



# Columbia Threadneedle Investments

**Key features and terms & conditions of:**

CT Junior Investment Account

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NOTE: Within the document, any reference to 'you' refers to the 'account holder'.

# Introduction

## THIS IS AN IMPORTANT DOCUMENT.

Please read it carefully and ensure that you are happy with its contents before applying for a CT Junior Individual Savings Account.

The CT Junior Investment Account is a Savings Plan that provides a flexible way for you to save. It enables you to invest in a range of Investment Funds that are UK and overseas closed-ended investment companies listed on the London Stock Exchange.

The CT Junior Investment Account can play a valuable role in financial planning for your child's future because it can give them the opportunity to save in Investment Funds with the aim of increasing the value of their money.

Columbia Threadneedle Investments is authorised and regulated by the Financial Conduct Authority. We are required to provide important information to you about the account that you are considering investing into or are invested in.

This document is divided into sections:

■ **Section 1: General information about the CT Junior Investment Account**

Page 5 contains general information about the CT Junior Investment Account

■ **Section 2: Key Features**

Page 6 contains important information about whether our CT Junior Investment Account is right for you

■ **Section 3: Terms & Conditions**

Page 20 contains the terms & conditions about the CT Junior Investment Account

■ **Glossary**

Page 41 contains definitions

### Important Information

#### Changes to the minimum investment amount for new accounts

We periodically review our products and assess the purpose and value they provide investors. As part of our review, we are increasing the minimum opening investment amount required for new accounts opened. The new minimum opening investment amount is £1,000 for child products.

This change comes into effect from 10 September 2025. Our application forms and supporting documentation are being updated to reflect this.

The savings plans are aimed at longer-term investors that would be most likely to benefit from them. A minimum opening investment amount for new accounts helps ensure investors with smaller sums to invest get value for money and reduces the risk they receive a poor financial outcome. We recommend that investors regularly review the savings plan they have placed investments in to check the account is continuing to meet the investment needs.

# Introduction

## DEFINITIONS

We use certain defined terms and phrases in this document. You will find a list of these, together with their meaning on page 4 of this document.

## WHAT TO DO IF YOU HAVE ANY QUESTIONS

We do not give investment advice to customers. If you are unsure if these products, features, investment options and charges are right for you, you should take advice from a financial advisor. We cannot advise you on whether an investment is suitable for you.

If you don't have a financial adviser and would like to seek advice, you can visit [↗ www.unbiased.co.uk](http://www.unbiased.co.uk) to locate an appropriate adviser.

## HOW TO CONTACT US

If you have questions, please call our Investor Services team on **0345 600 3030**. Lines are open Monday to Friday from 9am-5pm. We record and may monitor calls for your protection.

You can also email us at [invest@columbiathreadneedle.com](mailto:invest@columbiathreadneedle.com) or visit our website [↗ www.ctinvest.co.uk](http://www.ctinvest.co.uk)

### IMPORTANT NOTE

You should read all three sections of this document before deciding whether to open a CT Junior Investment Account.

# SECTION 1:

## General information about the CT Junior Investment Account

The CT Junior Investment Account gives you the opportunity for capital growth and income by investing in the Investment Funds (see the Glossary for the definition of Investment Funds) that Columbia Threadneedle Investments manages.

The Investment Funds that we describe in this key features document are investment trusts, which are companies listed on the London Stock Exchange. These investment trusts own a portfolio of investments that are managed by professional managers.

Owning shares of an Investment Fund allows you to spread your investment risk across several investments and potentially benefit from the expertise of professional fund managers.

The Investment Funds available via the CT Junior Investment Account include UK investment trusts and overseas closed-ended investment companies, but all are listed on the London Stock Exchange.

To help you make an investment decision, you can review the past performance, objectives and aims of the Investment Funds on our website at [www.ctinvest.co.uk/investment-trusts](http://www.ctinvest.co.uk/investment-trusts). You will find the share price, fund performance information, the latest factsheets and annual Report and Accounts for each Investment Fund.

Please read the latest Key Information Document ("KID") for the Investment Funds and Pre-Sales Cost & Charges Disclosure for the plan before deciding to invest; these can be found online at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents). Please contact our Investor Services team if you would like to receive these documents in another format.

# SECTION 2: Key Features

## QUESTIONS AND ANSWERS

### What is a CT Junior Investment Account?

The CT Junior Investment Account is a Columbia Threadneedle Investments Savings Plan designed to facilitate saving and investing for children in Investment Funds managed by Columbia Threadneedle Investments. The account can be used to periodic and regular gifts to the child from your or third parties or to invest a child's own money.

### When might a CT Junior Investment Account be right for me?

The CT Junior Investment Account could be right if you:

- Have savings that you wish to invest for a child
- Are looking to invest these savings for a minimum of 5 years
- Understand that even though the aim of the Investment Fund is to provide capital growth or income, this is not guaranteed as each investment carries some degree of risk.

### Am I eligible?

To open a CT Junior Investment Account, you must be aged 18 or over and be investing on behalf of someone under 18. You can apply individually or jointly with others.

You, and the child that the investment is for, should be resident in the UK. We may in exceptional circumstances accept applications from non-UK investors, however we are not able to accept applications from investors who live in the US or Canada, or on behalf of children who do. If you or the child move to the US or Canada after opening your CT Junior Investment Account, restrictions may apply.

### Are there contribution limits?

There is no limit to the amount you can invest in the CT Junior Investment Account.

### How can a CT Junior Investment Account be set up?

You can set up the account depending on your own needs. You can set it up:

- a) So that the child is the beneficial owner of the account
- b) So that you retain ownership of the account

We've explained more about these options below. If you remain unsure about which option is right for you or how to register any resulting trust, we'd recommend that you seek independent advice.

## SECTION 2: Key Features

### Where the child is the beneficial owner

If the funds are a gift to the child, the account automatically creates a bare trust. This means the money legally belongs to the child, but up to 4 adults (the Account Holders) manage the account until the child reaches adulthood. The person funding the account (called the donor) can choose whether or not to be one of the Account Holders. If they don't they won't have any control over the account.

When the child reaches the legal age (18, or 16 in Scotland for some cases), they can take full ownership of the account or ask the Account Holders to keep managing it for them. If the child decides to take ownership, the account can be transferred into their name, or the shares can be sold, and the proceeds paid to them.

Any funds given to the child are considered a lifetime gift, which can have inheritance tax advantages. However, once the gift is made, it can't be reversed or delayed. You can transfer the account or close it using straightforward forms, available online or by post. Until the transfer, only the Account Holders can give instructions about the account.

If the funds are already part of a separate trust, the trustees can manage the account as the Account Holders.

### Where ownership of the account is retained

You can use the account to set aside funds for one or more of your children, while maintaining control over the account. To keep track of who the investments are for, you can add a designation to the account, like your child's initials or any label of your choice. Make sure to note your intentions for the account for future reference.

When your child turns 18, you can transfer the account into their name – or decide to keep it in your name if you'd prefer. The tax implications of these choices are explained further in the documentation (see page 8).

When you apply, you'll confirm whether the funds are for you or held for someone else. Remember, only the Account Holder (you) can give instructions about the account.

### Can withdrawals be made from a CT Junior Investment Account?

You have control of the investments and have access to the money before the child reaches 18. This flexibility means you can use the CT Junior Investment Account for day-to-day expenses, like school fees, sports equipment, or other necessities. However, be aware you should view investing as medium to long term, ideally for 5 years minimum. Therefore, we recommend avoiding withdrawing money on a frequent basis.

If the plan is set up under trust it is the responsibility of the account holders to ensure that the money is used for the benefit of the child.

### How is the CT Junior Investment Account taxed?

## SECTION 2: Key Features

Unlike a Child Trust Fund (CTF) or Junior ISA (JISA), there are no tax benefits attached to a Junior Investment Account. However there are not the restrictions on subscriptions to or withdrawals from the account (there are no restrictions other than any minimum investment amounts) that you would have on a CTF or JISA.

The tax treatment of investments held in the account depends on the circumstances of you or the owner of the investments.

- Where the child is the beneficial owner, the account is taxed as belonging to them. HM Revenue & Customs normally treat children under 18 in the same way it treats adults, so children have an annual capital gains tax allowance and a dividend allowance. Tax will apply in the normal way, but generally will be subject to the child's own tax rates and allowances rather than your own.
- However, if the money paid into the account is from one of the parents, and the dividends received total more than £100 in one year, then the dividends are taxed as the parents, regardless of whether the child is the beneficial owner of the account or not. This applies separately for each parent that has paid money in and the £100 limit applies to all income received for the child, not only that from this investment. This applies whether the dividends are paid out or reinvested to buy more shares.
- Where the Account Holder is the beneficial owner of the investment, the investment is taxed as your own and all the normal tax rules apply. It forms part of your estate for inheritance tax purposes. Depending on your personal circumstances, you may be liable to UK tax on dividends or capital gains. If your dividend income is above the annual dividend allowance for the year in which it is paid (e.g. £500 for the 2025/26 tax year), then you may be required to pay tax above the dividend allowance. The level of tax you will need to pay will depend on your tax status.

