

# Ownership transfer form



## CT General Investment Account (CT GIA) CT Junior Investment Account (CT JIA)

Please use this form if you would like to transfer existing shares held in a CT General Investment Account or CT Junior Investment Account into a new or existing Columbia Threadneedle account in another person's name.

This form should not be used if you want the shares to be removed from the account and held in shares certificate(s).

If the new owners would like to change the existing investments held or add new contributions to their account, please contact our Investor Services Team for the relevant form(s).

The current owner(s) should complete Parts 1 and 2 and the new owner(s) should complete Parts 3 to 8.

There is no charge to transfer the shares but where the account is being closed, a pro-rata annual account charge will be deducted before the shares are transferred. This will be deducted firstly from any

uninvested cash, but we may also need to sell shares to meet this – this will not be taken from any Direct Debit the current owner has in place to settle the standard annual management fee.

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**

24DLU/1  
11/24

### Part 1 Current owner (transferor) details

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

Account number

Full name of first transferor:

Nationality

Date of birth

National Insurance number

Full name of second transferor (if joint):

Nationality

Date of birth

National Insurance number

Full name of third transferor (if joint):

Nationality

Date of birth

National Insurance number

Full name of fourth transferor (if joint):

Nationality

Date of birth

National Insurance number

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 1 Current owner (transferor) details (Continued)

I/We hereby transfer the shares detailed in Part 2 to the person(s) named in Part 3. I/We understand that if all the shares/cash in the account are transferred, the existing account will be closed, a pro-rata account charge made and any Direct Debits stopped.

I/We request that such entries be made in the account as are necessary to give effect to this transfer. I understand that the transfer of shares from my/our name(s) into the name(s) of one or more persons may be a disposal for capital gains tax purposes and may have inheritance tax implications.

Signature (first transferor):

Date

Signature (second transferor, if required):

Date

Signature (third transferor, if required):

Date

Signature (fourth transferor, if required):

Date

## Part 2 Details of transfer to be made - to be completed by the current owner(s)

Trust name	Number of shares to be transferred	OR	Tick here to transfer full holdings	SEDOL Code (for office use only)
European Assets Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	BHJVQ59
CT UK Capital & Income Investment Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	0346328
The Global Smaller Companies Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	BKLDX97
CT Global Managed Portfolio Trust (growth shares)	<input type="text"/>		<input type="checkbox"/>	B2PP252
CT Global Managed Portfolio Trust (income shares)	<input type="text"/>		<input type="checkbox"/>	B2PP3J3
CT Private Equity Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	3073827
F&C Investment Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	0346607
CT UK High Income Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	B1N4G29
CT UK High Income Trust (B shares)	<input type="text"/>		<input type="checkbox"/>	B1N4H59
TR Property Trust (ordinary shares)	<input type="text"/>		<input type="checkbox"/>	0906409
Cash already held in account	£ <input type="text"/>			

### Part 3 New owner (transferee) details

This section is to be completed by the new owner of the shares (transferee).

If you would like the shares to be transferred to an existing account with us, please give your account number

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If you do not have an existing account, this form will be treated as an application 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.

Please indicate the type of account below and insert the new designation if applicable.

CT General Investment Account	<input type="checkbox"/>	New Designation	<input type="text"/>
CT Junior Investment Account	<input type="checkbox"/>	New Designation	<input type="text"/>

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s) in full*
<input type="text"/>	<input type="text"/>

Surname\*

Permanent residential address*	Postcode*
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	

Nationality*	National Insurance No.*	Date of birth*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address	Telephone
<input type="text"/>	<input type="text"/>

### Part 3b New owner (transferee) details – joint holder(s)

- If there are more than two transferees, please complete a 'GIA/JIA multi-applicant' form which you can download from our website or request from our Investor Services team.
- All transferees must provide full personal details and sign the Declaration in Part 6.
- We will send all correspondence to the address of the first/only transferee.

