## **Private Investors**



## **Threadneedle ISA/JISA Application Form**

L400 06/24

This Application Form only relates to Individual Savings Account (ISA). This ISA Application Form is designed for UK domiciled private investors wishing to invest through a Threadneedle Stocks and Shares ISA and/or a Threadneedle Junior ISA into Columbia Threadneedle Funds. Do not use this form if you are an institutional investor. Forms for institutional investors are available at www.columbiathreadneedle.com

By completing this Application Form you are applying for an ISA with Threadneedle Investment Services Limited ("Threadneedle")

You can use this form to invest in the ISA for the current tax year (and for each subsequent tax year until further notice). This means that your ISA will remain live until you provide notice to Threadneedle. This does not mean that you must continue to invest in the ISA.

Before making your investments, please ensure that you have read the latest Key Investor Information Documents (KIIDs) and Prospectus for your preferred investment(s).

Terms used in the Prospectus have the same meaning given to them in this Application Form.

This Application Form and the terms of the Prospectus apply to any orders you place from time to time in one of our funds through an ISA, but if there is any conflict between this Application Form and the Prospectus, the terms of the Prospectus will override all other terms. The Terms and Conditions relating to your orders will also apply.

For details of the countries in which Threadneedle Funds are available for investments, please refer to the Prospectus, which can be found on our website mentioned above. Please note that Threadneedle Funds are not available to US Persons, to know more on US Persons restrictions, please refer to the Prospectus.

## ISA and JISA Eligibility

Are you eligible to invest in the Threadneedle Stocks and Shares ISA?

You can invest in the Threadneedle Stocks and Shares ISA if:

- you are 18 years of age or over;
- and you are resident in the United Kingdom for tax purposes (or you have general earnings from overseas Crown employment or you are married to or in a civil partnership with someone who has earnings from overseas Crown employment (typically a serving member of the armed forces or a diplomat))

Are you applying for a Threadneedle Junior ISA on behalf of an eligible child?

A child is eligible for the Threadneedle Junior ISA if, when the application is made to us:

- They are under the age of 18;
- They were born on or after 3 January 2011 or is not entitled to a Child Trust Fund Account; and
- They are resident in the United Kingdom or is a UK Crown servant, is married to or in a civil partnership with a Crown servant or is a dependant of a Crown servant

# Eligibility for the CT Property Authorised Investment Fund ("CT PAIF")

Property Authorised Investment Funds are a type of tax-efficient property fund which benefits tax-exempt investors. For the majority of investors, at the time of going to print, Threadneedle Investment Services Limited (Threadneedle) believes that the CT PAIF may be the preferred option compared with the CT PAIF Feeder Fund. The CT PAIF Feeder Fund is primarily designed for large corporate investors and those investors who are not able to invest in the CT PAIF but who still wish to gain exposure to Columbia Threadneedle Investments' property expertise.

Not all types of investor are eligible or able to invest directly in a PAIF. In particular, a company or other body corporate is subject to a maximum holding limit of under 10% of a PAIF, whether held directly in its own name or via a third party (other than nominee companies holding units for non-Body Corporate investors). Please speak to your financial adviser if you require advice.

Please note that the CT PAIF Feeder Fund is not available through the Threadneedle Stocks and Shares ISA or the Threadneedle Junior ISA.

#### Completing this form

Before completing this Application Form, please make sure you have read the current Key Investor Information Document (KIID) and/or non-UCITS retail scheme Key Investor Information Document (NURS-KII) for the Columbia Threadneedle Fund you are thinking of investing into. Please note that you will need to complete a new Application Form if you are already invested in the Columbia Threadneedle Fund but wish to invest in a different Columbia Threadneedle Fund to the Columbia Threadneedle Fund you are already invested in. However, if you are an existing client and you only wish to top up your investment you do not need to complete this form again, and you can invest additional cash (up to the ISA limit) by contacting the Client Services Team, details of which are set out below. In order to ensure that we have up to date information about you, you may be asked to re-confirm some of the information you have provided to us in the past.