The tax rules for other types of trusts are more complicated and are not addressed in this literature.

In addition dividends from overseas companies are treated as overseas income and may give rise to UK tax liability depending on your individual circumstances.

Certain charges that are levied may be subject to VAT and other statutory duties. These accounts are intended for UK investors, though we may accept at our sole discretion, applications from non-UK investors. We will therefore apply VAT as standard to all charges payable by investors irrespective of residency. Unfortunately, we are unable to vary this for non-UK investors. However, we may be able to refund you the VAT paid as standard depending on your tax residency. Please contact us if you wish to discuss this further, however we are unable to give advice. You should contact your tax adviser for advice on your individual circumstances.

### What tax documentation would I receive?

You will receive an annual consolidated tax certificate, in May of each year, showing details of each payment made in the previous tax year. This certificate summarises all the information required for those who need to include the investment on their tax return.

### Registering a Trust

Where an account is set up for the benefit of a child, this establishes a bare trust. The trustees should

## SECTION 2: Key Features

register the details of the trustee, donor and beneficial owner on the HMRC Trust Registration Service within 90 days of making the payment.

This needs to be completed separately to your application.

### Risks

Having decided that the CT Junior Investment Account is right for your saving requirements, you should understand the risks associated with the Investment Funds you place within the account. Each Investment Fund is designed to provide the investment exposure described in its investment objectives. How you decide on the suitability of an Investment Fund for you depends on your investment requirements and attitude to risk.

Investing in a Junior Investment Account means you will be exposed to the risks associated with investment in shares. The value of and income from investments is not guaranteed and can fall as well as rise due to stock market and currency movements.

You should understand that you, or the child, may not get back the full amount that was originally invested.

### What to consider when investing?

There are a number of things to consider when investing:

- You should view the investment as medium to long term. If you are in any doubt, you should seek advice
- Market movements can impact any Investment Fund regardless of how well the portfolio manager performs and you should be familiar with the specific risks associated with the Investment Fund(s) in which you are investing and prepared to take on those risks
- If you open a CT Junior Investment Account to fund a specific need, for example to pay for university fees, it may not achieve the goal if you do not maintain your contributions or if your investment does not grow sufficiently
- The base currency of Investment Fund is sterling
- Return on the investment will be affected by charges
- Consider that there may be certain restrictions on the types of investments that can be held through the CT Junior Investment Account. Details of this can be found in the Terms & Conditions at the back of this document.

The specific investment risks for each Investment Fund are described in their Key Information Document (KID), which you should read prior to deciding to invest. KIDs can be found online at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents). Please contact our Investor Services team if you would like to receive the KIDs in paper form.

You can find out more about investing and what to consider first by visiting helpful guides from the FCA ([www.fca.org.uk/investsmart/should-you-invest](http://www.fca.org.uk/investsmart/should-you-invest)) and the AIC: ([www.theaic.co.uk/your-guide-to-investment-companies/new-to-investing](http://www.theaic.co.uk/your-guide-to-investment-companies/new-to-investing)).

### What are the charges?

There are various costs associated with investing into an Investment Fund through a CT Junior Investment Account. Before you invest, you should make sure that you understand the fees and charges and how these

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can impact the overall return or value of your investment.

CT Junior Investment Account Charges		
<b>Initial charge</b>		Nil
<b>Annual charge</b>		£25 + VAT
<b>Government stamp duty (where applicable)*</b>	Purchase	0.5%
	Sales	Nil
<b>Dealing charge (per Investment Fund, being bought or sold)</b>	Postal/Telephone instruction	£12
	Online instruction	Nil
	Monthly Direct Debit savings	Nil
	Dividend re-investment	Nil

\*Government stamp duty applies to share purchases on all UK registered companies (or companies that maintain a UK register of shareholders) which includes investment trusts.

Please note that fixed transaction charges, such as the dealing charge, have greater effect proportionate to the size of the investment being made.

### How can I pay the annual charge on my CT Junior Investment Account?

The annual charge of £25+VAT is applied in two equal instalments on or around 5 April and 5 October each year. You can set up a Direct Debit to pay the charge through the online Investor Portal or by completing our Direct Debit Instruction form. You can download the form at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or ask our Investor Services team for a copy. We allow ten days for your bank to accept or reject the Direct Debit.

If you do not set up a Direct Debit to pay the annual management charge, if your bank rejects your Direct Debit or you close your account part-way through a period we take any charge first from uninvested cash in the CT Junior Investment Account and, if there is not enough cash, we sell shares of the Investment Fund with the highest number of shares (note that this may not be the shares with the highest value in the account).

### Other charges and costs

Other direct and indirect charges or costs that affect the overall return from investments include:

- **Bid/offer spread for investment trusts** – This is the difference between the buying price (offer) and

## SECTION 2: Key Features

selling price (bid) of Investment Trust shares. The spread varies according to the number of shares traded and their availability on the market.

- **Annual expenses** – The operating costs associated with running an Investment Fund, for example, the management fee paid to the investment manager or its associates, auditors' fees, directors' remuneration, transaction and promotional costs. The Investment Fund bears these costs, which are detailed in its KID published on our website [↗ www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).
- **Transaction costs** – The cost of buying and selling underlying shares in the portfolio.
- **Investment management charges** – each investment that you select will have their own cost for the management of the underlying portfolio. These charges are taken directly from the investment.
- **Adviser charges** – If you take advice from a financial adviser, they may charge you a fee for their services. Your financial adviser, if you have one, will give you details about the cost of their advice. You pay your adviser directly. We do not process payments for advice related to the CT Junior Investment Account.

### How can I apply for a CT Junior Investment Account?

To apply for a CT Junior Investment Account, complete an application form, which can be found at [↗ www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents). You can also apply for a CT Junior Investment Account online at [↗ www.ctinvest.co.uk/register](http://www.ctinvest.co.uk/register). Online access is subject to the Online Terms & Conditions.

You can return paper applications in the envelope we provide or to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

You may also apply through Columbia Threadneedle Investments' online services where the account is in your sole name and are retaining ownership of the investment.

You can make lump sum contributions to a CT Junior Investment Account by post with a cheque payable to "Columbia Threadneedle Management Limited" or through the online Investor Portal using a debit card. Investments paid by cheque incur a £12 charge per fund invested into.

You can also make monthly contributions by Direct Debit either through the online Investor Portal or by completing and returning the Direct Debit instruction on the application form. We collect Direct Debits from your bank account on or around the 1st of each month.

You should read the latest KID for each Investment Fund you select prior to investing and you should also read Pre-Sales Cost & Charges Disclosures for the CT Junior Investment Account before setting up an account and investing. You can find these on our website at [↗ www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or you can request a paper copy using the contact details on page 4 of this document.

We reserve the right to reject applications.

### What confirmation will I receive after my application?

Within five working days of receiving your application to open a CT Junior Investment Account, we will send you a welcome pack confirming that we have set up the account. You will also receive information on your right to change your mind.

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### Can I change my mind after I have applied for a CT Junior Investment Account?

You can change your mind after you apply to open a new CT Junior Investment Account. When we receive your application, we will send you formal notification of your right to cancel.

You will then have 14 days to notify us if you decide to cancel. If you decide to cancel you must complete the cancellation notice within the 14 days and send it to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, Essex, CM99 2DG.

Please note that you may not receive a full refund. This is because the refund will reflect any change in the share price between the date of the investment and the sale of the shares after we receive the cancellation notice, any dealing charges, and any stamp duty. Anti Money Laundering requirements must be met before any money can be paid out, even if the request is made within the cancellation period.

### How can I make savings contributions?

- Contributions to a CT Junior Investment Account can be made online (where the account is held in your sole name) or by completing a paper form.
- By signing up to our online Investor Portal at [www.ctinvest.co.uk/register](http://www.ctinvest.co.uk/register), you can set up a monthly Direct Debit from your bank account or make a one off payment with your debit card if the account is held in your sole name.
- You can obtain a copy of the CT Junior Investment Account top-up form from our website [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or by requesting one from our Investor Services Team using the contact details on page 4 of this document. Cheques can be deposited by sending them to us, accompanied with a completed Top-up form, at Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, Essex, CM99 2DG.

Monthly savings must be made from a sterling denominated UK bank account. This should be in your own name or in the name of at least one of the CT Junior Investment Account holders. Cheques can be drawn from a sterling denominated UK bank account This should be in your own name or in the name of at least one of the CT Junior Investment Account holders.

Payments made by someone that is not you may be acceptable but we need additional information in order to meet our requirements under Money Laundering Regulations. You can download our Third Party Donor form from our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or request it from our Investor Services team. We may require further proof of the identity of the payer (please see Confirmation of Identity section).