Title (Mr/Mrs/Miss/Ms/Other)*	First name(s) in full*
<input type="text"/>	<input type="text"/>

Surname\*

Permanent residential address*	Postcode*
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	

Nationality*	National Insurance No.*	Date of birth*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address	Telephone
<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 Dividend options

Please note that if you are adding to an existing account and you complete this Part, any existing instructions will be overridden.

Dividends will be automatically reinvested to buy more shares. If you would prefer dividends to be paid out to your bank/building society, please complete your details below, bank verification is required. We can accept a pre-print pay-in slip or a cancelled cheque.

Sort Code    Account Number

Roll Number (if applicable)

Name of account holder

Name of bank or building society

Address  
  
 Postcode

Telephone number

## Part 5 Annual management charge

The annual management charge payable to Columbia Threadneedle Management Limited is £25+ VAT (JIA) / £40+ VAT (GIA). 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 for a JIA and £20+ VAT will be collected in April and £20+ VAT collected in October for a GIA.

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 6 Individual Self-Certification/Declaration (to be completed by all new owners named in Part 3)**

**Tax residency**

Tax regulations<sup>1</sup> require us to collect information about each investor’s tax residency<sup>2</sup>. In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your account(s) with His Majesty’s Revenue & Customs (HMRC) who may in turn share this information with any or all participating tax jurisdictions<sup>3</sup>.

Please indicate all countries in which you are resident for tax purposes and your associated Tax Identification Number(s) in the table below. If you indicate that you are a UK Tax resident only and not a US citizen, you do not need to provide further details of your Tax Identification Number as you have already provided your National Insurance Number in Part 3. If you have any questions about your tax residency<sup>2</sup>, please contact your tax adviser.

Name	Country/Countries of Tax Residency	Tax Identification Number <sup>4</sup>

<sup>1</sup> The term “tax regulations” refers to the International Tax Compliance Regulations 2015 which implements the Foreign Account Tax Compliance Act (FATCA) and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

<sup>2</sup> In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If in doubt, please contact your tax adviser.

<sup>3</sup> Those countries that have agreed to exchange information under FATCA and the CRS<sup>1</sup>.

<sup>4</sup> If you are not resident in a jurisdiction that is reportable under CRS or FATCA and also not a US citizen, you are not required to provide your ‘Tax Identification Number’

**Declaration**

- I/We declare that the information on this completed Ownership transfer form is correct to the best of my/our knowledge.
- I/We confirm that I/We have read the Key Features of the CT General Investment Account/CT Junior Investment Account.
- I/We agree to be bound by the Terms & Conditions relating to the plan.
- I/We understand that this application is subject to acceptance by Columbia Threadneedle.
- I/We declare that I/We are not a US Person.
- I/We agree to notify Columbia Threadneedle Management Limited immediately if any of this information changes in the future.
- I/We confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s).
- I/We confirm that I have read and understood the Pre-Sales Cost & Charges Disclosure for the selected investment trust(s) and savings plan.

New Owner (Applicant 1):	
Name (please print in full):	
Date of birth:	
Signature:	Date

New Owner (Applicant 2):	
Name (please print in full):	
Date of birth:	
Signature:	Date

**Part 7** Beneficial owner details (JIA accounts only)

Beneficial owner	
Title:	Forename:
Surname:	
Date of Birth:	
Nationality:	
Address:	

If there is insufficient space above to list all the relevant individuals please continue on a separate sheet of paper and attach to the form.

## Part 8 Instruction to your bank/building society to pay by Direct Debit

Name(s) of account holder(s)

Service User Number

2	7	8	6	0	1
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Bank/building society account number

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Branch sort code

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Reference (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.

Name and full postal address of your bank or building society

**To the Manager**, name of bank or building society

Address

Postcode

Signature

										Date
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Banks and Building Societies may not accept Direct Debit instructions for some types of account.

## Direct Debit guarantee. To be detached and retained by the payer



- 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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