

Application for a new account



AutoISA (CTFML ISA) application form

The CTFML ISA is provided by Columbia Threadneedle Fund Management Limited. The CTFML ISA is a stocks and shares ISA. This form can only be used before 5 April 2025. This form is an offer to enter into an agreement 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.

Please note this investment feature is subject to a minimum lump sum investment of £25,000.

- If you already have an existing OEIC plan from which you wish to top-up and start the AutoISA from - please enter your existing plan number in Part 1
- If you don't already have an existing OEIC plan - please fill out all parts as required. The total investment amount in Part 2 refers to the original OEIC investment which will then be transferred into the AutoISA in forthcoming years
- If you would like to invest in an ISA for the current tax year - please ensure you also complete an additional ISA form for the current tax year

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: www.ctinvest.co.uk/privacy.

Please use BLOCK CAPITALS and black ink throughout and ensure you have signed the Declaration in Part 4.

Part 1 Personal details

Please ensure you supply all information requested below. Without the full information your account may be restricted - all fields marked with an * are required.

Please complete the details of the account holder. If shares are jointly held, you only need to write in the details of the first named holder in Part 2, but all holders must enter their details and sign in part 5.

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

Providing your telephone number will help us contact you quickly if there are any queries with your request.

Your National Insurance number

Your National Insurance number is required to open your account. You should be able to find your National Insurance number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP or pension order book. Please note, your National Insurance number will also be used for internal identification purposes.

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: www.ctinvest.co.uk/privacy. This privacy policy includes full details about the type of information we collect, what we use this information for, and your related rights. In addition, the Columbia Threadneedle Fund Management Ltd Supplementary Information Document contains a summary of the key information about how we process your personal information. 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 . By not ticking this box you agree to be contacted by us. We will treat your data with respect and in accordance with our privacy policy. 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 www.ctinvest.co.uk/privacy.

Part 2 How the AutoISA works

If you have a lump sum of over £25,000 to invest and would like to ensure you take advantage of your annual ISA allowance each year, our AutoISA facility offers a convenient solution. On initial investment we will invest the permitted annual ISA subscription limit in our CTFML ISA at the beginning of the new tax year and the balance will be held directly in your chosen fund outside of the ISA. At the beginning of subsequent tax years, on or around 6 April, we will sell shares up to the permitted annual ISA subscription limit from outside the ISA and reinvest the proceeds in the same fund within the ISA. If the balance is under the permitted limit we will invest all of it subject to a minimum of £1,000. If you want to cancel this instruction all you have to do is contact us to let us know.

Please be aware that for AutoISA any investment held outside your ISA will be subject to the tax position explained in the Key Investor Information Document (KIID). Therefore when we sell shares from outside your ISA to reinvest in the fund within the ISA, it may give rise to a capital gains tax (CGT) liability, although if your realised gains from all investments do not exceed the annual CGT allowance, you will not be liable to CGT. Your financial adviser can give you further information about your personal tax position.

Please note the number of shares to be transferred at the beginning of each ISA year will be determined by the price as at the transfer date which may be higher or lower than the price at which the shares were originally purchased.

Part 3 Investment Details – this section must be completed

I wish to subscribe to a CTFML ISA for the tax year 2025/26 and invest the maximum permitted amount into the ISA. I understand my total initial investment will be invested directly into the ICVC fund(s) as indicated and the maximum ISA limit or the remaining balance (if at least £1,000) will be transferred to my ISA account on or around 6 April each year, starting 6 April 2025, until it is fully transferred.

My total initial investment is £

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.

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

If you wish to invest in an ISA for the current tax year (2024/2025) please also complete a standard ISA application form (paying special attention to the year of ISA investment). Please indicate below how you would like your ISA limit split each year (% of each fund) if you are investing in more than one fund.

Part 4 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.

Name of bank or building society

Address

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 account being opened.

Roll number (if applicable)

Part 5 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 3. I agree to be bound by the terms & conditions relating to the plan, and the AutoISA Investment facility 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:

- All subscriptions made and to be made to this CTFML ISA belong to me
- I am 18 years of age or over
- I am subscribing to the CTFML ISA. 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(s); I subscribe the maximum amount to CTFML ISA using this AutoISA facility.
- I am resident in the UK for tax purposes or, if not so resident, perform 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 UK, or I am married to or in a civil partnership with a person who performs such duties. I will inform Columbia Threadneedle Fund Management Limited if I cease to be so resident or to perform such duties or to be married to or in a civil partnership with a person who performs such duties.
- I wish to subscribe in respect of the 2025/2026 tax year and subsequent tax years and understand that the facility will continue to transfer the maximum amount each year on or around 6 April into the ISA. I understand the initial investment will be directly into the ICVC fund outside of the ISA and the maximum ISA limit transferred for the 2025/2026 tax year and each year thereafter whilst there are sufficient funds invested in the ICVC funds.
- I understand that I will subscribe to a CTFML ISA and in each tax year the maximum amount is transferred I will not be entitled to make any subscription to another ISA. In any year my AutoISA transfer is less than the annual permitted ISA subscription limit I will not subscribe more than the annual permitted ISA limit in total to this ISA and another ISA.
- I understand that the final transfer will be the balance remaining in the ICVC funds if it is more than £1000 and therefore may not fully fund that years entitlement. If the final transfer amount is less than £1000 I understand that this will not be transferred into the CTFML ISA but instead will remain in the ICVC.

I **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 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
- To undertake any necessary searches of the electoral roll and credit reference agencies

Signature

Date

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

Postcode

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)

If you have already spoken to the dealing desk on **0330 123 3798** with this order please insert the deal reference number below.

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

Application checklist

- Make sure you have completed each part of the application and signed the Declaration in Part 4
- Lump sums – please make your cheque payable to **Columbia Threadneedle Fund Management Limited** and enclose it with your application
- Any cheques or Direct Debits payable to Columbia Threadneedle Fund Management Limited must be drawn from an account in the name of the applicant
- Where the application is supported by a building society cheque or bankers draft please state the name and account number from which the funds have been drawn either on the front of the cheque, on the back of the cheque together with the branch stamp, or by way of other supporting document**

Please send your application, plus your cheque, together with any other relevant information as specified, to your financial adviser, or to:

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

If you have any queries about completing your application please call us on 0330 123 3798**



Columbia Threadneedle Fund Management Limited

**0345 600 3030, 9.00am - 5.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.

© 2024 Columbia Threadneedle Investments. Columbia Threadneedle Investments is the global brand name of the Columbia and Threadneedle group of companies. Issued by Columbia Threadneedle Fund Management Limited, authorised and regulated by the Financial Conduct Authority. L202_04/24.