For monthly savings made by post, please provide proof of your bank/building society details with the application form. We will not be able to set-up the Direct Debit until bank verification has been provided. By verified we mean that we can confirm that the sort code, number and name of the account provided match those held on the bank account. Where we are unable to verify an account electronically, we must have received proof of the bank details (such as a paying in slip (normally found at the back of your cheque book), a bank statement dated within the last three months or a cancelled cheque) before or at the time of the sale instruction being received.

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### How do I amend details of a Direct Debit?

You can set up or amend the bank account details of a Direct Debit through the online Investor Portal. You can also complete the relevant top-up form to start a new Direct Debit or change your bank details by completing a new Direct Debit Instruction form. You can get these forms from our website [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or from our Investor Services team.

It can take at least two weeks between us and your bank/building society to set up or amend your instruction, and it will apply to the next possible contribution after this.

You can also change the amount you invest each month or change the Investment Funds you invest into. You can do this by completing the Change of Investment Instructions form which is available on our website [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents), or by calling our Investor Services team. Accounts held in sole name can also be amended through the online Investor Portal or by calling us on 0345 600 3030. You should read the KID for the Investment Fund into which you wish to switch. Please make sure any change reaches us at least 10 working days before the next collection date if you invest through monthly contributions, normally the 1st of each month, so we can make the change before your next contribution.

### What happens to any cash left after shares have been bought?

Only whole numbers of shares will be bought. Any cash remaining will be held in the CT Junior Investment Account. This can be included in the next online or phone deal (subject to minimum reinvestment) or used towards the payment of the Annual Charge (where this is being deducted from the account). A postal instruction can also be sent to reinvest the cash (subject to the minimum reinvestment), no dealing charge applies where only cash left from previous deals is being reinvested. If any cash remains, it will be paid when the account is closed.

### Can I switch between Investment Funds?

You can sell the shares and switch between Investment Funds within a CT Junior Investment Account by instructing us by post using our Change of Investment Instructions form (subject to the minimum investment amounts). If the account is held in your sole name, you can also instruct through the online Investor Portal or over the phone. The KID for the Investment Funds into which you wish to switch should be read before investing.

Shares are normally sold on the next business day after we receive your instruction, and we use the proceeds to purchase the new shares on the following business day.

If there is a Direct Debit contributing into the Investment Fund that has been switched out of, this will continue unless you instruct us otherwise.

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### How can I follow the progress of my CT Junior Investment Account?

To track the progress of the CT Junior Investment Account we send a full statement every February (for the period 1st July to 31st December) and August (for the period 1st January to 30th June). The full statement shows how much has been contributed to the CT Junior Investment Account during that period and the value at this date. Additional client valuations are sent out every April (for the period to 31st March) and October (for the period to 30th September) detailing the name of the Investment Funds held, number of shares held and valuation.

For more regular updates, you can:

- Register to view the account through the online Investor Portal at [www.ctinvest.co.uk/login](http://www.ctinvest.co.uk/login) or our mobile apps – just search CTUK in your app store.
- Refer to the Financial Times (published daily), which gives the daily mid-market price for each Investment Fund together with the estimated NAV (net asset value), dividend yield, and discount or premium.
- Visit our website [www.ctinvest.co.uk](http://www.ctinvest.co.uk) where we list share prices daily.

### Can the CT Junior Investment Account be managed online?

The CT Junior Investment Account can be managed through the online Investor Portal. Online access is provided subject to the Columbia Threadneedle Investments Online Service terms & conditions available at [www.ctinvest.co.uk/terms-and-conditions](http://www.ctinvest.co.uk/terms-and-conditions). Access to the mobile app is provided subject to its terms & conditions. Not all account features are available online or through the mobile app. Account with more than one Account Holder will be provided with view-only access and not all account features are available online or through the mobile app.

### Can any income from the CT Junior Investment Account be paid out?

Dividends may be automatically reinvested into your account to buy further shares. There is no dealing charge although this will incur Government stamp duty where applicable.

They can also be paid into your bank account. You will need to choose the appropriate option when you complete your application form. We are unable to act on your instruction to pay your income out to you until we have verified your bank account. By verified we mean that we can confirm that the sort code, number and name of the account provided match those held on the bank account. Where we are unable to verify an account electronically, we must have received proof of the bank details (such as a paying in slip (normally found at the back of your cheque book), a bank statement dated within the last three months or a cancelled cheque) before or at the time of the income payment request being received. For Investment Funds that pay a distribution, our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) gives information on the timing of payments.

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### How do I sell shares from my account?

You can sell shares from your account online (CT Junior Investment Accounts held in sole names only) or by contacting our Investor Services team quoting your account number and we will send you a Sale of Shares form, which you should complete and return to us. If you are a monthly saver, are only selling some of your shares, and wish to stop your Direct Debit, you must inform us of this in writing. We will continue collecting your regular payment and buy further shares unless we receive written instructions to stop collecting your Direct Debit. If you hold a plan in joint names, all investors must sign the Sale of Shares form. All investors will be required to provide an original signed instruction confirming acceptance of the transaction before the shares will be sold. For valid written instructions received by 5pm and online instructions received by 11:59pm shares will normally be sold on the next dealing day following receipt of that instruction. We must receive your instruction in writing no later than 5pm on the business day before the next dealing day. Once your shares have been sold, we will send you the details of the transactions within 5 working days and the proceeds of the sale will follow separately. Where instructions have been faxed, we will not issue the proceeds until the original signed instruction has been received. The original should be posted to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG. Any sale of shares may result in a capital gains tax liability, if you are in any doubt, you should seek advice.

### Can I make a partial withdrawal?

Yes. However, if you instruct us to sell shares from your account and this sale would leave the balance below the product minimums (see Schedule II on page 39 for details) then the remaining shares will also be sold and the proceeds paid out to you. If you also hold shares in the account in other Investment Funds that are not being sold, or if you have an active Direct Debit to continue paying into the account, then the account will remain open. If this is not the case the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in the terms and conditions.

### How will I receive the sale proceeds?

Payment of the proceeds less any charges will usually be made to the Account Holder(s) within five working days after settlement of the sale. Unless instructed otherwise, the proceeds will be sent by BACS to a verified UK Bank Account in the name of the Account Holder(s). By verified we mean we must have received proof of the bank details (such as a paying in slip (normally found at the back of your cheque book) or a cancelled cheque) before or at the time of the sale instruction being received. If we have not verified a bank account then the proceeds will be sent by cheque payable to the Account Holder(s). This will be sent by first class post to the address we have on our records.

### What if I wish to transfer the shares out of CT Junior Investment Account

You can instruct us in writing to transfer your shares to another nominee, or to issue a share certificate in your name. There is no transfer-out charge however there may be other charges payable, such as the pro rata Annual Management Charge and dealing charges, where applicable which will be deducted from the transfer amount. If the plan is set up under trust it is the responsibility of the Account Holder(s) to ensure that the money is used for the benefit of the child.

## SECTION 2: Key Features

### Can I transfer shares in my CT Junior Investment Account to another person?

You can transfer the shares into a CT General Investment Account in the name of another person by completing a Transfer of Ownership form (available at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents)). This includes transferring the shares to the child that the account was set up for when they are over 18.

In a joint plan, this instruction needs to be signed by all accountholders. The new plan will not be available until the new holder has completed the application process and their identity has been confirmed. A pro rata fee will be applied for transferring shares from existing account into new account in new person's name. The transfer of shares into another person's name may be a disposal for tax purposes and could give rise to a capital gains tax liability. It may also have inheritance tax implications. You should contact your tax adviser if you need advice on your particular circumstances.

In Scotland, as the age of legal capacity is 16 but shares can't be held by anyone under 18, shares can't be transferred until that age. The shares can, however, be encashed and the proceeds paid to the child.

### How do I sell shares from my account?

You can sell shares from your account online (CT Junior Investment Accounts held in sole names only) or by contacting our Investor Services team quoting your account number and we will send you a Sale of Shares form, which you should complete and return to us.

If you are a monthly saver, are only selling some of your shares, and wish to stop your Direct Debit, you must inform us of this in writing. We will continue collecting your regular payment and buy further shares unless we receive written instructions to stop collecting your Direct Debit.

If you hold a plan in joint names, all investors must sign the Sale of Shares form. All investors will be required to provide an original signed instruction confirming acceptance of the transaction before the shares will be sold.

For valid written instructions received by 5pm and online instructions received by 11:59pm shares will normally be sold on the next dealing day following receipt of that instruction. We must receive your instruction in writing no later than 5pm on the business day before the next dealing day. Once your shares have been sold, we will send you the details of the transactions within 5 working days and the proceeds of the sale will follow separately. Where instructions have been faxed, we will not issue the proceeds until the original signed instruction has been received. The original should be posted to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

Any sale of shares may result in a capital gains tax liability, if you are in any doubt, you should seek advice.

