

# Making a Decision Form

## CT Child Trust Fund (CT CTF)

### Please use this form:

When you're over 18 and want to give an instruction regarding your Matured CTF.

You must tell us what to do with all of your shares. You can pick a combination of options, but you cannot give us a partial instruction. This form will be rejected if we don't receive instruction for 100% of your holdings.

### Please complete this form in block capitals and black ink.

Please return the form to:

Columbia Threadneedle Management Limited  
PO Box 11114  
Chelmsford  
CM99 2DG

24CTF/1  
04/24

### Part 1 Personal details

Please ensure you supply your address, date of birth, Nationality and National Insurance number

CT Child Trust Fund account number:	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full
Surname	
Permanent residential address	Date of birth
	<input type="text"/>
Postcode	Nationality
	<input type="text"/>
National Insurance number	<input type="text"/>
Telephone	Email address
<input type="text"/>	<input type="text"/>

You should be able to find your National Insurance number on a payslip, form P45 or P60 or a letter from the HM Revenue & Customs, a letter from the DWP or a pension order book.

### Data Protection

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Management Limited's Privacy Notice which is available at: [ctinvest.co.uk/privacy](http://ctinvest.co.uk/privacy). In the Privacy Summary Statement included with this application form, we have provided you with some key information about how we process your personal information. 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, we have provided you with key contact information in the Privacy Summary Statement, as well as in our Privacy Notice.

### Marketing

We would like to provide you with details of financial services and products that we offer which we think you might find interesting. If you would NOT like to receive such information, please tick this box . If at any time you change your mind, please let us know by emailing us at [preferences@columbiathreadneedle.com](mailto:preferences@columbiathreadneedle.com). For full details of how we use your personal information, please visit [ctinvest.co.uk/privacy](http://ctinvest.co.uk/privacy).

### Part 2 Let us know what you want to do with your account

Do you want to sell any of your shares now?

- No  Continue onto Part 4 to let us know what to do with your shares.
- Yes, all of my shares  Let us know the details in Part 3.
- Yes, some of my shares  Let us know the sale details in Part 3 and then complete Part 4 to tell us what to do with the rest of your shares. We cannot carry out your request until we have an instruction for all of your holdings.

### Part 3 Making a withdrawal

You only need to complete this part if you are selling some or all of your shares now. If you are selling some of your shares, you have to have at least £100 left to transfer into a new account. If there is less than that, we'll sell the whole account, close the account and send you the proceeds. **We must receive instructions for 100% of your holdings.**

#### Which shares do you want to sell?

Full account (all of the shares held in my Matured CTF)

Or to sell part of the account, please fill in the table below.

Trust name	Cash amount required	OR	Number of shares to be sold	OR	Total holding (tick box)
European Assets Trust (ordinary shares)	£				<input type="checkbox"/>
CT UK Capital and Income Investment Trust (ordinary shares)	£				<input type="checkbox"/>
Balanced Commercial Property Trust (ordinary shares)	£				<input type="checkbox"/>
The Global Smaller Companies Trust (ordinary shares)	£				<input type="checkbox"/>
CT Global Managed Portfolio Trust (growth shares)	£				<input type="checkbox"/>
CT Global Managed Portfolio Trust (income shares)	£				<input type="checkbox"/>
CT Private Equity Trust (ordinary shares)	£				<input type="checkbox"/>
F&C Investment Trust (ordinary shares)	£				<input type="checkbox"/>
CT UK High Income Trust (ordinary shares)	£				<input type="checkbox"/>
CT UK High Income Trust (B shares)	£				<input type="checkbox"/>
ICG Enterprise Trust (ordinary shares)	£				<input type="checkbox"/>
TR Property Investment Trust (ordinary shares)	£				<input type="checkbox"/>
CT FTSE All-Share Tracker Fund	£				<input type="checkbox"/>
Cash Deposit Fund	£				<input type="checkbox"/>

If you haven't already done so, you need to send us proof of your UK bank account, for example a bank statement which has been issued by post or printed in a branch within the last three months (but not ones printed off the internet). Alternatively, we can accept a pre-printed pay-in slip (normally found at the back of your cheque book) or a cancelled cheque. Without proof of your bank account we will be unable to send the proceeds to your bank/building society and a cheque will be dispatched to the registered address.

