giving us written notice to sell the shares.

If at any time the value of the total account investments or any one individual fund is below the minimum permitted, we may close the account or the individual fund and return the proceeds to the investor.

Where regular contributions cease completely and the value of the account investments or any one individual fund is less than the minimum balance permitted, we may close the account or sell the shares in the individual fund and return the proceeds to the investor.

If the account is closed for any reason (including if an ISA becomes void) we will sell the account investments and pay the proceeds to the investor. We may deduct from the proceeds, before they are paid to the investor, any outstanding charges or amounts representing tax or tax credits which are or may become payable in respect of the account.

## Transferring investments

### Actions on the death of the investor

On receipt of satisfactory evidence of the death of the investor we will record the interest of the personal representatives of the investor on the account and the account will continue invested until valid instructions are received from the personal representatives or in the case of a joint holder, the interest will be transferred to the surviving joint holder.

### Obligations of the investor

The investor should send all instructions in writing to us (quoting the account reference number) at: Columbia Threadneedle Fund Management Limited, PO Box 9040, Chelmsford, Essex CM99 2XH. All registered holders must sign.

Investors should advise us in writing of any change in the information originally provided on the application.

Investors are responsible for ensuring the account details are correct and up to date.

**Investors should check all contract notes, periodic statements and other correspondence and notify any changes to us as soon as possible by phone in the first instance and in writing if requested so to do by us.**

Investors who cease to qualify to make subscriptions to an ISA under the ISA regulations must notify us in writing immediately. To qualify the investor must be 18 years of age or over, be currently resident and ordinarily resident in the UK for tax purposes, or be a Crown employee serving overseas performing duties which, by virtue of Section 132 (4)(a) of the Income and Corporation Taxes Act 1988 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or be married to a person who performs such duties.

Investors who become resident in the US or US taxpayers must notify us in writing immediately as such accounts are liable to restriction and closure.

## Shareholder rights

In respect of your ISA investments, if you request in writing, we will arrange for you to:

1. receive a copy of the annual report and accounts issued by any organisation whose shares, securities or units are held directly in your ISA;
2. attend shareholder, securities holder or unit trust holder meetings;
3. Vote as proxy for our nominee (a proxy is a person authorised to act for another); and
4. receive any other information issued to shareholders, securities holders or unit holders.

## General

Instructions to sell should be sent in writing to us (quoting the account reference number) at: Columbia Threadneedle Fund Management Limited, PO Box 9040, Chelmsford, Essex CM99 2XH.

We will not be responsible for any loss suffered by the investor in relation to the account, however arising, including any loss of opportunity whereby the value of the account would have been increased, or for any decline in the value of the account, unless such loss is due to our wilful default or negligence.

We may require additional information from investors to complete verification procedures required under anti-money laundering and associated legislation and to confirm the validity of instructions. We may delay acting on instructions until such information has been received to its satisfaction.

We will satisfy ourselves of the competence of any third party to whom we delegate any functions or responsibilities.

All written communications to the investor will be sent to the address shown on the application, or to the latest address notified in writing to us. The investor will be deemed to have received any notice sent to them within two days of issue.

The CT ISA account is intended to hold units in authorised Funds operated by us and does not pay interest on uninvested cash. Consequently HM Revenue & Customs requirement to deduct tax on deposit interest do not apply.

This agreement is governed by English Law and is subject to the exclusive jurisdiction of the English courts.

The investor authorises us to disclose information relating to any account to HM Revenue & Customs, the FCA and as otherwise required by law.



## Alterations to the Terms & Conditions

We may alter the Terms & Conditions without notice if the alterations are necessary in order to comply with the regulations.

Alterations to the terms of issue of shares will be made in accordance with the Prospectus and subject to the requirements of the FCA.

Other changes to the terms and conditions, including changes to investment limits, dealing days and charges may be made from time to time.

Prior notice will be given of changes considered likely to adversely impact investors. If the Terms & Conditions are altered details of the new Terms & Conditions will be sent to all investors with the next periodic statement. The current terms and conditions are available from the Administrator and at [www.ctinvest.co.uk](http://www.ctinvest.co.uk).

## ISA Additional provisions in the case of a CT ISA

### Opening a CT ISA

To qualify the investor must be 18 years of age or over, be currently resident and ordinarily resident in the UK for tax purposes, or be a Crown employee serving overseas performing duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or be married to or in a civil partnership a person who performs such duties.

To open a CT ISA the investor must provide, in the case of an initial lump sum investment a valid application form and cheque for the full amount or in the case of regular savings a valid application form, cheque for the first payment and completed direct debit.

All applications and instructions for APS must be in writing. You can make an APS into your ISA by completing the APS application form each time that you wish to make an APS.

You can make one or more APS, however, they must not, in aggregate, exceed the APS allowance and must be made within the permitted period.

We will only accept APS payments within the permitted period. We will not accept payments outside of this time. Note, if completion of the estate takes longer we will need to see evidence to allow further APS payments.