### Can I make a partial withdrawal?

Yes. However, if you instruct us to sell shares from your account and this sale would leave the balance below the product minimums (see Schedule II on page 39 for details) then the remaining shares will also be sold and the proceeds paid out to you. If you also hold shares in the account in other Investment Funds that are not being sold, or if you have an active Direct Debit to continue paying into the account, then the account will remain open. If this is not the case the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in the terms and conditions.

## SECTION 2: Key Features

### **How will I receive the sale proceeds?**

Payment of the proceeds less any charges will usually be made to the Account Holder(s) within five working days after settlement of the sale.

Unless instructed otherwise, the proceeds will be sent by BACS to a verified UK bank account in the name of the Account Holder(s). By verified we mean we must have received proof of the bank details (such as a paying in slip (normally found at the back of your cheque book) or a cancelled cheque) before or at the time of the sale instruction being received.

If we have not verified a bank account then the proceeds will be sent by cheque payable to the Account Holder(s). This will be sent by first class post to the address we have on our records.

### **What happens if funds are received after my account is closed?**

If we receive a payment after your account has been closed (for example a dividend declared but not yet paid at the date of closure), this will be held as cash on your account. We review accounts monthly and, where possible, arrange for payment to be made in the same way as any cash on your account at the time the account was closed. Where we are unable to (for example, where the balance is below the new plan manager's minimum or where the original cash was a subscription to a JISA), we send the payment to you.

# SECTION 2: Key Features

## FURTHER INFORMATION

### Savings Plan manager and administrator

Columbia Threadneedle Management Limited, which has its registered office at Cannon Place, 78 Cannon Street, London, EC4N 6AG, is the Savings Plan manager and provides administration services for the plans. Columbia Threadneedle Management Limited is authorised and regulated by the Financial Conduct Authority and is entered on the Financial Conduct Authority register No. 119230.

Columbia Threadneedle Management Limited has appointed SS&C Financial Services International Ltd and SS&C Financial Services Europe Ltd to provide certain administrative services on its behalf. All correspondence should be addressed to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

### Investment manager

Columbia Threadneedle (AM) Holdings PLC provides investment management services to the Investment Trusts. With the exception of the trusts listed below, the investment manager is Columbia Threadneedle Investment Business Limited, which is authorised and regulated in the UK by the Financial Conduct Authority. Investment Trusts managed by other companies are:

<b>Trust</b>	<b>Investment manager</b>
ICG Enterprise Trust	Intermediate Capital Group
UIL Limited	ICM Investment Management Limited

### Nominee

The nominee is State Street Nominees Limited, Quartermile 3, 10 Nightingale Way, Edinburgh EH3 9EG or any other suitable agent the plan manager may appoint.

### Confirmation of identity

We are obliged to check all applications received for money laundering purposes. This may involve checking your name and address, and the name and address of anyone else connected with your account (for example donors or those granted power of attorney over your affairs) electronically through a reference agency. However, we will use any information we obtain in this way only for verification of identity and not for any other purpose. In certain circumstances we may need to request additional information. If this is the case, we will write to you to request further evidence. This will not delay your investment; however, we may need this documentation before we can act on any further instructions from you about your investment or make any payments to you.

We may need to re-verify your details at a later date, for example where money laundering guidance has changed or where we have had mail returned from your registered address.

### Conflicts of interest

Some of our services could put us in a situation where our own interests or those of other client's conflict with your interests as an investor in our Savings Plans.

We are obliged to manage or prevent any conflicts so as not to conflict with the duties we owe to our plan investors. To fulfil our duty, we have procedures designed to identify, mitigate, and manage or prevent any such conflicts. These include organisational and administrative arrangements and controls designed to safeguard the interest of clients.

# SECTION 2: Key Features

## Alterations to the plan

The Columbia Threadneedle Savings Plan manager may alter the plan or cease to act as a plan manager at any time. We will give written notification in advance of any alteration and advise about the options available. Further details can be found in the terms & conditions.

## Publicity available information

As stock exchange listed companies, investment trusts are required to make announcements and publish information directly to the market and to shareholders in accordance with the Listing Regulations.

We will endeavour to make available any information that is relevant to our Columbia Threadneedle Savings Plan holders that we receive from the Investment Funds and is intended for shareholders.

## Questions and complaints

If you have any questions or complaints, or if you would like a leaflet outlining our complaints procedure, please contact the Investor Relations Manager, Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG or call 0345 601 3313 (Monday to Friday 9.00am to 5.00pm. Note that calls may be recorded or monitored for training and quality purposes).

If we do not investigate your complaint to your satisfaction, you have the right to refer it to the Financial Ombudsman Service, Exchange Tower, London E14 9SR, [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk), 0800 023 4567. Making a complaint will not prejudice your right to take legal proceedings.

## Compensation

Columbia Threadneedle Investments is covered by the Financial Services Compensation Scheme. Compensation may be entitled from the scheme if Columbia Threadneedle Investments cannot meet its obligations. Most types of investment businesses are covered for up to £85,000, but the circumstances of the claim may impact the compensation. Further information about compensation is available from the

Financial Services Compensation Scheme, FSCS PO Box 300, Mitcheldean, GL17 1DY, 0800 678 1100  
[www.fscs.org.uk](http://www.fscs.org.uk).

## Corporate activity

Where appropriate, if any of the Investment Trusts invested in is involved in a rights issue, an issue of new shares, a takeover bid, or anything similar, you will be given information to allow you to take whatever action you decide on. Unless there is a clear instruction from you, Columbia Threadneedle Investments will not act on your behalf, unless the documents relating to the specific corporate activity require Columbia Threadneedle Investments as plan manager to act.

You have the right to attend and vote at General Meetings of the Investment Trust(s) which have been invested. We will provide a form to name someone to vote on your behalf. Columbia Threadneedle Investments as plan manager may vote for shares where we have not received instructions in the same proportion as the shares for which we have received instructions.

## ADDITIONAL INFORMATION

Further information about the Investment Trusts can be found in their KID and Report and Accounts. We will make these available to you, and they are also available to download from our website, [www.ctinvest.co.uk](http://www.ctinvest.co.uk), or from our Investor Services team at 0345 600 3030.

# SECTION 3: Terms & Conditions

## Getting started

You should have read the Key Features Document (KFD) which tells you the most important things you need to know if you have or are thinking about having a CT Junior Investment Account with us.

The KFD set out all the key features, benefits, risks and costs relating to your Account and the key actions you would need to take. It is important that you have read and understood the KFD before proceeding any further.

When you open an Account, you will enter into an agreement with us. These Terms & Conditions contain most of the Terms & Conditions of our agreement with you. They provide more detail about both of our rights and responsibilities. You should read them carefully, and if you have any questions please let us know. Details of how to get in touch with us are in the box below.

### How to contact us

You can contact us using the contact details set out below:

Call: 0345 600 3030

Email: [invest@columbiathreadneedle.com](mailto:invest@columbiathreadneedle.com)

Write to us at:

Columbia Threadneedle Management Limited,  
PO Box 11114,  
Chelmsford  
CM99 2DG

There are some other documents that you should read that relate to the Investment Funds that you choose to invest in through your Account. You can find more about these documents in the 'What other Terms & Conditions apply to me' section on page 20.

There are some words and phrases which are in bold in these Terms & Conditions which have a particular meaning. The meanings are set out in the Glossary on page 41.

# SECTION 3: Terms & Conditions

## What other Terms & Conditions apply?

### Investment choices

Investments into the Account can only be made in the Permitted Investments. You should read the latest KID or KIID for each Investment Fund selected before investing. This document tells explains the important facts, benefits and risks about each investment fund to help understand if the fund could meet the investment goals.

### Costs & Charges

The Pre-Sales Cost & Charges Disclosures document should also be read. This document explains the different types of costs and charges that will apply to the investments, how they will be calculated, when they will apply and how they will be payable. It is important that the Costs & Charges Disclosures are understood and how they can affect the overall return on investment. The documents can be found on our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or a paper copy requested using the contact details on page 4.

### Online services

If you are using our Online Service, our Online Service Terms & Conditions will apply and can be found at [www.ctinvest.co.uk/terms-and-conditions](http://www.ctinvest.co.uk/terms-and-conditions). Our mobile app Terms & Conditions apply whenever you're using our mobile apps and can be found in the app.

### About Columbia Threadneedle Investments

Columbia Threadneedle Investments is the is the global brand name of the Columbia Threadneedle group of companies. Columbia Threadneedle Management Limited is authorised and regulated by the Financial Conduct Authority (FCA). The FCA's address is: Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN. Our registered company name is Columbia Threadneedle Management Limited: Firm Reference Number: 119230. Our registered office address is: Cannon Place, 78 Cannon Street, London, EC4N 6AG.

