

# Transfer sale proceeds to a CT Individual Savings Account or CT Lifetime Individual Savings Account form

## CT General Investment Account

Please use this form if you would like to:

- Sell shares in one or more investment trusts within the CT General Investment Account ("CT GIA") and transfer the proceeds into a new, or existing CT Individual Savings Account ("CT ISA") or a CT Lifetime Individual Savings Account ("CT LISA") in the name of one of the GIA holders

If your GIA holding is jointly owned, all parties must complete the mandatory personal details and sign this form in Part 7 to show they agree to the sale.

This form should not be used if the new ISA/LISA account holder is not currently an account holder of the GIA.

Please ensure the form is correctly completed to avoid any delay in the investment of your proceeds into the ISA/LISA.

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 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**

24LDU/1  
11/24

### Part 1 Personal details

If shares are jointly held, please provide details of the person in whose name the ISA or LISA will be held, but all GIA account holders must provide the mandatory personal details fields and sign the form (section 7).

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

National Insurance number*	Date of birth*	Title (Mr/Mrs/Miss/Ms/Other)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
First name(s) in full*	Surname*	
<input type="text"/>	<input type="text"/>	
Permanent residential address*	Nationality*	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	Telephone	<input type="text"/>
<input type="text"/>	CT General Investment Account account number	<input type="text"/>
Postcode*		
Email address		
<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.

#### 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 Details of sale

Please complete the name(s) of the investment trust(s) from which you wish to sell shares. The minimum amount that can be sold and transferred to an ISA or LISA is £100.

If the sale proceeds exceed the maximum allowed for the product selected in part 4 in the current tax year, we will refund any excess by cheque to your registered address.

There is a dealing charge of £12 for each fund on both the sale and repurchase.

If you are selling your total holding, any reinvested dividend instructions will be cancelled and we will send a cheque to your registered address as soon as possible after the payment date. If you are selling shares in more than four trusts, please provide further details of the investment trusts on a separate sheet of paper and attach it to this form. Alternatively, the information may be completed on photocopies of this form.

Trust name	Cash amount required	OR	Number of shares to be sold	OR	Total holding (tick box)	Tick here to cancel your Direct Debit for this trust
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

- If you sell ICG Enterprise Trust shares you will only be able to buy these back if you already hold that stock within your existing ISA
- If you are requesting a partial sale of shares and invest monthly into the GIA by Direct Debit, your Direct Debit for the trust you are selling will continue after the sale unless you instruct us otherwise by ticking the box
- We need up to 5 working days to cancel a Direct Debit. If there is not enough time to cancel it, a further investment will be made into your account and a small holding may remain to be sold by you. This will be shown on your next statement.
- Any dividends declared and not yet paid when the shares are sold will be paid into your GIA
- Shares will normally be sold on the next business day if your instruction is received before 5pm of the previous business day. We will then use the proceeds to purchase the new shares in the ISA/LISA on the next again business day.
- If the sale proceeds of your transfer exceeds the maximum amount allowed for the current tax year, we will return any excess by cheque to your registered address
- If the instruction you wish to make doesn't lend itself to this scenario, please get in touch and we can discuss how to achieve your instruction

## Part 3 ISA/LISA annual management charge

The annual management charge payable to Columbia Threadneedle Management Limited is £60+ VAT. This amount will be collected from your account in two equal instalments in April and October each year. This means that £30+ VAT will be collected in April and £30+ 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).

## Part 4 Investment details

Please indicate the type of account the transfer should be added to:

CT ISA

CT LISA

If you want to add this to an existing CT ISA/CT LISA, provide account number here:

Please enter below how you would like the proceeds from the CT General Investment Account to be invested. There is a dealing charge of £12 for each fund selected.

Investment Option	Investing proceeds of sale	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)	%	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
ICG Enterprise Trust*	%	0329200
TR Property Trust (ordinary shares)	%	0906409
Total amount	%	

\*Top ups can be made if you already hold this fund in your ISA

## Part 5 Dividends

For new accounts, dividends (regular income generated from your investment) are automatically reinvested to buy more shares. For existing accounts, dividends will be paid out/reinvested in line with your existing instruction. To change this (ISAs only), complete a "Instruction to have dividends paid out form" which is available on our website at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or on request.

**Part 6** Signature of account holder (in whose name the ISA/Lifetime ISA will be held)

**I declare and accept that:**

- this sale and transfer is made on the basis of, and subject to, the current Terms and Conditions of the CT General Investment Account as contained in the Key Features as amended from time to time
- if you cancel your CT ISA or CT Lifetime ISA, we will pay the proceeds from the cancellation to you directly and will not transfer them back to the CT GIA
- I apply for a CT ISA/CT LISA, as indicated in part 4, for the tax year 

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 and any subsequent tax years until further notice. This does not mean that you are obliged to invest with us for future tax years but that your CT ISA will remain live until you provide notice to Columbia Threadneedle to close your account by instructing us to sell or transfer all investments in the account.
- I wish to subscribe the total amount detailed in part 2 to this CT ISA/CT LISA for the tax year above.

