

Top-up form

CT Child Trust Fund (CT CTF)

This form needs to be used to top-up an existing Child Trust Fund (CTF), either by:

- Lump sum payment by cheque, or
- Monthly Direct Debit (starting a new one or changing the amount of an existing one)

If you have any queries, please email us at investor.enquiries@columbiathreadneedle.com or call 0345 600 3030**.

The Registered Contact for the account should read the latest Key Information Documents (KIDs) or Key Investor Information Document (KIID) for your preferred investment(s), and the Pre-Sales Cost & Charges Disclosure for your Savings Plan and selected investment(s). These documents can be found at ctinvest.co.uk/documents. Paper copies can be ordered 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
04/24

Anybody can use this form to top-up a CTF, however all top-up instructions must to be signed by the Registered Contact to allow the top-up to be invested. If it isn't, contributions will be held as cash.

Part 1 Child's details

Please complete the child's details below.

Title (Master/Miss)	Child's first name(s) in full												
Child's surname	Nationality												
Child's home address	Child's date of birth												
	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Account number												
Postcode	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
National Insurance number if the child is 16 years or older	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												

Part 2 Investment amount

- A. I would like to top-up this CTF with a **Lump Sum** cheque of: £ For a CTF Shares Account, the minimum investment amount is £100. For a CTF Stakeholder Account, the minimum investment amount is £10.
- B. I would like to top-up this CTF with a **Monthly** Direct Debit of: £ For a CTF Shares Account, the minimum Direct Debit investment is £25. For a CTF Stakeholder Account, the minimum Direct Debit investment is £10.
- If you are already saving monthly, enter the new total amount you wish to save each month and we will change the Direct Debit to the new amount
 - If you are setting up a new regular monthly investment, you will need to complete the Direct Debit instruction in Part 5
 - The birthday year allowance for 2024/25 is £9,000
 - Lump sums must be paid by a cheque made payable to "Columbia Threadneedle Management Limited"

Part 3 Declaration and Signature

All the information requested below should be completed – without the full information your account may be restricted. If this top-up is from someone who is not the Registered Contact, their details should be entered in Section B. The Registered Contact is still required to complete and sign section A for it to be invested (otherwise it will be held as cash only).

All fields marked with an * are required.

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.

Section A

I **AM** the Registered Contact on this CTF

Title (Mr/Mrs/Miss/Ms/Other)*
First name(s) in full*
Surname*
Permanent residential address*
Postcode*
NI Number/National Identifier (for non-UK nationals)*
Date of birth*
Nationality*
Telephone
Email address

I **confirm** that I have read the Key Features of the CT Child Trust Fund, and in the case of topping-up a Stakeholder CTF account I have seen the current Key Investor Information Document for the CT FTSE All Share Tracker Fund (Share Class 2 Accumulation).

I **confirm** that I have read the latest Key Investor Documents (KID) for the selected investment trust(s) in Part 4, and the Pre-Sales Cost Disclosure(s) for the selected Savings Plan and investment(s).

I **understand** subscriptions to the CTF are a gift and can only be paid to the child after they turn 18.

I **understand** that this top-up is subject to acceptance by Columbia Threadneedle Investments and is subject to the Columbia Threadneedle Child Trust Fund Terms & Conditions.

I **confirm** that the personal details shown in Part 1 and Part 3 are correct and that your records should be updated where necessary.

Registered Contact Signature*

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Date

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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. 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.

Section B

I am **NOT** the Registered Contact on this CTF
(e.g. a friend or family member)

Title (Mr/Mrs/Miss/Ms/Other)
First name(s) in full
Surname
Permanent residential address
Postcode
NI Number/National Identifier (for non-UK nationals)
Date of birth
Nationality
Telephone
Email address

I **understand** these instructions will be processed in accordance with the Terms & Conditions of the CT Child Trust Fund.

I **declare** that the money I've contributed to this CTF is a gift to the child and can't be repaid.

I **understand** that any additional payments will be held as cash until the Registered Contact gives Columbia Threadneedle Investments an investment instruction – either by completing Part 3 and Part 4 of this form, or by contacting Columbia Threadneedle by telephone to give an instruction.

I **understand** that routine correspondence regarding this plan will be sent to the Registered Contact and only the Registered Contact can make changes to this CTF. I cannot receive information regarding this investment without the written authority of the Registered Contact.

Donor Signature

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Date

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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 4 Where the Top-up should be Invested

- The **Registered Contact** can complete this section to confirm where the top-up amount (in Part 2) should be invested
- Complete only **one** of the sections below – either Part 4A or Part 4B – depending on the type of CTF account it is to confirm where the top-up amount (in Part 2) should be invested
- If the form is **not** signed by the Registered Contact (Part 3) or this section (Part 4) is **not** completed, the funds will be held as cash

Part 4A Topping-up a CTF Shares Account

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
Balanced Commercial Property Trust (ordinary shares)	£	£	B4ZPCJ0
The Global Smaller Companies Trust (ordinary shares)	£	£	BKLDX97
CT Managed Portfolio Trust (growth shares)	£	£	B2PP252
CT 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 Investment Trust (ordinary shares)	£	£	0906409
ICG Enterprise Trust (ordinary shares)*	£	£	0329200
*Only existing investors can top-up into this trust	£	£	
Total amount	A	B	
	The amount stated above should equal the amount stated in Part 2 of this form.	The amount stated above should equal the amount stated in Part 2 of this form.	

Part 4B Topping-up a CTF Stakeholder Account

Trust name	Lump sum	Monthly savings	SEDOL Code (for office use only)
CT FTSE All Share Tracker Fund (SC2 Accumulation)	£	£	3313813

(only fund available in CTF Stakeholder account)



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

Service user number

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Name(s) of account holder(s)

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.

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

To the Manager	bank/building society
Address	
Postcode	

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.