

ISA transfer application form

The CT Individual Savings Account (ISA) is provided by Columbia Threadneedle Fund Management Limited. This application will transfer your existing ISA(s) or a Matured Child Trust Fund (CTF) from another plan manager into the CT ISA Transfer Account. You should complete a separate form of authorisation for each ISA manager you wish to transfer an ISA from. The forms of authorisation are located in Part 5 of this application form. This application form represents the basis of your contract with Columbia Threadneedle Fund Management Limited (trading as Columbia Threadneedle Investments). Before completing the application form please ensure that you have read the relevant Key Investor Information Document(s) and Terms and Conditions. If you need to make a withdrawal from a Matured CTF prior to transfer, you need to notify your existing provider separately.

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Fund Management Limited Privacy Notice which is available at: ctinvest.co.uk/privacy.

Please use BLOCK CAPITALS and black ink throughout and ensure you have signed the Declaration in Part 4, then return to: Columbia Threadneedle Fund Management Limited, PO Box 9040, Chelmsford, Essex CM99 2XH

Part 1 Investor Details – this section must be completed

Please enter your existing investment account number here (if you have one):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your details

Title	First names (in full)	Surname
-------	-----------------------	---------

Permanent residential address (including postcode)	Postcode
--	----------

Daytime telephone number	Evening telephone number
--------------------------	--------------------------

Date of birth	Sex	Nationality																				
<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																					Male <input type="checkbox"/> Female <input type="checkbox"/>	

What is your intended use for this account? Are you investing for:

Retirement Education Income Capital growth Other

National Insurance number

<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																					If you do not have a National Insurance number, please tick here <input type="checkbox"/>

Your National Insurance number

Your National Insurance number is required to open your account. If you do not know your number, you can obtain it from your employer or tax office (or pension book, if you have one). Please note, your National Insurance number will also be used for internal identification purposes.

Part 2 Investment Details – this section must be completed

I wish to transfer my existing ISAs / Matured CTF to the CT Individual Savings Account (ISA) Transfer Account

I would like the proceeds to be invested in the following funds:

Fund	Percentage	Tick to receive income shares	Tick to receive accumulation shares
	%		
	%		
	%		
	%		
	%		
	%		
Total	100%		

Income Payments If you have selected income shares the income (interest or dividends) from your investments will be automatically paid out. If you wish to receive the income from your investment into your Bank/Building Society Account you will need to complete your Bank/Building Society details in Part 3. However if you have selected the CT Multi-Sector Bond Fund, CT Multi-Sector Higher Income Bond Fund, CT US Smaller Companies Fund, CT Diversified Monthly Income Fund and want income to be re-invested, please tick this box

ISA Transfer Authorisation

You also need to complete the details in the 'Form of Authorisation for my existing ISA manager' in Part 5.

Part 3 Bank/Building Society Details – for Distribution Income

This section only needs to be completed if you wish to receive the income (interest or dividends) from your investment. If you are interested in taking regular withdrawals from your investment, please request information on our **Selector** facility by calling **0800 085 2752**. Selector is not available if you are making regular savings, or if you are receiving income from your investment.

Name of bank or building society

Address

Postcode

Sort code

Account number

Account Name as held by Bank or Building Society

Bank account name must be in the same name as the Columbia Threadneedle Investments account being opened.

Roll number (if applicable)

Part 4 Declaration & authorisation – this section must be completed

I have received advice on this investment decision. Yes No

(Please tick one box to confirm. The instructions will be processed on the basis that the decision was advised if left blank.)

I declare that the information given on this completed application form is correct to the best of my knowledge and belief. I confirm that I have seen the current Key Investor Information Document for each of the share classes applied for in Part 2. I agree to be bound by the Terms & Conditions relating to the plan and to inform Columbia Threadneedle Fund Management Limited in writing immediately of any change in my circumstances.

I understand that this application is subject to acceptance by Columbia Threadneedle Fund Management Limited and that they may act on instruction from my financial adviser, if applicable.

I understand that money laundering regulations may require Columbia Threadneedle Fund Management Limited to verify my identity and permanent residential address through searches of the electoral roll and credit reference agencies and that these agencies may keep a record of Columbia Threadneedle Fund Management Limited's enquiry. I further understand that Columbia Threadneedle Fund Management Limited may also need to write to me for additional documentation confirming my identity and permanent residential address. All applications will be processed on receipt, however Columbia Threadneedle Fund Management Limited reserves the right not to issue Shares to me nor make payments in respect of my investment until satisfactory proof of my identity and permanent residential address is provided.