**I declare that:**

- all subscriptions made, and to be made, belong to me
- I have not subscribed and will not subscribe more than the overall subscription limit total to any combination of any cash ISA, stocks and shares ISA, innovative finance ISA and Lifetime ISA in the same tax year
- I am aged 18 or over or I will be when I make my first subscription.
- I am resident in the UK for tax purposes, or perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the UK or I am married to or in a civil partnership with a person who performs such duties, and will inform Columbia Threadneedle Investments if I cease to be so resident or to perform such duties or be married to or in a civil partnership with a person who performs such duties.
- where I am subscribing to a Lifetime ISA, I am under 40 if I am opening a new Lifetime ISA, or under 50 where I am adding to an existing Lifetime ISA
- I have not made current year payments, and will not make current year payments, that exceed the Lifetime ISA payment limit
- where I am subscribing to a Lifetime ISA, I have not made current year payments, or transfers from a Help to Buy: ISA, and will not make current year payments, or transfers from a Help to Buy: ISA, to another Lifetime ISA in the same tax year that I subscribe to this Lifetime ISA

**I authorise Columbia Threadneedle Investments:**

- to hold my cash subscription, ISA/Lifetime ISA investments, interest, dividends and any other rights or proceeds (including any Lifetime ISA government bonus) in respect of those investments and any other cash
- to make on my behalf any claims to relief from tax in respect of ISA investments
- on my written request, to transfer or pay to me, as the case may be, ISA/Lifetime ISA investments, dividends, rights or other proceeds in respect of such investments or any cash
- to make, on my behalf, any claims to relief from tax in respect of Lifetime ISA investments
- to withhold and deduct from a balance in the account and to pay to HMRC any charges due on withdrawals from a Lifetime ISA
- to make on my behalf any claims for a bonus in respect of Lifetime ISA subscriptions
- to make a record in writing in accordance with Regulation 12B paragraph 7(a) of the Individual Savings Account Regulations where required to do so

**I understand that:**

- the CT ISA and CT LISA are stocks and shares ISAs as defined in the Individual Savings Account Regulations 1998, as may be amended or updated from time to time

**I confirm that:**

- the information on this completed form is correct to the best of my knowledge and belief
- I have read the latest Key Information Documents (KID) for the selected investment trust(s) and the Pre-Sale Cost & Charges Disclosure for the selected investment funds and Savings Plan

I agree to be bound by the Terms & Conditions and Key Features of the CT Individual Savings Account / CT Lifetime Individual Savings Account and to inform Columbia Threadneedle Investments in writing immediately of any change in my circumstances. I understand that this application is subject to acceptance by Columbia Threadneedle Investments.

The above forms part of our standard client agreement. Our terms are detailed fully in our CT ISA and CT LISA Key Features and Terms & Conditions documents which you should read before signing this application form. Familiarising yourself with our terms and conditions ensures you know your rights and what you are agreeing to. You can find our Key Features and Terms & Conditions document on our website or you can request a copy in the mail by phoning us. If you have any questions or need more information on any of our terms, please get in touch.

I declare that this form has been completed to the best of my knowledge and belief.

Signature

Date 

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## Part 7 Signature of all holders of the CT General Investment Account

Please complete this section if you jointly hold the account with the holder named in Part 1 to confirm that you are happy to sell the shares held in this CT GIA and transfer the proceeds into an a CT ISA/CT LISA in their sole name.

I/We declare that we have given permission for the proceeds of the sale of shares held in the CT General Investment Account to be transferred into a CT ISA/CT LISA for the sole benefit of the holder named in Part 1.

I/We understand that any sale proceeds in excess of the subscription limits of the account applied for will be returned by cheque payable to, and addressed to, the applicant named in Part 1.

I/We understand that selling shares could give rise to a liability to pay capital gains tax.

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

### Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature		Date
<input type="text"/>		<input type="text"/>

### Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature		Date
<input type="text"/>		<input type="text"/>

### Account holder

Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of birth	National Insurance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature		Date
<input type="text"/>		<input type="text"/>

**Part 8** Instruction to your bank/building society to pay Direct Debits



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
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Name(s) of account holder(s)


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.

Bank/building society account number

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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

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Name and full postal address of your bank or building society

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

Signature(s)


Date

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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.

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