

## CT Child Trust Fund (CT CTF) to CT Junior Individual Savings Account (CT JISA) transfer form

### Please use this form:

- If you have a CT Child Trust Fund (Shares) and you want to transfer to a CT Junior Individual Savings Account
- If you have a CT Child Trust Fund (Stakeholder) and you want to transfer to a CT Junior Individual Savings Account

The minimum transfer amount when opening a new CT JISA is £1,000 – transfers will be rejected if the existing CT CTF held is below this sum. Please email us at [investor.enquiries@columbiathreadneedle.com](mailto:investor.enquiries@columbiathreadneedle.com) or call 0345 600 3030\* if you have any queries.

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/](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  
07/25

For your information, the following table provides a comparison of the charges/options that apply to the CT CTF (Shares/Stakeholder versions) and the CT JISA:

| Product information                     | CT CTF – Shares account | CT CTF – Stakeholder account   | CT JISA  |
|---|-------------------------|--------------------------------|--|
| Minimum opening investment amount       | £1,000                  | £10 per month<br>£10 lump sum  | £1,000   |
| Annual account charge                   | £25 + VAT               | 0.7%**                         | £25 + VAT  |
| Dealing charge †                        | Nil                     | Nil                            | £12 dealing charge (waived for deals placed online) on one-off purchases and sales |
| Option to hold cash                     | Yes                     | No                             | No   |
| Investment options                      | 8 investment trusts     | CT FTSE All-Share Tracker Fund | 8 investment trusts  |
| Invest £9,000 each year                 | Birthday year           | Birthday year                  | Tax year   |
| Friends and family can invest           | ✓                       | ✓                              | ✓  |
| Locked away until child's 18th birthday | ✓                       | ✓                              | ✓  |

† Charges do not apply to the reinvestment of dividends and/or monthly instalments. \*\* Regulations cap annual charges at 1.5% (including on-going expenses charged in the fund, which are currently 0.31%).

### Part 1 Instruction type

CT Child Trust Fund account number:

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

- ☐ I hold the CT CTF Shares account and would like to transfer my holdings into the CT JISA.
- ☐ I hold the CT CTF Stakeholder account and would like to sell my holdings and transfer the proceeds into the CT JISA.

### Part 2 Personal details (Registered Contact)

Please ensure you supply your address, date of birth, nationality and National Insurance number – all are required to open your plan.

|                               |                       |                      |                      |
|-------------------------------|-----------------------|----------------------|----------------------|
| Title (Mr/Mrs/Miss/Ms/Other)  | First name(s) in full |                      |                      |
| Surname                       |                       |                      |                      |
| Permanent residential address |                       | Date of birth        | <input type="text"/> |
| Postcode                      |                       | Nationality          | <input type="text"/> |
| National Insurance number     |                       | <input type="text"/> |                      |
| Telephone †                   |                       | Email address †      |                      |

† Providing your telephone number and email address 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

|                          |                          |  |
|--------------------------|--------------------------|--|
| Master                   | Miss                     | Child's first name(s) in full                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/>                               |
| Child's surname          |                          | Nationality  |
| <input type="text"/>     |                          | <input type="text"/>                               |
| Child's home address     |                          |  |
| <input type="text"/>     |                          |  |
| Postcode                 |                          |  |
| <input type="text"/>     |                          |  |
| Child's date of birth    | <input type="text"/>     | Unique Reference Number (URN) <input type="text"/> |

### Part 4 Transfer instructions – please instruct us how much you would like to invest

The minimum opening investment amount for a new CT JISA is £1,000.

If the investment value of your CT CTF is below £1,000 you will need to top up the CT CTF to £1,000. The appropriate forms can be found at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents). A new account number will be allocated after we have completed the transfer to the CT JISA.

#### Step 1: Making the transfer decision

##### Transferring from a CT CTF Shares account

Your existing shares will be transferred from your CT CTF to the new CT JISA. You do not need to complete this step unless you would like to change which investment trusts you are invested in, please send us the respective change of instructions form available at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) ensuring it is signed by the Registered Contact.

