



Threadneedle Pensions Limited

ICS Department  
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columbiathreadneedle.com

Dear Policyholder,

**Threadneedle Pensions Limited ('TPEN') - Important administrative change.**

Following our communication dated Monday 8 January 2024, we are writing to provide you with important additional information regarding the planned transition of third-party administrative services from Link Fund Administrators Limited ("Link") to SS&C Financial Services Europe Limited ("SS&C").

**The effective date of this change is 4 March 2024**

The transition from Link to SS&C is set to take place between Friday 1 March 2024 and Monday 4 March 2024. The last day of dealing through Link is Friday 1 March 2024, the first day of dealing through SS&C will be Monday 4 March 2024. Other preparatory activity will be undertaken before those dates to ensure a smooth transition.

**Instructing Trades**

A new dealing template has been created to instruct TPEN trades following the transition to SS&C. Dealing cut off and settlement periods remain unchanged. Please see page 1 within the attached document entitled 'SS&C TPEN Dealing Form' for further information.

**From Monday 4 March 2024**, please note the following changes:

**Email address for receipt of Client Dealing Instructions Form:**

[TPENicsemaildealing@uk.sscinc.com](mailto:TPENicsemaildealing@uk.sscinc.com)

**TPEN Bank Account Details for dealing:**

Account Name: Threadneedle Pensions Dealing Acc

BIC: BOFAGB22

IBAN: GB51BOFA16505088846012

Sort Code: 16-50-50

Account number: 88846012

BACs Payments: Sort Code: 30-16-35

Cheque Payments are not accepted.

**Your new Client Account Number**

SS&C will be in touch directly with your new Client Account Number this week, via the following email address: [columbiathreadneedle.ics@uk.dstsystems.com](mailto:columbiathreadneedle.ics@uk.dstsystems.com)

The file will be password protected. Please look out for two emails: the first containing the file with account numbers and the second containing the password. The new Client account number will replace your existing Client ID from 4 March 2024 and should be quoted on all communication relating to your policy.

Links to all previously distributed information on the transition have been included below for reference.

[10 November 2023](#) – “Why are we making this change and what does this mean for Policyholders.”

[8 January 2024](#) – “Effective Date of the transition, New TA contact details and Q&A document.”

If you have any further questions, please contact us at [clientservices@columbiathreadneedle.com](mailto:clientservices@columbiathreadneedle.com).

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'JVullo', is positioned above the printed name and title.

**Joseph Vullo**

**Chief Executive Officer**

**Threadneedle Pensions Limited**