

# Top-up form

## CT Junior Investment Account

This form needs to be used to top-up an existing Junior Investment Account. You can:

- Add a lump sum payment to your existing investment
- Start a new Direct Debit or,
- If you have an existing Direct Debit, change the amount you invest

If you have any queries email [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com) or call 0345 600 3030\*\*. To open a new account, you should download a full application pack from [ctinvest.co.uk](http://ctinvest.co.uk).

Please ensure that you have read the latest Key Information Documents (KIDs) for your preferred investment(s), and the Pre-Sales Cost & Charges Disclosures for your savings plan and selected investment(s). These documents can be found at [ctinvest.co.uk/privacy](http://ctinvest.co.uk/privacy). Paper copies can be provided on request.

**Please complete this form in block capitals and black ink.**

Please return the form to:

**Columbia Threadneedle Management Limited  
PO Box 11114  
Chelmsford  
CM99 2DG**

24DLU/1  
11/24

### Part 1 Investment Details

Are you the Registered Account Holder?  Yes - please enter the account details below and complete parts 2, 4 and 5 (and 6 if you are saving monthly)

No - please enter the account details below and complete parts 2-5 (and 6 if you are saving monthly)

Account number           Designation (if applicable)

Initials or name of child  Child's date of birth

### Part 2 Personal details of account holder

**Please ensure you supply all information requested below. Without the full information your account may be restricted - all fields marked with an \* are required. If we do not hold the Date of birth, National Insurance number or Nationality for any other account holders on this account this top up will be rejected until we receive this information.**

If you are an account holder, complete your details here.

If you are not an account holder, complete the details of the first named holder here and then complete your details as the Donor in Part 3.

#### Account holder

Title (Mr/Mrs/Miss/Ms/Other)\*  First name(s) in full\*  Surname\*

Permanent residential address (including postcode)\*   
 Postcode

Country  Date of birth\*      National Insurance number\*

Telephone  Email address  Nationality\*

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.

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

### Part 3 Personal details – donor only

Please ensure you supply all information requested below – all fields marked with an \* are required.  
You only need to complete this section if you are not a named account holder.

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s) in full*	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent residential address (including postcode)\*

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

Country	Date of birth*	National Insurance number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Email address	Nationality*
<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 this form.

Relationship of donor to account holder

Account number (if existing account holder)

In order to comply with UK money laundering legislation, we are required to verify the identities of any persons that make contributions where applicable. If you have not previously made contributions to this account, we will attempt to do this electronically. If the electronic check is unsuccessful we will need to return the payment together with a request for documentary evidence of identity.

#### Data Protection

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Management Limited's Privacy Policy, which is available at: [ctinvest.co.uk/privacy](https://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 Key Features and Terms & Conditions document for the selected account 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 key contact information can be found both in the Privacy Policy and the Terms & Conditions document.

#### 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](mailto:preferences@columbiathreadneedle.com).

## Part 4 Investment details

### To make a lump sum

If you would like to invest a single lump sum payment by cheque, tell us how much you'd like to invest, and into what fund(s), in the "Lump Sum" column below. The minimum lump sum is £100. There is a dealing charge of £12 for each fund selected.

### To set up a new Direct Debit

If you would like to spread the investment by making regular monthly payments, tell us how much you'd like to invest, and into what fund(s), in the "Monthly Savings" column below. The minimum Direct Debit is £25. There is no dealing charge on contributions made by Direct Debit. You will need to complete the Direct Debit instruction overleaf in Part 6 and provide proof of your bank/ building society details with this form. We can accept a pre-printed pay-in slip or a cancelled cheque.

### To change an existing Direct Debit

This applies if you have an existing Direct Debit but would like to change the amount you invest. Tell us the new TOTAL amount you'd like to invest, and into what fund(s), in the "Monthly Savings" column below. The minimum Direct Debit is £25. There is no dealing charge on contributions made by Direct Debit. We will change your Direct Debit to the new amount – you do not need to complete a Direct Debit instruction.

Trust name	Lump Sum	Monthly savings	SEDOL Code (for office use only)
European Assets Trust (ordinary shares)	£	£	BHJVQ59
CT UK Capital and Income Investment Trust (ordinary shares)	£	£	0346328
The Global Smaller Companies Trust (ordinary shares)	£	£	BKLXD97
CT Global Managed Portfolio Trust (growth shares)	£	£	B2PP252
CT Global Managed Portfolio Trust (income shares)	£	£	B2PP3J3
CT Private Equity Trust (ordinary shares)	£	£	3073827
F&C Investment Trust (ordinary shares)	£	£	0346607
CT UK High Income Trust (ordinary shares)	£	£	B1N4G29
CT UK High Income Trust (B shares)	£	£	B1N4H59
TR Property Trust (ordinary shares)	£	£	0906409
ICG Enterprise Trust (ordinary shares)*	£	£	0329200
UIL Limited ORD 10P (DI)*	£	£	BZ4BVN3
<b>Total amount</b>	£	£	

\*Top ups can be made by existing investors in these trusts only

- Lump sums must be paid by cheque made payable to 'Columbia Threadneedle Management Limited'. If the cheque has not been drawn from a personal chequebook (i.e. a bank or building society draft) please ensure that your bank/building society have endorsed the reverse.

**Part 5** Declaration and signature

I understand these instructions will be processed in accordance with the Terms & Conditions of the CT Junior Investment Account.

I understand that this payment belongs to the account holder and I have no future claim over the investment. I understand that routine correspondence regarding this plan will be sent to the account holder and only the account holder(s) can make changes to the account. I cannot receive information regarding this investment without the written authority of the account holder.

Signature of person making contribution

Date

**I confirm that** I have read the latest Key Information Documents (KID) for the selected investment trust(s).

**I confirm that** I have read and understood the Pre-Sales Cost & Charges Disclosure for the selected investment trust(s) and savings plan.

Signature of account holder

Date

**Part 6** Instruction to your bank/building society to pay Direct Debits



Please fill in the whole form using a ball point pen and send it to:

**Columbia Threadneedle Management Limited**  
**PO Box 11114**  
**Chelmsford**  
**CM99 2DG**

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

<b>To the Manager</b>	bank/building society
Address	
Postcode	

Service user number

2	7	8	6	0	1
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Reference number (for office use only)

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Please pay Columbia Threadneedle Management Limited 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 Columbia Threadneedle Management Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)


Date

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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 instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Columbia Threadneedle Management Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Columbia Threadneedle Management Limited 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 Columbia Threadneedle Management Limited 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 Columbia Threadneedle Management Limited 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.



**Columbia Threadneedle Management Limited**

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

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