## Anti-money laundering and client identification

We have a legal obligation to help prevent money laundering and terrorist financing by conducting client identification and verification checks when we create a new account for you and to ensure that the information we hold on file for you is up to date.

If you have a financial adviser, your verification checks can be conducted by them and they should then complete section 6 of this form before it is given to us.

If you are applying directly without a financial adviser you will need to complete part 5 (Client identification) for yourself so we can complete the necessary checks.

Please note that if we do not have the correct documentation to identify you when you sell your shares or units, future withdrawals will not be released until you provide the appropriate information to us.

#### How to contact us

Our Client Services Team will assist you with the purchase, switch/conversion or sale of shares or units in Columbia Threadneedle Funds and general administrative queries about dealing.

Please complete this form in block capitals and black ink.

Please return the form to:

Threadneedle Investment Services Limited PO Box 10033 Chelmsford CM99 2AL Notices, letters or other documents you want to send to the Client Services Team must be sent to:

Postal address: Threadneedle Investment Services Limited, PO Box 10033, Chelmsford, Essex, CM99 2AL Telephone (dealing & customer queries): 0800 953 0134\*\* Please note that calls may be recorded.

Email (enquiries): questions@service.columbiathreadneedle.com

Please send your signed and completed ISA Application Form and client identification documents to us to the postal address set out above.

## What to do if you have any questions

If you have any questions about the suitability of your investment, please speak to your financial adviser. Threadneedle Investment Services Limited does not give financial advice, but if you have any general queries about this Application Form, please call our Client Services Team on the free phone number 0800 953 0134\*\*.

All investors should complete the following:

- Part 1 (Investor details Threadneedle Stocks and Shares ISA) or (Investor details – Threadneedle Junior ISA)
- Part 2 (Columbia Threadneedle Funds you want to invest in)
- Part 3 (How to invest)
- Part 4 (Your investment income)
- Part 7 (Declarations)

If you do not have a financial adviser, you must provide the information requested in part 5 (Client identification).

If you have a financial adviser, your financial adviser should complete part 6 (Financial advisers to complete).

## Part 1 Investor details - Threadneedle Stocks and Shares ISA

Title (Mr/Mrs/Miss/Ms/Other)* First name(s)*	
Surname*	Date of birth*
Permanent residential address*	Telephone
Postcode*	Email address
National Insurance number*  Tick here if your state of the state of th	ou have never been issued with a National Insurance number
Existing client reference (This can be found on any corresponde	ence you have received from Columbia Threadneedle Investments)

<sup>\*</sup> Mandatory fields: Please note that without this information we cannot process your application

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s)*	
Surname*		Date of birth*
		Telephone
Permanent residential address*		
	ale.	Email address
Postcode	<b>9</b> ^	
National Insurance number*		
	Tick here if you have nev	ver been issued with a National Insurance number
Existing client reference (This can be found	on any correspondence you ha	ve received from Columbia Threadneedle Investments)
* Mandatory fields: Please note that without	ut this information we cannot p	rocess your application
I apply to open a Threadneedle Junior ISA	A for:	
Child's Title (Mr/Miss/Other)*	First name(s)*	
Surname*		Date of birth*
Permanent residential address*		
		Postcode*
The child named above will be the beneficiant without that without that without that without the manual of the without the wit		
Applicant's contact details (if different fro	om above)	
Contact First name(s)		
Address for correspondence:		
Address for correspondence:		
		Postcode*
   Telephone	Mobile	Fax
Email address:		

# Payment account details (these details are for settlement proceeds and income)

Account Holder:		
Bank/Building Societ	y name and branch address	
		Postcode*
Sort Code	Account No	Building Society Ref. No

#### **Bank Verification**

We are able to pay redemption proceeds direct to your bank account upon receipt of correctly completed forms and satisfactory verification. Proceeds will be released 4 working days after the trade date. If you wish to have the proceeds paid by BACS, we require one of the following documents:

- A voided cheque
- An original bank statement (must be dated within the last 3 months)
- A giro or paying in slip for the bank account
- A letter from your bank confirming the bank details (must be dated within the last 3 months)

The documents must relate to the bank account that you wish to have the proceeds paid into, which must be your own bank account.