You can contact us using the contact details set out below:

Call: 0345 600 3030

Email: [invest@columbiathreadneedle.com](mailto:invest@columbiathreadneedle.com)

Write to us at:

Columbia Threadneedle Management Limited,  
PO Box 11114,  
Chelmsford,  
CM99 2DG

## SECTION 3: Terms & Conditions

### What other Terms & Conditions apply?

#### Some important general points

The CT Junior Investment Account provides a simple way to invest in a range of Investment Funds we manage. We do not:

- Give investment advice
- Recommend what to buy
- Assess whether an investment is right for the child
- Assist Account Holder(s) with tax returns

We only carry out transactions the Account Holder(s) ask/s us to make. We do not assess the suitability and appropriateness of an investment. The Account Holder(s) is/are responsible for deciding whether the transactions, and the resulting investments, are suitable and continue to be suitable. If there is any doubt whether an investment or product is suitable, seek independent financial advice from a qualified financial adviser.

We will communicate in English and all documentation provided in English. If there is any difficulty understanding this document, please let us know and we will do our best to help.

# SECTION 3: Terms & Conditions

## Eligibility

There are some important points you need to know about who is able to open an Account:

- You must be 18 or over
- We will not register more than four people on the account
- Satisfactory evidence of the Account Holder(s)' and beneficial owner's identity and anyone connected to the account will need to be provided. This includes information we need to collect in order to comply with regulatory rules.
- The CT Junior Investment Account is intended for, and on behalf of, UK residents, though we may accept at our sole discretion applications from non-UK investors. We may close or restrict accounts that, in our opinion, could require us to meet non-UK regulatory obligations.

More information of the eligibility criteria can be found in the KFD.

### US investors

Shares in the Investment Funds have not been, and will not be, registered under the United States Securities Act 1933, as amended (the US Securities Act) or the securities laws of any state. As a result, we do not:

- Offer or sell shares, directly or indirectly in the United States, its territories and possessions, and other areas subject to its jurisdiction
- Offer or sell shares to US Persons
- Accept applications to buy or contribute to shares in any Investment Fund from a person resident in, or an entity domiciled in, the United States.

Investors must notify us if they move to the United States or otherwise become a US Person. We consider investors who become residents in the United States, or who are treated as residents for US tax or regulatory purposes, to possibly be US Persons. In that case, we require them to show evidence of residence status. If we believe they are US persons, we may freeze or restrict their Account and they may be subject to the withholding and reporting requirements of the US Internal Revenue Service.

### Canadian investors

Investors must notify us if they have moved to Canada as regulatory requirements prevent us from accepting applications for the purchase or subscription of shares in any Investment Fund available through the Accounts from any person that is resident in Canada. Investors who have moved to Canada can keep existing Investments held within the Account, subject to certain restrictions.

If this applies to you, or if you need any further information about how your Account will operate after you have moved to Canada, please contact us.

# SECTION 3: Terms & Conditions

## Opening your account

### How to apply

You can apply through our online services, or in writing using the relevant application form, which can be found at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).

We register the account in the name of the applicant(s). However, once you set up the account you may designate the account to the child/name the child as the beneficial owner. Each account has a unique identification number.

If there is more than one Account Holder, the address of the first named person on the application form is also the registered address.

**Tax Reporting** – In order to fulfil our legal obligations in respect of certain tax regulations, we have to collect certain information about your tax residency. We will need you to provide a self-certification. New account application forms include tax self-certification questions. If there are any issues with the information provided, we will contact you via letter requesting further information. If an investment is made in the name of a legal entity, we will need an entity self certification to be completed and a Legal Entity Identifier (LEI) to be provided. Please contact us using the telephone number at the start of the Terms & Conditions for this form if:

- If you move abroad, a form to update your tax information will be sent to you.
- If you are not resident for tax purposes in the UK, this will include details of the tax reference number of all individual shareholders within the Account. This information may be passed on to other jurisdictions' tax authorities.

### Checking your identity

We may ask for additional information to check your identity or the identity of anyone connected to the account. If you do not give this information within a reasonable time, we may close or restrict the account. We have the right to reject applications. We will only do this in rare circumstances, and wherever possible we will try to explain why we have done this.

### Up-to-date information

You must ensure that Account information we have on record is up to date, including contact details and any changes to your circumstances that may affect your eligibility for your Account. If we don't have an up to date address for you, there is a risk that someone could intercept correspondence about your Account. To prevent this happening, if we are aware that the address we have is not up to date we may suspend your Account correspondence.

If Account information is out of date, or if we believe the information is not reliable, we may take steps to establish your whereabouts. If we do, we may deduct reasonable costs we incur in doing so from the Account.

# SECTION 3: Terms & Conditions

## Fees and charges

### The fees and charges that apply to the CT Junior Investment Account

It is important that you understand the fees and charges that apply to the Account as they may affect the value of the investment.

You agree to pay the following charges and expenses that apply to the Account:

Product	Dealing charges – when a transaction takes place. Only applicable to postal or telephone instructions	Management charge – annually and to be paid in two equal instalments on or around 5 April & 5 October
CT JIA	£12	£25

Government Stamp duty at 0.5% applies. Specific Investment Trust charges are detailed in their respective Key Information document (KID).

Registered Account Holder(s) can be added or removed from the account.

### Client classification

We classify Account Holder(s) as retail clients. This provides you with a higher level of protection under FCA Regulations. You have the right to ask us to change your categorisation to professional client or eligible counterparty, but we are not obliged to agree to any such request. Any change in your categorisation would limit the protections you are entitled to as a retail client. If you would like more information about client categorisation please contact us.

# SECTION 3: Terms & Conditions

## Making your investments

### Permitted Investments

You can invest in cash or in Investment Funds.

### Minimum and Maximum investments

The amount which can be invested needs to be within the minimum and maximum amount for the CT Junior Investment Account. Please see the following table for these limits.

Item	CT Junior Investment Account
Minimum initial – postal deals	£100 per account
Minimum top-up (digital or postal)	£100 per account
Minimum monthly DD	£25 per account
Minimum reinvestment of cash on account	£25 per account
Minimum withdrawal	Not applicable
Minimum balance at product following withdrawal	£100 or £0 if there is an active Direct Debit

### Making payments into your Account

You can pay into the Account by doing any of the following:

- Contributing a lump sum
- Setting up a regular Direct Debit to transfer funds into the Account. This can be a way of reducing the risk and impact of investing a lot of money just before any potential market drops.
- Giving us a standing instruction to reinvest dividends into additional shares of the same Investment Fund that generated the dividend

### Buying and selling shares

You can give us instructions to buy or sell shares in Investment Funds to hold in the Account. If the instruction to sell shares leaves the balance of that investment below the minimum permitted balance, we sell the remaining shares of that investment.

# SECTION 3: Terms & Conditions

## Making your investments

### Exercise of shareholder rights

We will pass along to you shareholder communications we receive from Investment Funds. We notify when we receive interim and annual announcements, annual reports and accounts, and notices of annual general meetings.

We try to forward or notify promptly about circulars and offer documents concerning investments held in the Account. We will make reasonable arrangements to enable you to exercise rights attaching to the shares, such as votes to take up or decline entitlements.

We will not exercise rights on you without instructions to do so and we will not be responsible if no instructions are given. It is important that the information we send on about the investments held is read, and consideration given and let us know if you would like to exercise your shareholder rights.

When there is a shareholder vote, we will send the details and ask how you would like the Custodian to vote on your behalf. The Custodian collates the responses received and votes in proportion with the responses received.

For example, votes are received for 25% of shares held in the Savings Plan and they are all votes in favour, the Custodian will vote that all Account Holder(s) voted in favour. Investment instructions are subject to our acceptance.

When we send notifications about a shareholder resolution that the Registered Contact is entitled to vote on, the notification will specify that you can instruct us not to include the shares in the account in a scale up.

### Giving us your instructions

We will promptly execute your instructions when accepted.

For instructions relating to investments in Investment Trusts, we have in place an order execution policy to ensure we take all sufficient steps to get the best possible result when we submit orders for execution. We combine instructions from clients to deal in these shares and place them with a broker dealing on the London Stock Exchange on the first available Dealing Day after we accept them. In combining your order with those of other clients it is possible that the effect of aggregation may work to your disadvantage for a particular order but we only combine orders where overall this is unlikely to disadvantage our clients. We meet our regulatory duties by placing the order with the broker who is required to execute the trade at the best price available for the size of the order and the availability of shares in the market and we have in place a programme of pre and post trade monitoring to ensure our duties are met. Further information is available on request about the brokers we choose to provide execution services.

We do not provide a market dealing facility for individual buy and sell instructions in the shares of Investment Trusts.

We publish details annually of our top brokers and the execution results we achieve.

Investment instructions must be given either:

- Through our online services, before 11:59pm in order to be processed for the next dealing day.
- By post and received by 5pm in order to be processed for the next dealing day, using a signed standard form. The form required depends on the type of instruction. Forms are available to download from our website, [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents), or can be requested from our Investor Services team using the contact details listed at the start of the Terms & Conditions.