If your spouse or civil partner dies you may be able to claim an additional ISA allowance. Please contact us for more information on our Additional Permitted Subscriptions facility.

### Subscriptions to a CT ISA

The investor may subscribe up to the annual subscription limit in any tax year.

## Transferring as ISA

An existing ISA may be transferred in whole or in part from one ISA Plan Manager to another (subject to the terms and conditions of your existing Plan Manager who may only permit 100% transfers). We will only accept or make transfers in cash, any assets in the transferring ISA will be sold and the proceeds will be transferred.

To transfer an existing ISA to the CT ISA the investor must present a transfer request authorising us to approach your existing Plan Manager to arrange the transfer. Your CT ISA will commence on receipt of the transferred funds from your existing Plan Manager.

In respect of ISA transfers from another ISA Plan Manager the investment will normally be made at the valuation point following receipt of the transfer proceeds from the previous ISA Plan Manager.

The beneficial ownership of the account investments will remain with the investor. ISA account investments must not be used as security for a loan or be used in such a way as to create a legal charge over them. Shares in Columbia Threadneedle Investments are uncertificated and entry in the Register of Shareholders is conclusive evidence of the title to shares.

### How do I transfer an APS allowance from another ISA manager into a CT ISA?

If your spouse/civil partner held an ISA with another ISA manager, and you wish to use the APS allowance to invest in an CT ISA, you can instruct us to request the transfer of the APS allowance to us. We will contact the deceased investor's ISA manager for the information we require, inform you when the transfer is complete and the amount of your APS allowance. You can then make additional permitted subscriptions in the form of cash. Additional permitted subscriptions in the form of stock are not available from another ISA manager. Please contact us for more information on our Additional Permitted Subscription ISA.

### To transfer an existing CT ISA to another ISA Plan Manager

The investor may transfer ISA subscriptions in whole or in part to another Plan Manager that has agreed to accept the transfer at any time. The date of the transfer is the date agreed between the Plan Managers, but the transfer form must be sent by the transferring Plan Manager within 30 days of the request.

### How do I transfer an APS allowance to another ISA manager?

If your spouse/civil partner held a CT ISA, and you wish to use the APS allowance to invest with another ISA manager, you can transfer the APS allowance to another ISA manager; you will need to contact the other ISA manager who will arrange for this transfer to take place with us. We will only be able to act on the other ISA manager's instruction if you have not already used the

APS allowance to make additional permitted subscriptions with us.

### **Cancellation rights**

Investors have the right to cancel a new ISA application or an ISA transfer in accordance with the Cancellation rules. When receipt of the application is acknowledged, we will send a Cancellation Notice which may be used to cancel the account. This Cancellation Notice will expire 14 days after it is received by the investor.

Any investors who exercise their right to cancel will not recover their investment in full in the event of a fall in the price of the shares since their initial investment was made.

In the case of transfers from another ISA Plan Manager. If the transfer is cancelled within the 14 day period, the investors have two options. Firstly, the Plan can be closed and the proceeds paid to them, in which case the proceeds cannot be transferred to another ISA Plan Manager and all future tax benefits will be lost. Secondly, they can request that the Plan be transferred back to the original ISA Plan Manager or any other ISA Plan Manager, provided they agree to accept the transfer.

Where investors exercise their right to cancel this will result in the cancellation of their ISA for that tax year and the cancelled investment will therefore not count as a subscription to the ISA for that tax year.

You cannot cancel a transfer of your APS allowance where the transfer is complete (for example, where you have begun to make payments towards your APS allowance). You may ask to cancel a transfer of your APS allowance while it is in the process of being transferred (subject to the agreement and willingness of the respective ISA managers)

### **Income payments**

For holders of Income Shares, income will be paid on the distribution dates specified in the Fund Information section of the Prospectus.

The income distribution payment date is two months after the accounting date (closing date) for each accounting period. For these two months the Fund is termed as being 'ex-dividend' as the share price does not include the value of the income due to be paid. If Income Shares are bought during the ex-dividend period the investor will not be entitled to receive the income earned during the previous accounting period.

If an investor already holds shares at the accounting date and sells them during the ex-dividend period they will still receive the income payment.

Alternatively, if investors choose to have the income reinvested in the Fund it will be reinvested on the distribution payment date. It will purchase further shares in the Fund at no charge. Investors in the High Income Fund may not reinvest their Income.

For holders of Accumulation Shares any income arising from the Fund will automatically be accumulated into the Fund. Shares will be purchased on or before the income payment date at no charge.

The beneficial ownership of the shares will remain with the investor. The shares must not be used as security for a loan or be used in such a way as to create a legal charge over them. Shares in Columbia Threadneedle Investments are uncertificated and entry in the Register of Shareholders is conclusive evidence of the title to shares.

### **No cash held in CT ISA**

The CT ISA account is intended to hold shares in authorised Funds operated by us. Sale proceeds will be returned to the investor unless a valid reinvestment instruction is provided with the sale instruction (a 'switch'). Although we deal in whole shares should there be any fractional share differences this will be paid off to charity.