Please complete this section if you wish to invest in a Threadneedle Stocks and Shares ISA or you wish to invest on behalf of a child in a Threadneedle Junior ISA.

Please fill in the table below to show the Columbia Threadneedle Funds you want to invest in and tell us how much you want to invest in each one.

#### A few points to note

- Minimum investments apply to Columbia Threadneedle Funds. Please remember to check the Prospectus for details of minimum investments
- You can invest by way of a single lump sum, make regular monthly payments or both
- The regular saver option means you want us to take amounts out of your bank account each month and invest it for you in the Columbia Threadneedle Fund that you have selected

Please note, the cash withdrawal facility is not available for Junior ISAs. Also, any distribution of income or interest cannot be paid out of the Threadneedle Junior ISA.

Please see the Prospectus for further details, including lump sum minimum investment amounts and share/unit type availability for Columbia Threadneedle Funds.

If you are unsure about any of the features of the Columbia Threadneedle Funds (including the Share Class or type of Share), please speak to a financial adviser.

#### Eligibility for the CT Property Authorised Investment Fund ("CT PAIF")

Property Authorised Investment Funds (PAIF) are a type of tax-efficient property fund which benefits tax-exempt investors. For the majority of investors, at the time of going to print, Threadneedle Investment Services Limited (Threadneedle) believes that the CT PAIF may be the preferred option compared with the CT PAIF Feeder Fund. The CT PAIF Feeder Fund is primarily designed for large corporate investors and those investors who are not able to invest in the CT PAIF but who still wish to gain exposure to Columbia Threadneedle Investments' property expertise.

Not all types of investor are eligible or able to invest directly in a PAIF. In particular, a company or other body corporate is subject to a maximum holding limit of under 10% of a PAIF, whether held directly in its own name or via a third party (other than nominee companies holding units for non-Body Corporate investors). Please speak to your financial adviser if you require advice.

Please note that the CT PAIF Feeder Fund is not available through the Threadneedle Stocks and Shares ISA or the Threadneedle Junior ISA.

Please use another sheet of paper if you need more space to list your choice of funds. If you are unsure about which share classes are available, please contact our Client Services Team.

Name of the Columbia Threadneedle Fund (e.g. CT UK Equity Income Fund) <sup>††</sup>	Lump Sum Amount	Amount in Words <sup>†</sup>	Regular Saver Amount <sup>†</sup>	ISIN (available in the KIID or NURS-KII)	Type of Share e.g. income or accumulation <sup>\$\display}</sup>

<sup>\*</sup>Please make sure you complete the Direct Debit mandate in part 3 if you would like to be a regular saver.

<sup>♦♦</sup> Mandatory fields for completion.

<sup>♦♦♦♦</sup>Please ensure you state currency in addition to amount.

## Part 3 How to invest

## Electronic payment

You should make your payment to the following account:

Client Money Receipts A/c:

5 3 9 1 8 1 2 7

Sort code (TT/CHAPs - Natwest)

1 6 5 0 5 0

Sort code (BACS and Cheque - Lloyds)

3 0 1 6 3 5

### Cheque

You should make your cheque payable to Threadneedle Investment Services Limited. It must be drawn on your own (or a joint) personal bank account. We cannot accept cheques from any other person's bank account. If you wish to pay by banker's draft or building society cheque, please ask them to print your name on the back of the cheque.

## Part 3a Regular saver

You can elect for a regular saver (instead of investing in a single lump sum) by making monthly Direct Debit payments.