## SECTION 3: Terms & Conditions

# Making your investments

If an investment instruction is not given online, our standard forms contain the information we need to carry out the instruction. The Registered Contact should make sure that all information requested on the form is provided in full.

We charge £12 per investment per Fund for processing any investment instruction given us by post or phone. Investment instructions given online are processed without charge.

Due to regulatory requirements, we regret that we are not able to accept investment instructions that are not submitted using our on-line service or by post using the relevant standard form.

### Transactions in shares

We may carry out transactions in the shares of Investment Trusts with, or using, someone we select, including an affiliate. They may be entitled to charge and retain benefits for their services. If we believe it is in your best interest, we may buy or sell shares directly from or to the relevant Investment Trust. Although we deal in whole shares, should there be any fractional share differences this will be paid off to charity.

### Accepting your instructions

Investment instructions are subject to our acceptance and we have the right to reject instructions. An instruction may be rejected for a number of reasons, such as unclear instructions or missing tax information for the account. If this is the case, we will write to you to let you know. Once we accept investment instructions you may not withdraw them. You will receive a contract note, sent on the day the deal is placed, informing you the instruction has taken place.

If the purchase is part of a switch (you can read more about switching on the next page), we normally accept the purchase instruction once we confirm how much money came from the sale.

Once we have accepted your investment instructions, we will process them on the first available Dealing Day.

We do not provide a market dealing facility for individual buy and sell instructions in the shares of Investment Trusts.

Instead we combine your investment instructions with the instructions of other investors. We then carry the combined order out for Investment Trusts on the next available Dealing Day by placing orders with a broker dealing on the London Stock Exchange. This means the price obtained may be more or less favourable than if the order was carried out individually.

We have in place an order execution policy to ensure we take all sufficient steps to get the best possible result for you when we transmit your orders to a broker for execution, and we have a programme of pre and post trade monitoring to ensure our duties are met. We publish details annually of our top brokers and the execution results we achieve.

There may be events outside of our control which prevent us from executing the instruction. The section in the Terms & Conditions called 'Events outside our control' provides the scenarios when this may happen.

### Accuracy of instructions

We rely on the accuracy of the information provided in instructions. If we reasonably believe that instructions are incomplete or unclear, we may, delay implementing those instructions while we ask questions to clarify information provided. In some cases we may need to reject instructions, if we are unable to get the necessary clarification. To avoid unnecessary delay, please give us investment instructions or change your standing instructions online, or by using our standard forms.

## SECTION 3: Terms & Conditions

# Making your investments

### 'Switching' investments

A "switch" instruction is an order to sell shares and invest the proceeds in another Investment Fund. We process the sale instruction first, followed by the buy instruction on the following Business Day.

If you no longer wish to invest in the Investment Fund being sold, the monthly Direct Debit will need to be cancelled.

### Providing us with funds to purchase shares

The Registered Contact for the account is responsible for providing us with funds to purchase investments for the Account. We only accept payments made in sterling.

If funds are sent by cheque for a purchase and the cheque does not clear, we will cancel the purchase in full. We will let you know as soon as possible if that happens. If a cheque is sent to replace one that did not clear, the date of contribution is the date we accept the replacement cheque.

When investing by regular Direct Debit, we usually collect contributions from the bank account on, or around, the first of the month. We invest the contribution six Business Days from the date of collection.

Direct Debit investment instructions are converted to a percentage and there may be a small difference in value invested due to rounding.

### Allocating shares purchased

If regular investments are made in an Investment Fund by Direct Debit (or if dividends are being reinvested back into the Investment Fund that paid them), we will combine your trade with trades for other customers.

Once the combined trade has taken place, we will allocate the shares that are due to you fairly. We carry out trades that invest Direct Debit contributions or reinvest dividends on a combined basis, not account-by-account. We allocate the results of trades in Investment Trust shares placed with a broker fairly, based on the combined investment instructions we receive from you.

### Sending you money when we sell shares

We will pay you the proceeds of a sale instruction once the trade has been settled. Unless instructed otherwise, proceeds will be sent by BACS to a verified UK Bank Account in the name of one of the Account Holder(s). By verified we mean we can confirm that the sort code, number and name of the account provided match those held on the bank account. Where we are unable to verify an account electronically, we must have received proof of the bank details. This could be a paying in slip (normally found at the back of your cheque book), a bank statement dated within the last three months or a cancelled cheque. A cancelled cheque is sometimes referred to as a spoilt cheque or a voided cheque. If we have not been able to verify a bank account, we will send a cheque by post payable to you for the proceeds of the sale. We will send the cheque to your address. If there is more than one Account Holder, the cheque will be made payable to all Account Holders and sent to the first named Account Holder, unless all Account Holders have agreed and notified us of an alternative named Account Holder. You bear the risk associated with posting the cheque. If the cheque is lost in the post, you can contact us on the telephone number at the start of this document to inform us that it has not been received by you. We will cancel the cheque and re-issue another for you. We normally send the proceeds of sale six Business Days after the trade took place. Unfortunately we cannot promise that we will send the proceeds any earlier than this, so if you require sale proceeds by a particular time or for a particular purpose, please ensure you give us your instructions in good time.

# SECTION 3: Terms & Conditions

## Making your investments

### Confirmation of Your Investments and Valuations Confirming transactions

We issue transaction confirmations for purchases and sales of shares, but do not issue confirmations for:

- Regular investments you make by Direct Debit
- Reinvesting dividends in the Investment Fund that paid them
- The sale of investments to settle administration and dealing charges owed to us.

### Statements and valuations

To track the progress of the investments we send a full statement every February (for the period 1st July to 31st December) and August (for the period 1st January to 30th June). The full statement shows how much has been contributed during that period and the value at this date. Additional client valuations are sent out every April (for the period to 31st March) and October (for the period to 30th September) detailing the name of the Investment Funds held, nominal holding and valuation.

Additional statements can be requested at any time, but we may charge a fee for them to cover our reasonable costs of administration. If the online services are used, copies of statements and transaction history are available any time. For older accounts it may not be possible to provide statements from when the account was first opened.

We will also send an annual post-sale cost and charges disclosure statement. We'll send this along with our full statement in February each year. This sets out all the costs and charges incurred during the preceding year on the Account. It also encloses an illustration showing how the costs and charges which apply to the Account affect the investment returns.

### Income from investments

If shares are held in an Investment Trust and it pays a distribution (such as a dividend), the money will be reinvested the Investment Trust.

We will reinvest all distributions (i.e. use them to purchase more shares of the same type in the Investment Trust that paid the distribution) unless you instruct us not to and provided the investment remains a Permitted Investment Income will not be reinvested if:

- You instruct us not to reinvest
- If reinvestment is not allowed because the distribution comes from an investment that is not an Investment Trust
- The Investment Trust ceases to be a Permitted Investment

If there is a remaining cash balance it will be held as cash on the account until you provide a further Instruction. This might happen if the reinvestment does not equal the cost to buy a whole share.

For example, the reinvestment is £100 and a whole share costs £7. Fourteen whole shares would be bought (£7 x 14 = £98) and £2 would be remain as cash in the account.

Where you ask for income to be paid out to you, the money will be paid directly to a verified bank account. In the case of historic agreements or where a payment to the verified bank cannot be made, we will pay the money by cheque. Cheques are sent monthly to the registered address and are normally made payable to all Account Holder(s), unless all Account Holders have agreed and notified us of an alternative person. Payments by cheque are subject to a minimum payment of £100, any amounts less than this are kept on

## SECTION 3: Terms & Conditions

# Making your investments

your account until the minimum has been met

### When we deduct charges from your Account

We deduct transaction charges, from the Account as soon as a transaction is processed. Our transaction charges include all third party charges, dealing charges and administration charges.

We apply our annual management charges to the Account on or around 5 April and 5 October. If the Account is closed partway through a year we apply the charges at the time the Account is closed.

### How we deduct charges from your Account

We collect charges first from uninvested cash in the Account. If there is not enough cash, we sell shares of the Investment Fund with the highest number of shares (please note that the shares we sell may not be the shares with the highest value).

Alternatively, we can be instructed to collect the annual management charge by Direct Debit. Account charges can be paid by Direct Debit and set up online, or a Direct Debit Form can be completed, which can be downloaded from [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents), or ask our Investor Services team on 0345 600 3030.

When using Direct Debit to pay the charges, we allow 10 days to ensure the bank has not rejected the payment. If the bank rejects a Direct Debit payment, we will write to the Registered Contact to let them know the Direct Debit payment has not been collected. If the payment collection is not resolved, we will write to again to notify that we will collect unpaid charges first from uninvested cash and then by selling shares as explained above.

All charges may be altered in accordance with the Terms & Conditions. In addition to the above charges, there are operating costs associated with running an Investment Fund that affect the overall return from the investments, for example, the management fee paid to the investment manager or its associates, auditors' fees, directors' remuneration, transaction and promotional costs. The Investment Fund bears these costs, which are detailed in the KIDs for each individual Investment Fund in addition to the post-sales cost disclosure – these are published on our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).