### **Tax benefits**

Subject to the ISA regulations any capital gains made and income from shares in the CT ISA are free from UK taxes. Investors need not include details of ISA investments on their UK tax return.

For interest distributions we will pre-fund this tax credit element and will reclaim it from the HMRC and will therefore be entitled to receive the value of this tax credit in re-imbusement once it is received from HMRC. Tax credits on dividend distributions are not refundable, and we will not pre-fund this element.

If we consider an instruction will result in the CT ISA ceasing to comply with the regulations, then we will modify the instruction as necessary to ensure compliance, or will not carry out the instruction until they have received the appropriate amendments from the investor.

The investor agrees to inform us of changes in their circumstances, including to their eligibility for an ISA. Investors ceasing to qualify for an ISA may retain their existing investments but are not permitted to make further subscriptions.

The tax exemptions will cease on the death of the investor. We will, if necessary, redeem sufficient shares as required to repay any tax credits received from HMRC, in respect of distributions with a payment date after the date of death. The CT ISA will remain invested until valid instructions for the sale of transfer of shares are received from the legal representatives of the investor.

Procedure following death on or after 6 April 2018. When Columbia Threadneedle are notified that you have died and the date of death was on or after 6 April 2018, the ISA will be designated a "continuing account of a deceased investor" in accordance with HMRC regulations. Your CT ISA will remain as a "continuing account of a deceased investor" until the earlier of:

- i. the closure of your CT ISA; or
- ii. the third anniversary of your death.

Whilst the CT ISA is a “continuing account of a deceased investor” no subscriptions can be made, but the existing account investments will continue to benefit from ISA tax advantages. If the administration of your estate has not been completed by the third anniversary of your death, then the CT ISA will cease to be a “continuing account of a deceased investor”. The ISA will remain invested until instructions are received and accepted by Columbia Threadneedle from the Account Holder’s personal representative(s). Columbia Threadneedle may require evidence of identify and authority to act before accepting instructions from the personal representative(s).

#### **Minimum balances**

We may close an CT ISA at any time by selling the shares and returning the proceeds to the investor if the value of the total investment falls below the permitted minimum. We may sell the shares in an individual fund at any time and return the proceeds to the investor if the value of the investment in the Fund falls below the permitted minimum. We may apply the permitted minimums to an CT ISA funded by regular contributions following the cessation of regular contributions. Once banked the proceeds will no longer qualify for the tax benefits of an ISA and reinvestment is subject to the annual subscription limit.

We may close or make adjustments to an CT ISA in accordance with the ISA regulations for the voiding or repairing of accounts. Shares may be sold to repair the ISA and to refund tax benefits. In the case of closure the shares will be sold and the proceeds less any outstanding charges or amounts or adjustments required under the ISA regulations will be returned to the investor.

If the account is closed for any reason (including if it becomes void) we will sell the account investments and pay the proceeds to the investor. We may deduct from the proceeds, before they are paid to the investor, any outstanding charges or an amount representing tax or tax credits which are or may become payable in respect of the account.

The investor may transfer current tax year ISA subscriptions in whole, and/ or previous ISA investments in whole or in part to another Plan Manager that has agreed to accept the transfer at any time. The date of the transfer is the date agreed between the Plan Managers, but the transfer form must be sent by the transferring Plan Manager within 30 days of the request.

#### **Actions on the death of the investor**

Once satisfactory evidence of the death of the investor is received, the tax exemptions will cease from the date of death. If necessary, we will redeem sufficient account investments as required to repay any tax credits received from HMRC, in respect of distributions with a payment date after the date of death.

The account investments remaining will then be transferred to the legal representatives of the investor. When Columbia Threadneedle are notified that you have died and the date of death was on or after 6 April 2018, the ISA will be designated a “continuing account of a deceased investor” in accordance with HMRC regulations. Your CT ISA will remain as a “continuing account of a deceased investor” until the earlier of:

- i. the closure of your CT ISA; or
- ii. the third anniversary of your death.

Whilst the CT ISA is a “continuing account of a deceased investor” no subscriptions can be made, but the existing account investments will continue to benefit from ISA tax advantages. If the administration of your estate has not been completed by the third anniversary of your death, then the CT ISA will cease to be a “continuing account of a deceased investor”.

If your spouse or civil partner dies you may be able to claim an additional ISA allowance. Please contact us for more information on our Additional Permitted Subscriptions facility.

#### **Our ISA obligations**

If we receive any instructions which will result in the account ceasing to comply with the regulations, then we will modify the instructions as necessary to ensure compliance, or will not carry out the instructions until they have received the appropriate amendments from the investor.

We will notify the investor if the account has or will become void for any reason.




## Contact us

### Dealing and Client Administration

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Telephone calls may be recorded.

To find out more visit [columbiathreadneedle.com](http://columbiathreadneedle.com)