If you start a Direct Debit we will continue to make collections in future tax years until you cancel or change your instruction.

Start Date m m y y

(Payments will be made on the first working day of each month)

## You will need to enclose a cheque for your first payment.

You will also need to complete your account details for future regular payments.

The following minimum investments apply with respect to our regular saver facility:

- £2,000 lump sum payment by cheque for your first monthly subscription; and
- for subsequent monthly subscriptions by Direct Debit at a minimum of £100 per month





Please fill in the whole form using a ball point pen and send it to:	Service user number							
Threadneedle Investment Services Limited PO Box 10033	2 4 7 3 2 9							
Chelmsford	Reference number (for office use only)							
CM99 2AL								
Name(s) of account holder(s)								
	Please pay Threadneedle Investment Services Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.							
	I understand that this Instruction may remain with Threadneedle Investment Services Ltd and, if so, details will be passed electronically to my Bank/Building Society.							
Bank/building society account number								
Branch sort code								
Name and full postal address of your bank or building society	Signature(s)							
To the Manager bank/building society								
Address								
	Date							
Postcode								

Banks and building societies may not accept Direct Debit instructions for some types of account.

## To be detached and retained by the payer



## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits
- If there are any changes to the amount, date or interval of your Direct Debit GoCardless will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GoCardless to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by GoCardless or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society If you receive a refund you are not entitled to, you must pay it back when GoCardless asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Please retain this Direct Debit Guarantee for your own records.

## Part 4 Your investment income

Please note, If you have invested in income shares/units please	se choose from the following:
Please pay me all the income from my investment	Please reinvest my income by buying more shares/units for me
	(You may also wish to consider whether an accumulation share class is available for the Columbia Threadneedle Fund you have selected. Please speak to your financial adviser for advice.)

## Please note that:

- Income payments will be paid by Direct Credit (BACS) Transfer to the account detailed unless you specifically request us to make payments by sending a cheque to the address you have specified in Section 1.
- If no bank account details or suitable account verification are provided, income will be reinvested, except where your investment represents a top up to an existing holding where income is already being paid.
- If you wish to reinvest income but invest just before the ex-dividend date (the date as detailed in the relevant prospectus on which any income which is available is allocated to your shares), your first dividend may be re-invested rather than paid out to you.



## Part 4a Cash withdrawal facility

Tick here if you wish to make regular (monthly) cash withdrawals from your investments in Columbia Threadneedle Funds Yes I wish to make regular cash withdrawals from my investments. Please tick one box to confirm what this instruction applies to: All of the Columbia Threadneedle Funds I have chosen to invest in Only the following Columbia Threadneedle Funds: Please tell us how much you wish to withdraw in total each year A fixed amount each year I would like to withdraw (£) \_ \_\_\_\_\_ from my investment each year. A percentage of the value of your investments each year (maximum 7.5% of all the investments you hold in Columbia Threadneedle Funds) % of the value of my investment each year. I would like to withdraw \_\_\_ Part 4b Additional payment account details for payment of income (optional) We will usually make payments to the bank account set out in part 1. Tick here if you would like us to make your investment income and/or cash withdrawals that is different from the account in section 1. Please provide full details below along with account verification (a crossed through personal cheque, a paying slip or an original or certified copy of your bank statement). This must be your own bank account. We will not make any payments to third parties. Account holder(s) Branch sort code Account number Building Society Ref. No Bank or building society address Postcode:

Please note that the cash withdrawal facility is only available to UK investors and is not available for all Columbia Threadneedle Funds. For details of which Columbia Threadneedle Funds the cash withdrawal facility is not available, please refer to the Terms and Conditions.

We will require you to provide us with the documents below together with your completed form.

We have a legal obligation to help prevent money laundering and terrorist financing by conducting client identification and verification checks.

Please note that if we do not have the correct documentation to identify you when you sell your shares or units, future withdrawals will not be released until you provide the appropriate information to us.

