

# Top-up form

## CT Lifetime Individual Savings Account (CT LISA)

Please use this form to top-up your existing CT Lifetime Individual Savings Account (CT LISA).

You can use this form to:

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

Please ensure that you have read the latest Key Information Documents (KIDs) 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](http://ctinvest.co.uk/documents). Paper copies can be provided on request.

You can invest online at [ctinvest.co.uk/login](http://ctinvest.co.uk/login). Please email us at [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com) or call 0345 600 3030\*\* if you have any queries.

**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**

24LDU/1  
11/24

### 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.

CT Lifetime ISA account number

Date of birth\*

National Insurance number\*

Nationality\*

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

First name(s) in full\*

Surname\*

Permanent residential address\*

  
  


Telephone

Postcode\*

Email address

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.

#### 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](http://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 2 Investment details

### To make a lump sum

If you would like to invest in 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 4 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	Column A Lump sum	Column B Monthly savings	SEDOL Code (for office use only)
European Assets Trust (ordinary shares)	£	£	BHJVQ59
CT UK Capital & Income Investment Trust (ordinary shares)	£	£	0346328
The Global Smaller Companies Trust (ordinary shares)	£	£	BKFXD97
CT Global Managed Portfolio Trust (growth shares)	£	£	B2PP252
CT Global Managed Portfolio Trust (income shares)	£	£	B2PP3J3
CT Private Equity Trust PLC (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
<b>Total amount</b>	£	£	

- Lump sums must be paid by cheque. Cheques should be made payable to 'Columbia Threadneedle Management Limited'.
- If you complete the Direct Debit mandate (Part 4) any existing Direct Debit collections in your name within the account will be taken from the new account.
- If you start a Direct Debit we will continue to make collections in future tax years until you cancel or change your instruction. We will, if necessary, reduce the monthly Direct Debit amount to the maximum allowed for this or future tax years to ensure that your total investments do not exceed the subscription limit.

### Part 3 Declaration and signature

I wish to subscribe the total amount detailed to the CT LISA for the tax year  and any subsequent tax years until further notice. This does not mean that you are obliged to invest with us for future tax years but that your CT LISA 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 CT LISA for the tax year above.

#### Regular Savers

Where monthly savings have been selected, I wish to subscribe to the CT Lifetime Individual Savings Account, under Direct Debit, the amount detailed or the maximum permitted subscription, whichever is lesser, for the tax year stated and for each subsequent tax year until further notice.

#### I declare that:

- this application is to open a CT Lifetime ISA;
- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over and under 50;
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of a cash ISA, a stocks and shares ISA, an innovative finance ISA and a Lifetime ISA in the same tax year;
- I have not made current year payments, and will not make current year payments, that exceed the Lifetime ISA payment limit
- I have not made current year payments, or transfers from a Help to Buy: ISA, and will not make current year payments, or transfers from a Help to Buy: ISA, to another Lifetime ISA in the same tax year that I subscribe to this Lifetime ISA.
- I am a resident in the UK for tax purposes, or perform duties which, by virtue of Section 28 of the Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the UK or I am married to or in a civil partnership with a person who performs such duties, and will inform Columbia Threadneedle Investments 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 agree to the Lifetime ISA Key Features & Terms and Conditions and will promptly inform you of any changes in my circumstances

#### I authorise Columbia Threadneedle Investments:

- to hold my cash subscription, Lifetime ISA investments, interest, dividends and any other rights or proceeds (including any Lifetime ISA government bonus) in respect of those investments and any other cash;
- on my written request, to transfer or pay to me, as the case may be, Lifetime ISA investments or other proceeds in respect of such investments or any cash;
- to make, on my behalf, any claims to relief from tax in respect of Lifetime ISA investments
- to withhold and deduct from a balance in the account and to pay to HMRC any charges due on withdrawals
- to make on my behalf any claims for a bonus in respect of Lifetime ISA subscriptions

#### I understand that:

- the CT Lifetime Individual Savings Account is a stocks and shares ISA as defined in the ISA regulations 1998, as may be amended or updated from time to time.

I declare that the information on this completed application form is correct to the best of my knowledge and belief. I agree to be bound by the Terms & Conditions relating to the account and to inform Columbia Threadneedle Investments in writing immediately of any change in my circumstances. I confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s) and the Pre-Sales Cost disclosure(s) for the selected investment trust(s) and savings plan.

I understand that this application is subject to acceptance by Columbia Threadneedle Investments.

Signature

Date

**Part 4** Instruction to your bank or 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, 9am - 5pm, weekdays, calls may be recorded or monitored for training and quality purposes.

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