I declare that:

- The monies subscribed to the ISA(s) / Matured CTF are beneficially owned by me.

I hereby authorise Columbia Threadneedle Fund Management Limited:

- To disclose any information relating to my account to the Financial Conduct Authority, HMRC or to make such disclosure as otherwise required by law, including anti-money laundering and anti-terrorism laws. Columbia Threadneedle Fund Management Limited may be obliged to make disclosures regarding such information to comply with the requirements of applicable law or regulation and/or the requirements of UK and other competent authorities;
- 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, interest, dividends, rights or other proceeds in respect of such investments or any cash.
- I agree to inform Columbia Threadneedle Fund Management Limited in writing immediately of any change in my circumstances.
- To undertake any necessary searches of the electoral roll and credit reference agencies.

Signature

Date

Data Protection

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Fund Management Limited's Privacy Notice which is available at: 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. For full details of how we use your personal information, please visit ctinvest.co.uk/privacy.

Important Information

During the period of transfer, your ISA(s) will be uninvested and will not participate in any falls or rises of investment markets. The proceeds of the ISA transfer will be invested at the price calculated at the first valuation point following receipt by us of the funds from your previous plan manager.

- Some ISA managers are only able to transfer your entire holding with them and it may not be possible to split your holding between different tax years.
- The minimum transfer is £1,000.
- There is no upper limit on the amount you may transfer from one ISA manager to another.
- A letter will be sent to you confirming the details of your investment. You will then have a 14 day period in which you may cancel the investment without charge. However, if the value of your holding falls before it is encashed, you will not be entitled to a refund for the loss incurred.

Please note that if you were to exercise your cancellation rights you would have three options:

1. The proceeds can be returned to you and your ISA closed. This will mean it loses its tax-free status.
2. The proceeds can be transferred back to the original ISA manager. However, the original ISA manager does not have to accept the transfer.
3. The proceeds can be transferred to another ISA manager.

Part 5 Form of authorisation for my existing ISA manager

This section must be completed in order for us to process your ISA / Matured CTF Transfer. Columbia Threadneedle Fund Management Limited will send a form of authorisation to your existing plan manager and arrange for the ISA / Matured CTF to be transferred in accordance with your instructions. A form of authorisation needs to be completed for each ISA manager you are transferring a ISA / Matured CTF form. Only one form is required for each plan manager, even if you are transferring more than one ISA from them. You can photocopy these forms, download another from the website or ask us to send you another.

Investor's personal details

National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	First names (in full)				Surname				
<input type="text"/>	<input type="text"/>				<input type="text"/>				
Permanent residential address (including postcode)									
<input type="text"/>									
Postcode									
<input type="text"/>									
Date of birth									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name and address of existing ISA / Matured CTF manager

Company name	ISA / Matured CTF reference number
<input type="text"/>	<input type="text"/>
Company address (including postcode)	
<input type="text"/>	
Postcode	
<input type="text"/>	

ISA(s) to be transferred (Not applicable for Matured CTFs)

I wish to transfer 100% of my ISA holdings* *Including current year subscriptions.

OR

I wish to transfer PART of my ISA holdings (please indicate years/percentages/amounts/funds)

1. I hereby authorise you to transfer forthwith the proceeds of the above ISA(s) / Matured CTF to **Columbia Threadneedle Fund Management Limited**.
2. I hereby authorise you to provide Columbia Threadneedle Fund Management Limited with all such relevant information relating to my ISA(s) / Matured CTF as it may require.
3. I understand that my existing ISA(s) / Matured CTF will be liquidated prior to the transfer taking place.

Signature	Print name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 6

For Financial Adviser Use only –

this section must be completed in full for advised business. The form may be rejected if the fields have not been filled in.

Company name

Company address including postcode

<input type="text"/>
<input type="text"/>
<input type="text"/>

Agent code*

FCA number

*This number can be located on your commission statement.

Name of Network or Service Provider you are affiliated with (if relevant)

Please tick to confirm that certified proof of the client identity and permanent residential address is enclosed

This transaction is subject to the current Terms of Business for Independent Intermediaries available within the Literature Library at ctinvest.co.uk.