Please send your completed form and any relevant client identification documents to our Client Services Team.

We require documentation from each of the following sections, one to confirm your name and one to confirm your address. These must be separate documents:

#### ID

- Current signed passport
- Current signed UK/EEA photo card driving licence (a counterpart driving licence is NOT an acceptable document for AML purposes)
- Current full UK driving licence (old version)
- State pension documentation, benefits book or original notification letter from the Benefits Agency confirming the right to benefits (dated within the last 12 months).
- EEA Member state identity card
- Inland Revenue Notifications/letters (Tax Assessment, Notice of Coding or Statement of Account) dated within the last tax year. Not P45 or P60
- Self-employed registration cards for construction industry (CIS3(partner), CIS4(P), CIS4(T), CIS5, CIS6)
- Shotgun or Firearm certificate
- Residence permit issued by the Home Office to EU Nationals

### Address

- Recent utility bill (not mobile phone bill). Must be dated within the last 3 months
- Local authority tax bill, rent card or tenancy agreement (valid for current year)
- Solicitor/Lawyer letter confirming a house purchase or land registry confirmation
- Bank or credit card statement showing address within 3 months, not printed from the internet
- State pension documentation, benefits book or original notification letter from the Benefits Agency confirming the right to benefits dated within the last 12 months (where not used as proof of ID)
- Inland Revenue Notifications/letters
   (Tax Assessment, Notice of Coding or
   Statement of Account) dated within the
   last tax year (where not used as proof
   of ID). Not P45 or P60
- Recent mortgage statement (dated within the last 12 months)

### Certification of documents

We can accept certification from the following list, where a non-family member:

- Bank or building society official
- Accountant
- Doctor
- Local Government official/councillor
- Dentist
- Police officer
- Teacher/lecturer
- Solicitor/Barrister
- Notary public/Public Officer
- Embassy/Consulate official
- Director of limited company
- Justice of the peace
- MP
- General/Colonel
- Post Office Certification Service
- Financial adviser or other agent

It is strongly recommended that you do not send the original items of valuable personal identity such as passports, driving licences or benefits books. Instead, please arrange for copy documents to be certified.

All certification must be clear and visible on the document, and wherever possible, should appear on the front page. Certification should clearly bear the words "certified a true copy of the original".

The certifier must sign and print their name, including their designation and full address, and preferably their contact number. The certifier must also add the date of their certification.

We will accept documents that have not been certified on every page, e.g. legal documents, providing they are clear and complete.

## Part 6 Financial advisers to complete (applicable only if you have a financial adviser)

Financial adviser details	Client identification and account verification					
Adviser's name (firm name)	Type of Government-issued document (passport, driver licence):					
Columbia Threadneedle Agent code (if known)	Reference/Serial number					
FCA Number	Issued by					
	Date of issue					
Disclosure requirement	d d m m y y					
Would you like us to provide product disclosure?	Have you met the client in person? Yes No					
Yes No	Type of additional verification document					
	(utility bill, credit card statement, bank statement):					
Is the client entitled to cancellation rights?						
Yes No	Reference/Serial number					
Would you like us to send a hard copy of the contract note?						
	Issued by					
Yes No						
	Date of issue					
Adviser signature block	d d m m y y					
Date						
d.dm.mv.v						

### Part 7

By signing this Application Form, you will be agreeing to be bound by it, including the Terms and Conditions and the KIID/NURS-KII (as the case may be).

This Form will equally apply to any redemption or switching orders you place later on: please see the Terms and Conditions for more about redemption and switching.

Please check that the whole form has been completed and any information we have requested has been provided, specifically mandatory requirements. If you don't sign below, if the form is incomplete, or if UK money laundering regulations require us to obtain more information, your application may be delayed or rejected.