Please complete your bank details below.

Sort code    Account number           Account name

#### Verifying your identity

Before we can pay your proceeds out to you, we need to have verified your identity. There's information on our website [ctinvest.co.uk](http://ctinvest.co.uk) about the documents we can accept for proof of your bank details and identity verification.

I've already sent my verification documents

I've enclosed my verification documents with this form

#### Confirming the sale of some/all of your shares

- I can confirm the details provided on this form are correct
- I can confirm that I am the account holder and I am over 18
- I understand that this sale is made under the terms and conditions of the Matured CTF

Signature  Date

## Part 4 Transferring your shares

Complete this part if you want to move some/all of your shares to another plan.

### Where do you want to move your investment?

- Into a new Columbia Threadneedle account  
**We will open a new account for you, please specify further down the page how you want this account set up. The minimum investment needed to open a new Columbia Threadneedle account is £100. If the value of your Matured CTF is below this, we can still open a new account for you if you make a regular monthly or lump sum top-up along with this Election form. Top-up forms are available on our website at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or on request.**
- Combine with an existing Columbia Threadneedle account already in your name  
**Please provide your existing account number and proceed to the declaration in Part 6**
- To another Savings Plan provider  
**Complete Part 7 of this form instead**

### What Columbia Threadneedle account do you want to open?

- I'd like to open a CT Individual Savings account (CT ISA)
- I'd like to open a CT General Investment Account (CT GIA)
- I'd like to open a CT Lifetime Individual Savings Account (CT Lifetime ISA)

A Lifetime ISA has a current annual investment limit of £4,000. If you have more than this in your CTF account, the remaining shares can be transferred into a CT ISA or GIA.

- I'd like to transfer the rest of my shares into a CT ISA
- I'd like to transfer the rest of my shares into a CT GIA

To open your CT Lifetime ISA you'll need to complete Part 5 to indicate how much you'd like to make available to invest by selling from your current holdings.

#### Additional options

The account fees will be set so that they are deducted from your account. If you would like to pay these fees by Direct Debit, you can change this through the Investor Portal or complete the form Direct Debit Instruction.

Dividends (regular income generated from your investment) will continue to be reinvested into your new account. You can change this through the Investor Portal or complete the form Instruction to have dividends paid out. You can only have income paid out on CT ISA or CT GIA accounts - not CT LISAs.

If you would like to make additional contributions, you can make these through our Investor Portal or complete the relevant "Top-up" form for the account you selected.

You can register for the Investor Portal as soon as you have your new account number by visiting [ctinvest.co.uk/register](http://ctinvest.co.uk/register) If you prefer to send instructions by post, you can find any forms you need on our website at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or by contacting our Investor Services Team.

## Part 5 Opening a CT Lifetime ISA

Please complete this section if you wish to use some or all of your investments to open a CT Lifetime ISA. You need to decide how much you would like to make available to invest in your CT Lifetime ISA, by selling from your current holdings. There is a dealing charge of £12 for each fund selected in the CT Lifetime ISA.

Please complete the value of shares you wish to sell from each investment trust in Column 1, and use Column 2 to allocate funds between your investments.