Your data controller

For the purposes of the UK GDPR and the UK Data Protection Act 2018 and/or any consequential national data protection legislation, and/or any other applicable legislation or regulation, the data controller in respect of any personal information provided is a company under the Columbia Threadneedle Investments group of companies, as further detailed in our Privacy and Cookie Policy, which can be found at <https://www.columbiathreadneedle.co.uk/en/retl/privacy-cookie-policy/>.

Uses made of your personal information

This Privacy Statement covers information about you ("personal information") that you supply to us. This information will typically include information such as your name, address, date of birth, telephone number, email address, gender, financial information and other information you provide to us. Our legal basis to process your information includes doing so in order to comply with our legal obligations (e.g., for the purposes of debt collection and/or the prevention of fraud or any other crime), to perform a contract between us and you (e.g., manage and administer your account (including but not limited to contacting you with details of changes to the products you have bought, and offering you new investment products), establish and defend any legal claims, or because you have consented to our use of your information. We may also process your personal information because it is necessary for our legitimate business interests (e.g., for internal analysis and research), we may also process your data in order to comply with legal or regulatory requirements.

Sharing of your personal information

We may use external third parties such as those described below to process your personal information on our behalf in accordance with the purposes set out in this privacy statement.

Where you have notified us of your adviser, the personal information provided may be shared with your adviser. You must notify us in writing if you no longer wish us to share your personal information with your adviser or of any change to your adviser. Your adviser should have its own arrangements with you about its use of your personal information. For the avoidance of doubt, if you do wish to exercise any of your individual rights as set out in our privacy notice via your nominated adviser then we will require written authorisation from you (or both of you, in the case of a joint account) before we can share any such personal information with your adviser.

The personal information provided may also be shared with other organisations (including but not limited to governmental and/or tax authorities in the UK and outside the UK) in order for us to comply with any legal or regulatory requirements (e.g., audit reporting and anti-money laundering checks) and, in addition (in respect of tax authorities, and where lawful to do so under data protection laws) where necessary for the purposes of ensuring that tax is paid correctly and that we receive refunds of tax already paid when this is due to us. We may also transfer your personal information to appointed third party administrators, such as transfer agents, in order to process customer applications, carry out record keeping, deal with subscriptions, switching, withdrawals and terminations, and certain communications. In addition, we may share your personal information with the companies within the ACD's group of companies for the purposes set out in this privacy statement and our privacy policy.

Business changes

If we or the Columbia Threadneedle Investments group of companies undergoes a group reorganisation or is sold to a third party, your personal information provided to us may be transferred to that reorganised entity or third party and used for the purposes highlighted above.

Overseas transfers

We may transfer your personal information to countries located outside of the UK or the European Economic Area (the 'EEA'), including to the United States. This may happen when our servers, suppliers and/or, service providers are based outside of the UK or the EEA. We may transfer your information under certain circumstances (e.g., where it is necessary to perform our contract with you). The data protection laws and other laws of these countries may not be as comprehensive as those that apply within the UK or the EEA – in these instances we will take steps to ensure that your privacy and confidentiality rights are respected. We implement measures such as standard data protection contractual clauses to ensure that any transferred personal information remains protected and secure. A copy of these clauses can be obtained by contacting us at the address listed below in the "Contact Information" section. Details of the countries relevant to you will be provided upon request.

Your Rights

With limited exceptions, you are entitled, in accordance with applicable law, to object to or request restriction of processing of your personal information, and to request access to, rectification, erasure and portability of your personal information. This service is provided free of charge unless requests are manifestly unfounded or excessive. In these circumstances, we reserve the right to charge a reasonable fee or, refuse to act on the request. You can write to us at ACD Client Services at the details provided in the Directory or by contacting us at the address listed below in the "Contact Information" section.

If any of the information that we hold about you is wrong, please tell us and we will put it right.

You may lodge a complaint with the applicable regulator if you consider our processing of your personal information may infringe applicable law.

Data Security and Retention

We maintain reasonable security measures to safeguard personal information from loss, interference, misuse, unauthorised access, disclosure, alteration or destruction. We also maintain reasonable procedures to help ensure that such data is reliable for its intended use and is accurate, complete and current.

Personal information will be retained only for so long as reasonably necessary for the purposes set out above, in accordance with applicable laws. For more information on our data retention periods, you can request a copy of our data retention policy by writing or emailing to the address listed below in the "Contact Information" section.

Contact Information

You can raise any issues regarding the processing of your personal information by contacting our Data Protection Officer at any time: DPO@columbiathreadneedle.com or Cannon Place, 78 Cannon Street, London EC4N 6AG.

