

# Change of investment instructions form



## Columbia Threadneedle Savings Plans

Please use this form if you hold a CT ISA, CT Lifetime ISA, CT General Investment Account or CT Junior Investment Account and would like to:

- Switch your investments by selling shares and using the proceeds to buy other shares.
- Change the amounts or investment instructions for an existing Direct Debit. A separate form is available for CT Child Trust Fund or CT Junior ISA holders.
- Invest cash already in your account.

A separate form is available for CT Child Trust Fund or CT Junior ISA holders

Please use a separate form for each account. You may photocopy this form but signatures must be original on each form.

Please email our Investor Services Team at [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com) or call 0345 600 3030\*\* if you have any queries.

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 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 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.

Please complete the details of the account holder. If shares are jointly held, you only need to write in the details of the first named holder in Part 2, but all holders must enter their details and sign in part 4.

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

First name(s) in full\*

Surname\*

Permanent residential address\*

  
  

Postcode\*

Telephone

Email address

Date of birth\*

Nationality\*

National Insurance number\*

Account number

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

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 Switch instructions

Please complete this section if you wish to sell some (or all) of your existing shares and reinvest the proceeds into another fund and/or invest cash already held in your account.

Please complete the value of shares you wish to sell 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 'All'.

In Column 3, complete the percentage of the total proceeds you would like to invest in each fund. Column 3 should total 100%. If you currently save monthly, your contributions will remain unchanged. Complete part 3 of this form if you want to change future monthly contributions.

Investment Option	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
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
UIL Limited ORD 10P (DI)	£		N/A	BZ4BVN3
CT FTSE All Share Tracker (SC2 acc)	£		N/A	3313813
Cash Held	£		N/A	N/A
Total	£		100%	

### Charges:

- A dealing charge of £12 applies for each fund bought and/or sold Government stamp duty of 0.5% (on purchases) also applies where applicable.
- If you are only investing a cash balance, the minimum amount is £25. No dealing charge applies where you are only reinvesting cash left over from previous deals.

### Part 3 Change an existing Direct Debit instruction

Complete this section if you wish to change your future monthly savings. Tick here if you want to stop your monthly contributions completely  Otherwise, complete the NEW monthly investments that you want to make. We will amend your Direct Debit to the new amount and/or investment options. The minimum monthly amount is £25.

Please complete the new amount you wish to save each month below. We will change your current Direct Debit to the new amount.

Investment Option	New monthly amount	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)	£	BKDXD97
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
Total	£	

### Part 4 Declaration and signature(s) of all account holders

I/We declare and accept that this instruction is made on the basis of, and subject to, the current Terms & Conditions of the CT General Investment Account, CT ISA, CT Lifetime ISA or CT Junior Investment Account (as applicable).

I/We understand that selling shares within the CT General Investment Account/CT Junior Investment Account (ie outside of an ISA) could give rise to a liability to pay capital gains tax.

I/We confirm that I/we have read the latest Key Information Documents for the selected investment trust(s). I/We have read and understood the Pre-Sales Cost & Charges Disclosure for the selected investment trust(s) and savings plan.

Please note this form must be signed by all account holders. All fields marked with an \* are required for any joint holders.

First Joint/Only Holder\*

Date

Joint Holder\*

Date

Name*		
Address*		Postcode
Date of birth*	National Insurance number*	Nationality*
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 4** Declaration and signature(s) of all account holders (continued)

Joint Holder\*

Date

Name\*

Address\*

Postcode\*

Date of birth\*

National Insurance number\*

Nationality\*

Joint Holder\*

Date

Name\*

Address\*

Postcode\*

Date of birth\*

National Insurance number\*

Nationality\*



**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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