Trust name	Column 1 Value of shares to be sold	Column 2 Shares to be invested please specify	SEDOL Code (for office use only)
European Assets Trust (ordinary shares)	£	%	BHJVQ59
CT UK Capital and Income Investment Trust (ordinary shares)	£	%	0346328
Balanced Commercial Property Trust (ordinary shares)	£	%	B4ZPCJO
The Global Smaller Companies Trust (ordinary shares)	£	%	BKLXD97
CT Global Managed Portfolio Trust (growth shares)	£	%	B2PP252
CT Global Managed Portfolio Trust (income shares)	£	%	B2PP3J3
CT Private Equity Trust (ordinary shares)	£	%	3073827
F&C Investment Trust (ordinary shares)	£	%	0346607
ICG Enterprise Trust (ordinary shares)*	£	%	0329200
CT UK High Income Trust (ordinary shares)	£	%	B1N4G29
CT UK High Income Trust (B shares)	£	%	B1N4H59
TR Property Investment Trust (ordinary shares)	£	%	0906409
UIL Limited ORD 10P (DI)*	£	%	BZ4BVN3
CT FTSE All-Share Tracker Fund (SC2 accumulation shares)*	£	%	3313813
Cash Deposit Fund	£	%	
Total	£	%	

Please complete this section if you wish to use some or all of your investments to open a CT Lifetime ISA. You need to decide how much you would like to make available to invest in your CT Lifetime ISA, by selling from your current holdings. There is a dealing charge of £12 for each fund selected in the CT Lifetime ISA.

Please complete the value of shares you wish to sell from each investment trust in Column 1, and use Column 2 to allocate funds between your investments.

\*This is a legacy investment available only to existing holders, so although you can sell from it, you can't buy into the same fund in the Lifetime ISA.

## Part 6 Confirming you want to open a new account

### For the CT ISA

I confirm that I have read the Key Features of the CT ISA and apply to transfer my existing Matured CTF to the CT ISA as indicated in Part 4.

#### I authorise Columbia Threadneedle:

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash
- To make on my behalf any claims to relief from tax in respect of ISA investments
- On my written request, to transfer or pay to me, as the case may be, ISA investments, dividends, rights or other proceeds in respect of such investments or any cash

#### I understand that:

- The CT ISA is a stocks and shares ISA as defined in the Individual Savings Account Regulations 1998, as may be amended or updated from time to time

### For the CT Lifetime ISA

I wish to subscribe to the CT Lifetime Individual Savings Account (Lifetime ISA) for the  tax year. I confirm that I have read the Key Features of the CT Lifetime ISA and apply to transfer my existing Matured CTF to the CT Lifetime ISA as indicated in Part 4.

#### I authorise Columbia Threadneedle:

- To hold my cash subscription, Lifetime ISA investment, interest, dividends and any other rights or proceeds (including any Lifetime ISA government bonus) in respect of those investments and any other cash
- On my written request, to transfer or pay to me, as the case may be, Lifetime ISA investments or other proceeds in respect of such investments or any cash
- To make, on my behalf, any claims to relief from tax in respect of Lifetime ISA investments
- To make on my behalf any claims for a bonus in respect of Lifetime subscriptions
- To withhold and deduct from a balance in the account and to pay to HMRC any charges due on withdrawals
- To make a record in writing in accordance with Regulation 12B paragraph 7(a) of the Individual Savings Account Regulations

#### I understand that:

- The CT Lifetime ISA is a stocks and shares ISA as defined in the ISA regulations 1998, as may be amended or updated from time to time.
- This application is subject to acceptance by Columbia Threadneedle Investments.
- I confirm that I have read the latest Key Information Documents for the selected investment trust(s)
- I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and Savings Plan
- If you start a Direct Debit, we will continue to make collections in future tax years until you cancel or change your instruction. We will, if necessary, reduce the monthly Direct Debit amount to the maximum allowed for this or future tax years to ensure that your total investments do not exceed the subscription limit.

### For the CT GIA

#### Tax residency

Tax regulations<sup>1</sup> require us to collect information about each investor's tax residency<sup>2</sup>. In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your account(s) with His Majesty's Revenue & Customs (HMRC) who may in turn share this information with any or all participating tax jurisdictions<sup>3</sup>.

