# Top-up form



# **CT General Investment Account (GIA)**

Please use this form to add to an existing investment. If you have any queries email 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.

You can:

- Add a lump sum
- Start a new Direct Debit, or change the amount you invest in an existing one

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. 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

> 21DLU/1 07/22

| Part 1      | Personal details of account holders                            |                         |                      |               |  |
|-------------|--|-------------------------|----------------------|---------------|--|
| * are requi |  | h, National Insurance n |                      |               | be restricted - all fields marked with an account holders on this account this top |
| Account n   | number   |                         |                      |               |  |
|             | are jointly held we will need to be a separate sheet of paper. | supplied with the deta  | ails for all named a | account holde | rs. This can be done by providing the  |
| Account he  | older  |                         |                      |               |  |
| Title (Mr/N | Fitle (Mr/Mrs/Miss/Ms/Other)* First name(s) in full*  Surname* |                         |                      |               |  |
|             |  |                         |                      |               |  |
| National Ir | tional Insurance number* Date of birth* Natio                  |                         | Nationality*         |               |  |
|             |  |                         |                      |               |  |
| Permanen    | nt residential address (including p                            | ostcode)*               |                      |               |  |
|             | , ,  | ,                       |                      |               |  |
|             |  |                         |                      | Pos           | tcode  |
| Country     |  |                         |                      |               |  |
|             |  |                         |                      |               |  |
|             | ·  | ·                       | •                    |               | <u>.                                      </u>                                     |

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

#### Data Protection

Telephone

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.

Email address

#### 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 2 Personal details – donor only

Please ensure you supply all information requested below – all fields marked with an  $^{\star}$  are required.

You only need to complete this section if you are not a named account holder but are making contributions (including paying account charges) into this account. You also need to sign the "Donor" section in part 4 of this form.

| Title (Mr/Mrs/Miss/Ms/Other)* First name(s) in     | Surname*  |                            |
|--|---|----------------------------|
|  |   |                            |
| Permanent residential address (including postcode  | e)*   |                            |
|  |   |                            |
|  |   | Postcode                   |
| Country  | Date of birth*  | National Insurance number* |
|  |   |                            |
| Telephone  | Email address   | Nationality*               |
|  |   |                            |
| Providing your telephone number will help us conta | act you quickly if there are any queries with this fo | orm.                       |
| 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.

#### Part 3 Investment details

To make a lump sum. Please enter the amount you would like to pay in the relevant box(es) in Column A. The minimum lump sum is £100. There is a dealing charge of £12 for each fund selected.

To change an existing direct debit. Please enter the NEW TOTAL AMOUNT you wish to save each month in the relevant box(es) in Column B. 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.

To set up a new direct debit. Please enter the amount you wish to save each month in the relevant box(es) in Column B. 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 5 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.

| Investment Option   | SEDOL Code<br>(for office use only) | Top-up amount | Monthly savings |
|---|-------------------------------------|---------------|-----------------|
| European Assets Trust (ordinary shares)                         | BHJVQ59                             | £             | £               |
| CT UK Capital & Income Investment Trust (ordinary shares)       | 0346328                             | £             | £               |
| Balanced Commercial Property Trust (ordinary shares)            | B4ZPCJ0                             | £             | £               |
| 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                             | £             | £               |
| CT UK High Income Trust (units)                                 | B1N4H93                             | £             | £               |
| TR Property Trust (ordinary shares)                             | 0906409                             | £             | £               |
| ICG Enterprise Trust (ordinary shares)*                         | 0329200                             | £             | £               |
| UIL Limited ORD 10P (DI)*                                       | BZ4BVN3                             | £             | £               |
| *Top ups can be made by existing investors in these trusts only | Total amount                        | £             | £               |

• All cheques for lump sum payments should be 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 4 Declaration and signature

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

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  | social investment trust(s) and savings plan. |
|--|--|
|  | Date   |
| Donor only   |  |
| I understand that this payment belongs to the account holder and I have no future claim over routine correspondence regarding this plan will be sent to the account holder and only the account. I cannot receive information regarding this investment without the written authority of the control of the contro | ecount holder(s) can make changes to the     |
| Signature of person making contribution  |  |
|  | Date   |





| Please fill in the whole form using a ball point pen and send it to: | Service user number  |  |  |  |
|--|--|--|--|--|
| Columbia Threadneedle Management Limited PO Box 11114                | 2   7   8   6   0   1  |  |  |  |
| Chelmsford   | Reference number (for office use only)   |  |  |  |
| CM99 2DG   |  |  |  |  |
| Name(s) of account holder(s)   |  |  |  |  |
|  | 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                                 |  |  |  |  |
|  |  |  |  |  |
| 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 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.