Dealing charges apply to purchases or sales requested by post except purchases made from the reinvestment of dividends or cash held in the account, regular monthly Direct Debits or sales to meet charges.

### Sale of investments

We may sell all or part of your investments and use the proceeds to set off any liability you have to us for charges and expenses set out in the Terms & Conditions. We may apply a set off to account administration charges, and other charges agreed to by the Registered Contact.

# SECTION 3: Terms & Conditions

## Client assets and client money

### Client money

In order to protect your money, we hold all client money in a client money bank account at a bank that we select. The client money bank account includes money belonging to multiple Account Holder(s). This bank account is separate from our own money.

We pay no interest on cash balances held in Accounts.

### How we hold your shares

In order to protect your investment assets, shares we hold for you are held by an independent sub-custodian. They are held separately from our assets, and separately from our non-Savings Plan clients' assets.

### Who is involved in providing your plan

Plan Manager: Columbia Threadneedle Management Limited also Approved ISA manager Columbia Threadneedle Management Limited.

Administrator: SS&C Financial Services International Ltd and  
SS&C Financial Services Europe Ltd

Custodian: State Street Bank and Trust Company

Bank: HSBC Bank plc

The shares are registered in the name of the sub-custodian's nominee so it is clear they do not belong to the sub-custodian. Share certificates are held as we may direct. You will remain the beneficial owner of the shares. This means you will be the owner of the shares even where they are registered in another name.

We do not lend your shares to third parties or use them as security for loans.

Shares belonging to a number of Account Holders are registered collectively and may not be separately identifiable. However, we will keep a separate record of your individual entitlement.

If we, our delegates, or the sub-custodian become insolvent, any shortfall may be proportionately shared among Account Holders whose shares are registered in this way.

We select the bank that provides the client money bank account and the independent sub-custodian. You agree that if you owe any money in respect of charges for custody services, the sub-custodian may retain any money and/or shares in your Account (or to sell or use any of those shares) in order to pay off the debt. The sub-custodian may only use this right if we do not pay any liabilities owing on your Account such as service fees.

We may change sub-custodians or banks without notifying you, but we will always use reasonable skill and care when doing this. You can find information about the current bank and sub-custodian in Schedule II. The measures we take to protect your assets and money are in addition to any right you may have to seek compensation under the Financial Services Compensation Scheme. Please refer to the section "Compensation from the Financial Services Compensation Scheme (FSCS)" on page 37.

# SECTION 3: Terms & Conditions

## Your responsibilities

### Execution-only (we do not give investment advice)

The Registered Contact is responsible for all investment decisions. We will process the instructions on an “execution only” basis, which means that we will carry out the instructions but will not give investment advice, recommend investments or consider whether the investments chosen are appropriate.

If there is any doubt about the investment choices, advice from a financial adviser should be sought.

Before investing the latest KID for the Investment Fund(s) should be read. They can be found on our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents) or we can provide a paper copy on request.

### What happens if something goes wrong

We make every effort to ensure we accurately execute transactions according to your instructions and conduct checks to minimise and improve our processes. Rarely mistakes can happen, please check transaction reports and statements carefully and contact our Investor Services team if you have any questions, or if you notice anything that looks unusual such as changes to Account information if a change hasn't been requested or if expected transaction reports, statements, sale proceeds, or dividend payments are not received within normal timescales.

If we make a dealing error when carrying out an investment instruction, and you suffer a loss from market movements, we will only compensate for:

- losses that occur between our making the error and when the error is corrected; or
- losses that occur between our making the error and three months after posting the transaction report (or three months from the date of the statement that first shows the transaction) whichever is earlier.

This means that your ability to recover losses if we make a mistake may be limited if you do not check your transaction report or periodic statement within this three month period. We are not liable for any other costs or expenses other than the loss from the movement in the market resulting from our dealing error.

### Events outside of our control

There may be times when we cannot carry out a transaction or service related to the Account due to circumstances that are outside of our reasonable control. This includes:

- acts of God
- changes to laws or regulations
- acts of terrorism
- unforeseeable market conditions affecting executing or settling transactions for an Account
- strikes or industrial actions
- failure of power supplies or equipment
- epidemics or pandemics.

We will, though, always comply with FCA Regulations and we will try to reinstate the service as soon as we reasonably can.

# SECTION 3: Terms & Conditions

## Your responsibilities

### Liability

We will not be liable:

- If we do not act on instructions for any reason we have explained in these Terms & Conditions
- Where we are unable to fulfil our obligations either because:
  - (i) something happened that was beyond our reasonable control (for example a problem with the post results in us not receiving an instruction, or we receive it too late to act on it, or one of the situations mentioned in the section above called "Events outside of our control", or
  - (ii) we would break the law or not meet regulatory requirements if we complied with the instruction.

Provided we have complied with our obligations under these Terms & Conditions and have not acted fraudulently or negligently, we are not liable for any loss or damage suffered by you directly or indirectly because of carrying out the instructions in the way the Registered Contact asked us to, or because of how we have operated the Account.

We are liable for loss caused by our breaching the Terms & Conditions or us acting negligently, if the loss is a direct and natural result of a breach in the usual course of things or is a foreseeable consequence of our breach. A loss is foreseeable if both of us could have contemplated it when we entered into an agreement governed by these Terms & Conditions. We are not responsible for losses that occur because of us breaching the Terms & Conditions or acting negligently if that consequence was not a direct and natural result of our breach or otherwise foreseeable by both of us. An example of this kind of loss is a loss of profit or loss of investment opportunity. The restrictions on our liability set above do not apply in circumstances where loss is suffered because of us acting fraudulently.

### Information on Data Protection

We are regulated under UK data protection law as data controllers and are responsible for the proper processing of any personal information held in connection with your Account. We will process information about you in line with our online privacy policy at [www.ctinvest.co.uk/privacy](http://www.ctinvest.co.uk/privacy). This privacy policy also contains full details about the types of information we collect, what we use this information for, and your related rights.

### Cookies

We use cookies and certain forms of tracking techniques on our website. We detail how we use these in our privacy policy. Our cookie information tells our website visitors about which cookies our website uses, what types of data they collect, and for what purposes. Cookies can store information about how visitors use our website.

Should you have any questions about our privacy policy notice or information we hold about you, contact information can be found at [www.ctinvest.co.uk/privacy](http://www.ctinvest.co.uk/privacy).

If your questions remain unresolved after speaking to a representative of Columbia Threadneedle Investments, please contact the Data Protection Officer at:

Columbia Threadneedle Investments  
Data Protection Officer  
Cannon Place  
78 Cannon Street  
London EC4N 6AG

[DPO@columbiathreadneedle.com](mailto:DPO@columbiathreadneedle.com)

# SECTION 3: Terms & Conditions

## Your responsibilities

### 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 at any time you would like to opt out of further marketing communications, please let us know by emailing us at [preferences@columbiathreadneedle.com](mailto:preferences@columbiathreadneedle.com).

### Death of an Account Holder

When an Account Holder dies, the deceased's personal representatives or the surviving Account Holders must notify us as soon as practical, our Bereavement Guide explains the steps to notify us and can be found at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents). In the case of jointly held Accounts, we will re-register the Account in the names of the surviving holders when we receive acceptable evidence of the death. When an Account is held by a single person and they die, we require evidence of the authority of the deceased's personal representative in order to sell or transfer investments held in the Account.

### Conflicts of interest

We have a conflicts policy in place which is designed to identify, prevent and/or manage conflicts of interest. We will take all appropriate steps to limit the risk of damage to your interests. In some instances, the measures we have in place will not be enough to remove the risk altogether. Regulations require us to disclose these situations. There are some situations which you should know about which might mean there is a conflict of interests. We may:

Act in the same transaction as agent for both you and the party you are buying from or selling to, act in the same transaction (or series of transactions) as agent for more than one client collectively, or receive payment for managing or advising an Investment Fund.

In managing the Columbia Threadneedle Savings Plans we, and parties working on our behalf, may receive information that is privileged or confidential. If this happens, we do not have a duty to use (or try to use) this information on your behalf.

Further details of our conflicts of interest policy are available on request by writing to us at our address set out below or on our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).

Write to us at:  
Columbia Threadneedle Management Limited,  
PO Box 11114,  
Chelmsford  
CM99 2DG

### Changes to these Terms & Conditions

We may amend these Terms & Conditions (including their schedules) to comply with changes to the law or

# SECTION 3: Terms & Conditions

## Your responsibilities

FCA Regulations, or as a result of decisions by the Financial Ombudsman Service.

We may also make changes to these Terms & Conditions (including changing the amount or type of charges you need to pay) where we have a valid reason to do so. A "valid reason" is a change:

- Which is designed to improve the efficiency, timeliness, or accuracy of our Service
- To make our processes more secure, to adopt new technology or make our communications easier to understand; which we need to make because there has been a change in service our third party providers are providing us with, or because we are switching third party providers; and/or to reflect reasonable cost increases or reductions associated with our providing services to you (for example, because our costs have changed due to a change in law or regulation, or because the amount we are charged by third parties has changed).