Please indicate all countries in which you are resident for tax purposes and your associated Tax Identification Number(s) in the table below.

If you are also a US person/citizen you must include United States in this table along with your US Tax Identification Number. If you have any questions about your tax residency<sup>2</sup>, please contact your tax adviser.

Country/Countries of Tax Residency	Tax Identification Number*

<sup>1</sup> The term "tax regulations" refers to the International Tax Compliance Regulations 2015 which implements the Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

<sup>2</sup> In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If in doubt, please contact your tax adviser.

<sup>3</sup> Those countries that have agreed to exchange information under FATCA and the CRS<sup>1</sup>.

\* If you are a UK Tax resident and not a tax resident anywhere else and also not a US citizen, you are not required to provide details of your 'Tax Identification Number' or 'Date of Birth', or if you are not resident in a jurisdiction that is reportable under CRS or FATCA and also not a US citizen, you are not required to provide your 'Tax Identification Number' or 'Date of Birth'.

- I confirm that I have read the Key Features of the CT General Investment Account and apply to transfer my existing Matured CTF to the CT General Investment Account as indicated in Part 4.

## Part 6 Confirming you want to open a new account (continued)

### For all applicants

- I confirm I wish to transfer the cash and/or shares in my matured CTF to the account(s) detailed in Part 4 and/or 5 (after any sale elected in Part 3 of this form) of this form
- I confirm that I am the account holder and I am over 18
- I agree to be bound by the Terms & Conditions relating to the account and to inform Columbia Threadneedle Investments in writing immediately of any change in my circumstances
- I understand that if I want to make any further subscriptions I must complete an ISA or Lifetime ISA or General Investment Account Top Up form (as applicable)
- I understand that any pro-rata annual management charge will be deducted from my Matured CTF prior to transfer
- I declare the information on this completed form is correct to the best of my knowledge and belief
- I understand that this application is subject to acceptance by Columbia Threadneedle Investments

### In respect of the CT Lifetime ISA

- I am 18 years of age or over and under 40
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year
- I have not made current year payments, and will not make current year payments, that exceed the LISA payment limit
- I have not made current year payments, or transfers from a Help to Buy: ISA, and will not make current year payments, or transfers from a Help to Buy ISA, to another Lifetime ISA in the same tax year that I subscribe to this Lifetime ISA.
- This declaration shall have effect for each year in which I make a payment to the account
- I am aged 18 or over or I will be when I make my first subscription. I am resident and in the UK for tax purposes, or perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the UK or I am married to or in a civil partnership with a person who performs such duties, and will inform Columbia Threadneedle Investments if I cease to be so resident or to perform such duties or be married to or in a civil partnership with a person who performs such duties.

Signature

Date

## Part 7 Transferring to a new provider

**Only complete this part if you are moving some/all of your shares to another Savings Plan provider.**

Contact the other Savings Plan provider first. They will provide you with their transfer form to complete and return to them. They will then contact us to arrange the transfer.

Do not send this form to us until you have returned the transfer form to your chosen provider. **We cannot act on any other part of this instruction until we receive a valid transfer instruction.**

Which savings provider have you chosen?

What date did you return the transfer form to them?

### Verifying your identity

Before we can close your account, we need to have verified your identity. There's information on our website [ctinvest.co.uk](http://ctinvest.co.uk) about the documents we can accept for proof of your bank details and identity verification.

I've already sent my verification documents

I've enclosed my verification documents with this form

### Confirming that you want to transfer shares to another provider

I confirm I wish the shares in my Matured CTF (after any sale elected in Part 3 of this form) to be transferred to the above provider.

**I understand any sale instruction provided in Part 3 will not be placed and held by Columbia Threadneedle Investments until a valid transfer instruction has been received from my chosen provider.**

Signature

Date

**Columbia Threadneedle Management Limited**

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

0345 600 3030, 9am – 5pm, weekdays, calls may be recorded or monitored for training and quality purposes.

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