

# Sale of shares form

## CT Savings Plans

Please use this form if you would like to:

- Sell some or all of your shares within the CT General Investment Account, CT Individual Savings Account or the CT Junior Investment Account and have the proceeds paid out to you.

If your holding is jointly owned, all parties must agree to the sale and sign this form.

Shares will normally be sold on the next Business Day. We must receive your instruction in writing no later than 5pm on the business day before the next dealing day.

We need to verify the identity of everyone connected with the account before we can pay the proceeds to you. If we can do this electronically or from documents previously provided, you will receive the proceeds of your sale approximately eight working days later. We will write to you if we need any additional documentation.

Should you wish to switch your holdings to another trust please visit [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents), call our Investor Services Team on 0345 600 3030 for the relevant form, or if you are registered for our online service you may be able to do this online, depending on the set up of your account.

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.

**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**

You can also instruct us to sell by sending the completed form by fax to 0845 850 1805. Proceeds will not be issued until after the original signed form has been received at the above address.

21DLU/1  
09/23

### Part 1 Account details

Please fill in the details of all account holders. If there are more than two account holders please write the additional holders details on a separate sheet of paper including their Date of birth, Nationality and National Insurance number. All holders must sign this form.

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

#### 2.1 Holders details

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\*

Surname\*

Permanent residential address (including country and postcode)\*

Postcode

Nationality\*

National Insurance number\*

Date of birth\*

Telephone

Email address

Account number

#### 2.2 Joint holders (if required)

Title (Mr/Mrs/Miss/Ms/Other)\* First name(s) in full\*

Surname\*

Permanent residential address (including country and postcode)\*

Postcode

Nationality\*

National Insurance number\*

Date of birth\*

Telephone

Email address

### 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](https://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 Details of sale

To sell your entire holding, stop any existing direct debit and close your account, tick here . A prorata annual account charge will be deducted before your proceeds are paid out. Otherwise, specify a partial instruction below.

Investment option	Cash amount required	OR	Number of shares to be sold	OR	Total holding (tick box)	Cancel Direct Debit for this trust (tick box)
European Assets Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT UK Capital and Income Investment Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
Balanced Commercial Property Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
The Global Smaller Companies Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT Global Managed Portfolio Trust (growth shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT Global Managed Portfolio Trust (income shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT Private Equity Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
F&C Investment Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT UK High Income Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT UK High Income Trust (B shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
CT UK High Income Trust (units)	£				<input type="checkbox"/>	<input type="checkbox"/>
ICG Enterprise Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
LondonMetric Property Ltd. (formerly CT Property Trust)*	£				<input type="checkbox"/>	<input type="checkbox"/>
TR Property Trust (ordinary shares)	£				<input type="checkbox"/>	<input type="checkbox"/>
UIL Limited ORD 10P (DI)	£				<input type="checkbox"/>	<input type="checkbox"/>

If you are requesting a partial sale of shares and invest monthly by Direct Debit, your Direct Debit in the trust you are selling will continue after the sale unless you instruct us otherwise by ticking the box. The dealing charge is £12 for each fund sold.

\*CT Property Trust has been acquired by LondonMetric Property Ltd with an all share buy out as approved by shareholders on 18 July 2023 and sanctioned by the Guernsey Court on 7 August 2023. Participants in Columbia Threadneedle's savings plans have been communicated with individually. For further information, please visit [ctinvest.co.uk/ctpt](https://ctinvest.co.uk/ctpt)

### Part 3 Proceeds

Please specify the way that you would like us to pay you the proceeds from the sale.

(a) Send the sale proceeds by BACS to a bank/building society account.

You must also enclose proof of your bank details for example a pre-printed pay-in slip (normally found at the back of your cheque book) or a cancelled cheque. Without proof of your bank account we will be unable to send the proceeds to your bank/building society and a cheque will be dispatched to the registered address.

Please complete your bank details below.

Sort code    Account number         Account name

(b) Send a cheque to your registered address.

The cheque for the proceeds will be made payable to the account holder(s) as listed on our records. If the holding is a joint one you may experience difficulties in banking your cheque if the joint holders do not maintain a joint bank account. A letter of authority is required from joint holders if the cheque is to be issued in a sole name. We will send a cheque to the registered address. **Please note, payment cannot be made to third parties.**

### Part 4 Signature(s) of all account holders

I/We declare and accept that this sale transaction is made on the basis of and subject to the current Terms & Conditions of my Plan as contained in the latest brochure and Key Features as amended from time to time.

I/We understand that selling shares not held in an ISA could give rise to a liability to capital gains tax.

**Please note this form must be signed by all account holders.**

**First Joint/Only account holder**

Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date

**Joint account holder (if applicable)**

Title (Mr/Mrs/Miss/Ms/Other)  First name(s) in full  Surname   
Signature  Date



**Columbia Threadneedle Management Limited**

0345 600 3030, 9.00am - 5.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.