

# Change of investment instructions form

## CT Child Trust Fund (CT CTF)

Please use this form if you would like to:

- Switch your investment from one investment trust to another trust offered within the CT Child Trust Fund (CT CTF) Shares account.
- Change the amounts or investment instructions for an existing Direct Debit.
- If you have a CT Stakeholder CTF to transfer to a CT Shares CTF
- If you have a CT Shares CTF to transfer to a CT Stakeholder CTF

To set up a new Direct Debit Instruction, please complete a CT Child Trust Fund Top-up form instead.

- Before making your investments, 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.

**Please note, this form can only be completed by the Registered Contact.**

Please email us at [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com) or call on 0345 600 3030\*\* if you have any queries or if you need a Top Up form instead.

**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

### Part 1 Instruction type

Please tick **one** of the options below:

- I hold the CT CTF Shares account and would like to **switch or change** my current holdings or change my future Direct Debit instruction to other trusts within the CT CTF Shares account (complete Parts 2, 3, 4 and/or 5 and 7).
- I hold the CT CTF Stakeholder account and would like to **transfer** my holdings to the CT CTF Shares account complete Parts 2, 3, 6a, 7 (and 8 if you are saving monthly).
- I hold the CT CTF Shares account and would like to **transfer** my holdings to the CT CTF Stakeholder account complete Parts 2, 3, 6b, 7 (and 8 if you are saving monthly).

### Part 2 Personal details

Please complete the personal details of the Registered Contact.

**Please ensure you supply all information requested below. Without the full information your account may be restricted - all fields marked with an \* are required.**

Mr/Mrs/Ms/Miss/Other\*

First name(s) in full\*

Surname\*

Registered Contact's date of birth\*

Permanent residential address\*

Postcode\*

Email address

Telephone

Nationality\*

National Insurance number\*

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

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.

### Part 3 Child's details

Please complete the child's details below.

Master	Miss	Child's first name(s) in full
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child's surname		
Child's home address		
		Postcode
Nationality	Child's date of birth	Child Trust Fund account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 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 4 CTF shares account – switching instructions

Please complete this section if you hold the CT CTF Shares account and wish to switch your holding from one investment trust to another.

Please complete the value of shares you wish to sell from each investment trust in Column 1, or the number of shares you wish to sell in Column 2. If you wish to sell your total holding, please write 'total'.

In Column 3, complete the percentage of the total proceeds you would like to invest in each new trust. Column 3 should total 100%.

Trust name	Column 1 Value of shares to be sold	Column 2 Number of shares to be sold	Column 3 % of proceeds to be reinvested	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 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
ICG Enterprise Trust (ordinary shares)	£		N/A	0329200
CT UK High Income Trust (ordinary shares)	£		%	B1N4G29
CT UK High Income Trust (B shares)	£		%	B1N4H59
TR Property Trust (ordinary shares)	£		%	0906409
Deposit Account	£		%	
<b>Total</b>	£		100%	

## Part 4 CTF shares account – switching instructions (continued)

### Charges:

- The annual account charge is £25+VAT and you can pay it from your account, or by Direct Debit (please see Part 6c).
- Government Stamp Duty of 0.5% will be charged on share purchases where applicable.
- If you invest monthly by Direct Debit, your Direct Debit for a trust you are selling will continue after the sale unless you instruct us otherwise by completing Part 5 of this form.
- You should inform your bank in writing if you wish to completely cancel your Direct Debit. Please note this may take up to 5 working days to take effect.

## Part 5 CTF shares account – redirection of existing monthly Direct Debit

Complete this section if you wish to change your future monthly investment. Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

Trust name	Monthly amount in new trust	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 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
<b>Total amount</b>	£	

Please remember the minimum monthly amount for the CT CTF Shares account is £25.

## Part 6a CTF shares account – transfer

Please tick this box if you would like to **transfer** your holdings from the CT CTF Stakeholder account to the CT CTF Shares account.

Please select the trust(s) you would like the proceeds of the transfer to be invested in and confirm the percentage of the total proceeds you would like to invest in each trust.

Any existing monthly savings will stop after the transfer. If you would like to save monthly, please complete the Monthly Contribution section below and complete the Direct Debit instruction (Part 8).

## Part 6a CTF shares account – transfer (continued)

Trust name	Percentage of proceeds to be invested	Monthly contribution	SEDOL Code (for office use only)
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)	%	£	BKLD97
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
Deposit Account	%		
Total amount	100%	£	

## Part 6b CTF stakeholder account – transfer

Please tick this box if you would like to **transfer** your holdings from the CT CTF Shares account to the CT CTF Stakeholder account. (There is only one fund choice available under the CT CTF Stakeholder account, the CT FTSE All-Share Tracker Fund (Share Class 2 Accumulation). Your holdings will automatically be invested into this fund.)

Any existing monthly savings will stop after the transfer. If you would like to save monthly, please enter the amount here £  and complete the Direct Debit Instruction in Part 8.

## Part 6c Annual Management charge

The annual management charge payable to Columbia Threadneedle Management Limited is £25+ VAT. This amount will be collected from your account in two equal instalments in April and October each year. This means that £12.50+ VAT will be collected in April and £12.50+ VAT collected in October. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 8.

If you do not opt to pay the annual management charge via Direct Debit, the management charge will be paid out of any available cash in your account. If your account does not have enough available cash to cover the management charge, we may need to sell your investments to cover the annual management charge.

I would like to pay my management charge by Direct Debit (please complete Part 8).

If you are investing into the CT CTF Stakeholder Account there is an annual management charge of 0.7% of the value of the account which is applied on 31 December each year and collected shortly thereafter. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 8. If you do not opt to pay the annual management charge via Direct Debit, the management charge will be paid out of any available cash in your account. If your account does not have enough available cash to cover the management charge, we may need to sell your investments to cover the annual management charge.

I would like to pay my management charge by Direct Debit. (Please complete Part 8.)

## Part 7 Declaration and signature

I declare that:

- I understand and accept that this application is made on the basis of, and subject to, the current Terms & Conditions of the CT Child Trust Fund.
  - I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:
    - minimum subscriptions of £10 allowed
    - annual charge of 1.5%
- If you are applying to transfer a Stakeholder CTF, tick this box to confirm that you understand this and wish to proceed
- I confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s).
  - I confirm that I have read the latest Key Investor Information Document (KIID) for the FTSE All share tracker fund.
  - I confirm that I have read and understood the Pre-Sales Cost & Charges Disclosure for the selected savings plan and investment(s).

Signature

Date

--	--	--	--	--	--	--	--	--	--



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

2	7	8	6	0	1
---	---	---	---	---	---

Name(s) of account holder(s)


Reference (for office use only)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.

Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

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

Signature(s)


Date

--	--	--	--	--	--	--	--	--	--	--	--	--

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.