## Key Investor Information Document (KIID)/non-UCITS retail scheme Key Investor Information document (NURS-KII)

Before signing this form, you must carefully read the current KIID and/or NURS-KII (as the case may be) for the Columbia Threadneedle Funds you are investing in, as well as the Terms and Conditions attached to this form. Please also make sure you keep a copy of those documents and this Application Form (including the Terms and Conditions) for your records. If you don't understand any point please call our Client Services Team for further information.

General Declarations						
	I apply for a Threadneedle ISA or JISA for the tax year and any subsequent tax years until further notice. This does not meanthat you are obliged to invest with us for future tax years but that your ISA or JISA will remain live until you provide notice to Columbia Threadneedle to close your account by instructing us to sell or transfer all investments in the account.					
	I wish to subscribe the total amount detailed in part 2 to this Threadneedle ISA or IISA for the tax year above.					

I declare that:

- I am 18 years of age or over
- I have read and agree to the Terms and Conditions attached to this Application Form
- I have read the Target Market for the Columbia Threadneedle Fund I am investing in
- I have read the KIID/NURS KII relevant to the Columbia Threadneedle Fund I am investing in
- The investments I am making using this Application Form belong to me and I agree to be bound by the terms of this Application Form and the Terms and Conditions
- I understand that Threadneedle Investment Services Limited may use an external agency to satisfy its UK money laundering requirements. The agency may record that an enquiry has been made
- I declare that the information provided on this Application Form is, to the best of my knowledge and belief, accurate and complete

## Part 7a Current Tax Year Investments

Declarations applicable to investors who are investing in a Threadneedle Stocks and Shares ISA for the current tax year

#### I declare that:

- all subscriptions made, and to be made, belong to me
- I have not subscribed and will not subscribe/make payments, more than the overall subscription limit in total to a cash ISA, a stocks and shares ISA, an innovative finance ISA and a Lifetime ISA in the same tax year
- I am resident in the United Kingdom for tax purposes or, if not so resident, either 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 United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Threadneedle Investment Services Limited 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
- I authorise Threadneedle Investment Services Limited to hold my cash subscription, ISA
  investments, interest, dividends and any other rights or proceeds in respect of those
  investments and any other cash and to make on my behalf any claims to relief from tax in
  respect of ISA investments

Declarations applicable to applicants who are investing in a Threadneedle Junior ISA

#### I declare that:

- I am the child or I have parental responsibility for the child
- the child does not have a Child Trust Fund account
- I will be the registered contact for the Threadneedle Junior ISA
- the child is resident in the UK, or is a UK Crown servant, a dependant of a UK Crown servant or is married to/in a civil partnership with a UK Crown servant
- I have not subscribed and will not subscribe to another Junior ISA of this type for this child
- I am not aware that this child has another Junior ISA of this type
- I am not aware of other Junior ISA subscriptions that will result in this child exceeding the annual limit
- I will not knowingly make subscriptions to Junior ISAs for this child that will result in the subscription limit being exceeded; and
- I authorise Threadneedle Investment Services Limited to hold the child's subscriptions, Junior ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash, and make on the child's behalf any claims to relief from tax in respect of Junior ISA investments

## Part 7b Privacy

We are committed to maintaining the personal data that you provide to us in line with data protection and data privacy legisl ation. The Privacy Statement contained in our Terms and Conditions and our Privacy Notice gives more information about this and sets out the purposes for which your data may be used and your data subject rights.

ISA Applicants and Registered Contacts we and other companies in our group may use your personal information to keep you informed about investment products and services that you may be interested in from time to time.

Please select if you would like to receive marketing communications by

Telephone/SMS Yes No

Email Yes No

Post Yes No

You have the right to change your marketing preferences at any time, please refer to the "How to contact us" section of this Form. Note also that telephone calls from or to us may be recorded for monitoring or training purposes.

Applicant signature	Name	Date					
		d	d	m	m	У	У



## **Threadneedle Investment Services Limited**

\*\*0800 953 0134, 8.00am - 6.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.