

Change of investment instructions form



Columbia Threadneedle Fund Management Limited

Please use this form if you hold a Columbia Threadneedle Fund Management Limited (CTFML) Account and would like to:

- Switch your investments by selling some (or all) of your existing holdings and reinvesting the proceeds into another CTFML fund.
- Change the amounts or investment instructions for an existing Direct Debit.

Please use a separate form for each account. You may photocopy this form but signatures must be original on each form.

Please email our Investor Services Team at account.enquiries@columbiathreadneedle.com or call 0330 123 3798 if you have any queries.

Before making your investments, please ensure that you have read the latest Key Investor Information Documents (KIIDs) and fund prospectus for your preferred investment(s). These documents can be found at ctinvest.co.uk/literature. Paper copies can be provided on request.

Please complete this form in block capitals and black ink.

Please return the form to:

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

22DLU/1
04/23

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 1, but all holders must enter their details and sign in part 4.

Title (Mr/Mrs/Miss/Ms/Other)*

First name(s) in full*

Surname*

Permanent residential address*

Postcode*

Telephone

Email address

Date of birth*

Nationality*

National Insurance number*

Account number

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

Data Protection

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Fund Management Limited's Privacy Policy, which is available at: 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 Terms & Conditions, 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.

Part 2 Switch instructions

Please complete this section if you wish to sell some (or all) of your existing holdings and reinvest the proceeds into another fund.

Please complete the monetary amount to be switched in Column 1, or the number of units you wish to sell in Column 2. If you wish to sell your total holding, please write 'All'. In Column 3, complete the percentage of the total proceeds you would like to invest in each fund. Column 3 should total 100%. If you currently save monthly, your contributions will remain unchanged.

Complete part 3 of this form if you want to change future monthly contributions.

Fund(s) to be sold	Column 1 Value of monetary amount to be switched		Column 2 Number of units to be sold
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		

Fund(s) to be bought	Tick if you want to receive income or accumulation share class		Column 3 % of proceeds to be reinvested
	Accumulation	Income	
			%
			%
			%
			%
			%
			%
			%
			%
	Total		%

Part 3 Change an existing Direct Debit instruction

Complete this section if you wish to change your future monthly savings. Tick here if you want to stop your monthly contributions completely

Otherwise complete the NEW monthly investments that you want to make. We will amend your Direct Debit to the new amount and/or investment options. The minimum monthly amount is £50 per fund.

Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

Fund	Tick if you want to receive income or accumulation share class		Regular Savings Amount (min £50)
	Accumulation	Income	
			£
			£
			£
			£
			£
			£
			£
			£

Part 4 Declaration and signature(s) of all account holders

I/We **declare** and accept that this instruction is made on the basis of, and subject to, the current Terms & Conditions.

I/We **understand** that selling shares outside of an ISA could give rise to a liability to pay capital gains tax.

I/We **confirm** that I/we have read the latest Key Investor Information Documents for each share classes applied for.

Please note this form must be signed by all account holders. All fields marked with an * are required for any joint holders.

First Joint/Only Holder*

Date

Joint Holder*

Date

Joint Holder*

Date

Joint Holder*

Date