##### Transferring from a CT CTF Stakeholder account

Your shares in the CT CTF Stakeholder account will be sold and the proceeds invested as per your instructions.

Simply tell us how much you'd like to invest, and into which investment option(s), in the "Step 1: transfer decision (only required for transfers from CT Stakeholder account)"

#### Step 2: Monthly contributions (optional)

Any Direct Debits set up in either a CT CTF Share or CT CTF Stakeholder account will be cancelled. To continue investing on a regular basis new Direct Debit instructions will be required. In the 'Step 2: Optional Monthly Savings' column below, tell us the amount you'd like to invest and into which investment options. The minimum monthly Direct Debit is £25. You will need to complete the Direct Debit instruction in Part 7.

#### Step 3: Cash Sweep facility (optional)

Any cash remaining from your lump sum, or future deals including cash remaining from dividends reinvested, can be automatically invested monthly by nominating ONE investment option in 'Step 3: Cash sweep' below (as long as there is enough cash to buy at least one share in your chosen investment option). If you leave this blank, the cash will remain available on your account for future use. There is no dealing charge on shares bought through the Cash Sweep facility.

Please note we are unable to receive additional subscriptions until the transfer is complete.

| Trust name  | Step 1: transfer decision<br>(minimum £1,000 required)<br>(only required for transfers from CT<br>Stakeholder account) | Step 2: Monthly Savings<br>(optional) | Step 3: Cash Sweep<br>(optional)<br>Tick one option only if you'd like to<br>activate this service |
|---|--|---------------------------------------|--|
| European Assets Trust (ordinary shares)                     | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT UK Capital and Income Investment Trust (ordinary shares) | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| The Global Smaller Companies Trust (ordinary shares)        | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT Managed Portfolio Trust (growth shares)                  | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT Managed Portfolio Trust (income shares)                  | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT Private Equity Trust (ordinary shares)                   | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| F&C Investment Trust (ordinary shares)                      | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT UK High Income Trust (Ordinary shares)                   | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| CT UK High Income Trust (B shares)                          | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| TR Property Trust (ordinary shares)                         | <input type="text"/>   | <input type="text"/>                  | <input type="checkbox"/>   |
| Total amount  | 100%   | <input type="text"/>                  |  |

## Part 4 Transfer instructions – please instruct us how much you would like to invest (continued)

- Please note more than one person can contribute to the JISA, however the total investment each tax year must not exceed the annual limit.
- The amount transferred will not count against the CT JISA subscription limit for the relevant year
- Monthly savings must be made by Direct Debit. If you wish to save monthly, please complete the Direct Debit mandate (Part 6). This will be for the total of step 2 in the table on the previous page.

## Part 5 JISA 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 7. 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 7).

## Part 6 Declaration

### I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for that child
- I will be the Registered Contact for the JISA
- The child named in Part 3 will be the beneficial owner of the account investments
- I am not aware of other JISA subscriptions that will result in this child exceeding the annual limit
- I will not knowingly make subscriptions to JISAs for this child that will result in the subscription limit being exceeded
- I authorise Columbia Threadneedle Management Limited:
  - to hold, or arrange a suitable third party to hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash
  - to make on the child's behalf any claims to relief from tax in respect of JISA investments

- I agree to the JISA Key Features & Terms and Conditions and will promptly inform you of any changes in my circumstances
- I confirm that I have read the latest Key Information Documents (KID) for the selected investment trust(s)
- I confirm that I have read and understood the pre-sales cost disclosure(s) for the selected investment trust(s) and Savings Plan
- I understand that this application is subject to acceptance by Columbia Threadneedle Management Limited
- I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:
  - minimum subscriptions of £10 allowed and
  - 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 declare that the statements completed on this application are true to the best of my knowledge and belief

Signature

Date

### 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).



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 number (for office use only)

[illegible]

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

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Branch sort code

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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 | 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.

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