We will give at least 28 calendar days' notice of any significant changes.

### If you are not happy with a change

If you do not accept the changes we wish to make, you have the right to transfer your Account to another plan provider or close your Account in accordance with these Terms & Conditions. There will be no charge for doing this.

If we stop offering your Account, or if an Investment Fund no longer qualifies as a Permitted Investment, we will let you know and explain what your options are. If you transfer your Account to another provider, there may be charges for doing this under the terms of your new Account.

### Research

We will only receive investment research to support management of the Investment Funds that we purchase at our own cost.

### Delegation

We may use the services of third parties, and may delegate our powers and responsibilities under these Terms & Conditions to others. If we do this, we will make sure that anyone we delegate to is competent to carry out those functions. We are still responsible to you for any functions we outsource or delegate.

### Notices

We send notices by first class post to the registered address on the Account. We will assume that post has been received two Business Days after the date we posted it.

### Communicating with us

As required under FCA Regulations, we will record our communications with you including telephone calls and e-mails. A copy of these recordings is available on request, for a period of five years from the date of the relevant recording. We may be required to keep the recording for up to seven years if the FCA requests us to.

## SECTION 3: Terms & Conditions

### Your responsibilities

#### **Compensation from the Financial Services Compensation Scheme (FSCS)**

The FSCS helps to protect customers of financial services firms that are unable to meet their financial obligations or claims made against them. Most types of investments are protected up to £85,000 per investment, per individual, so long as the investment itself is authorised by the FCA. Please note that it is not an insurance policy against poor investment performance.

We are covered by the FSCS. This means that if you meet the eligibility criteria you may be entitled to compensation from the FSCS if we cannot meet our financial obligations (for example, if we are declared insolvent and you incur a financial loss because we are unable to return your investments, you can make a claim via the FSCS). Whether you qualify for compensation depends on some eligibility criteria that you must meet.

For further information about the FSCS (including the current limits, amounts covered and eligibility to claim), please contact the Financial Services Compensation Scheme, FSCS PO Box 300, Mitcheldean, GL17 1DY, 0800 678 1100 or visit the FSCS website at [www.fscs.org.uk](http://www.fscs.org.uk).

#### **Complaints, solving disagreements, court proceedings and applicable law**

We try to solve any complaints or disagreements quickly and efficiently. If you are not happy with the way we deal with any complaint or disagreement you have the right to refer it to the Financial Ombudsman Service, Exchange Tower, London E14 9SR, [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk) 0800 023 4567. Making a complaint will not prejudice your right to take legal proceedings.

These terms and conditions are governed by the laws of England.

# SECTION 3: Terms & Conditions

## Schedule I

### Permitted Investments

The table below shows the investment funds available for the CT Junior Investment Account. You can find more information on each fund in its KID, which can be found at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).

Investment	CT Junior Investment Account
European Asset Trust PLC (ordinary shares)	Yes
CT UK Capital & Income Investment Trust (ordinary shares)	Yes
The Global Smaller Companies Trust (ordinary shares)	Yes
CT Global Managed Portfolio Trust (growth shares)	Yes
CT Global Managed Portfolio Trust (income shares)	Yes
CT Private Equity Trust (ordinary shares)	Yes
F&C Investment Trust (ordinary shares)	Yes
CT UK High Income Trust (ordinary shares)	Yes
CT UK High Income Trust (B shares)	Yes
TR Property Investment Trust (ordinary shares)	Yes
ICG Enterprise Trust (ordinary shares)	Existing investors only*

\*Existing investors in these funds/trusts can continue to hold shares or invest more money into them.

# SECTION 3: Terms & Conditions

## Schedule II

### Timing of payments, Direct Debit contributions and interest

Investment	CT Junior Investment Account
Contributions by Direct Debit	Monthly on 1st month or next available business day
Interest on Cash	Nil
Dividend paid by Cheque	N/A
Dividend paid direct to bank/building society	N/A

### Timing of our communications

Item	CT Junior Investment Account
Periodic Statement dates	31 March, 30 June, 30 September and 31 December

All charges may be altered in accordance with the Terms & Conditions. In addition to the above charges, there are operating costs associated with running an Investment Fund that affect the overall return from the investments, for example, the management fee paid to the investment manager or its associates, auditors' fees, directors' remuneration, transaction and promotional costs. The Investment Fund bears these costs, which are detailed in the KIDs for each individual Investment Fund in addition to the post-sales cost disclosure – these are published on our website at [www.ctinvest.co.uk/documents](http://www.ctinvest.co.uk/documents).

### Who is involved in providing your plan

Plan Manager: Columbia Threadneedle Management Limited  
Administrator: SS&C Financial Services International Ltd and SS&C Financial Services Europe Ltd  
Custodian: State Street Bank and Trust Company  
Bank: HSBC Bank plc

# SECTION 3: Terms & Conditions

## Schedule II

The table below contains the list of brokers we use for each investment you can hold within your account.

SEDOL stands for Stock Exchange Daily Official List and is a seven character identification code assigned to securities that trade on the London Stock Exchange and various smaller exchanges in the United Kingdom.

SEDOL	Trust	Broker dealing
BHJVQ59	European Assets Trust PLC (ordinary shares)	Panmure Gordon (UK) Limited
0346328	CT UK Capital and Income Investment Trust plc (ordinary shares)	Genkos
BKLXD97	The Global Smaller Companies Trust (ordinary shares)	Stifel Nicolaus Europe limited
B2PP252	CT Global Managed Portfolio Trust (growth shares)	Winterflood
B2PP3J3	CT Global Managed Portfolio Trust (income shares)	Winterflood
3073827	CT Private Equity Trust (ordinary shares)	Nplus1 Singer Capital Markets limited
0346607	F&C Investment Trust PLC ordinary 25p	JP Morgan Cazenove
B1N4G29	CT UK High Income Trust (ordinary shares)	Panmure Gordon (UKU) Limited
B1N4H59	CT UK High Income Trust (B shares)	Panmure Gordon (UKU) Limited
0906409	TR Property Investment Trust (ordinary shares)	Panmure Gordon (UKU) Limited
0329200	ICG Enterprise Trust (ordinary shares)	Numis Securities Limited

# Glossary

## Definitions

**Account Holder** – a person (or persons) we register as the owner of the account (in this document, you or yours)

**Columbia Threadneedle Management Limited or Columbia Threadneedle Investments** – manager of the Columbia Threadneedle Savings Plans

**Columbia Threadneedle Savings Plan** – a CT General Investment Account, CT ISA, CT Lifetime ISA, CT JISA, CT Junior Investment Account and CT CTF

**Business Day** – any weekday that banks are open in London (Saturdays, Sundays, and public holidays are not Business Days)

**Dealing Day** – any Business Day when the London Stock Exchange is open for business

**Distribution** – a payment made by an Investment Fund e.g. dividend, capital distribution or property income distribution (PID)

**FCA** – the Financial Conduct Authority (or any successor body)

**FCA Regulations** – the rules of the FCA as may be in force

**FOS** – the Financial Ombudsman Service (or successor body)

**HMRC** – Her Majesty's Revenue & Customs

**Investment Fund** – These are the investments that we offer and that you can hold in your Account. All of the Investment Funds are managed by our affiliate companies, Columbia Threadneedle Investment Business Limited or Columbia Threadneedle Fund Management Limited

**Investment Trust** – an investment company (including UK- authorised Investment Trusts, UK investment companies, and overseas investment companies) listed on the London Stock Exchange and allowed as a Permitted Investment

**KID** – the latest Key Information Document or Key Investor Information Document (KIID) for each Investment Fund. We will provide you with the KID for each Investment Fund you are considering before you make any decision to invest

**Permitted Investments** – the investment funds allowed under the Regulations and made available for investment in an Account. You can find a list of Permitted Investments in schedule 1

**Post-Sales Cost & Charges Disclosure** – Disclosure of all actual and implied costs and charges incurred by the Investment Fund over the previous year. An implied cost refers to a cost which is not monetary, such as the time and effort something has cost

**Pre-Sales Cost & Charges Disclosure** – Disclosure of all costs and charges anticipated to be incurred by the Investment Fund over the following year

**Regulations** – FCA Regulations and ISA Regulations as the context requires

**Savings Plans** – a group of accounts that enables investment in shares of investment funds with common terms identified by a plan or product title

**Terms & Conditions** – the Terms & Conditions set out in this document and in the application form

**We, us or our** – Columbia Threadneedle Management Limited. We are the manager of your Account, and the firm which provides services to you under these Terms & Conditions. We also go by the trading name of Columbia Threadneedle Investments

**You or your** – the person (or persons or entity) we register as the owner of the account.

To find out more, visit [ctinvest.co.uk](https://ctinvest.co.uk)

