



KEY FACTS DOCUMENT  
EFFECTIVE DATE: AUGUST 2023



# COLUMBIA THREADNEEDLE INVESTMENTS KEY FEATURES AND TERMS & CONDITIONS OF THE CT GENERAL INVESTMENT ACCOUNT, CT INDIVIDUAL SAVINGS ACCOUNT AND CT LIFETIME INDIVIDUAL SAVINGS ACCOUNT

The Financial Conduct Authority is the independent financial conduct regulator. It requires us, Columbia Threadneedle Management Limited, to give you this important information to help you decide whether the CT General Investment Account, CT Individual Savings Account and CT Lifetime Individual Savings Account is right for you. You should read this document carefully so that you understand what you invest in, and then keep it safe for future reference.

[CTINVEST.CO.UK](https://www.ctinvest.co.uk)

# INTRODUCTION

The CT Individual Savings Account (CT ISA), CT Lifetime Individual Savings Account (CT LISA) and CT General Investment Account (CT GIA) are savings plans which provide a flexible way for you to save. They enable you to invest in a range of Investment Funds that Columbia Threadneedle Investments manages.

A CT ISA, CT LISA or CT GIA can play a valuable role in financial planning for your future. A CT ISA, CT LISA or CT GIA gives you the opportunity to invest in Investment Funds with the aim of increasing the value of your investment.

This document contains important information about, and is the contract for, the CT ISA, CT LISA and CT GIA. There are two sections:

- Key Features
- Terms & Conditions (General, CT Individual Savings Account and CT Lifetime Individual Savings Account)

These will help you decide whether investing in a CT ISA, CT LISA or CT GIA is right for you. Read this document carefully to fully understand the investment you are about to make and the terms you are about to agree to.

If you have questions, please call our Investor Services team on 0800 136 420. Lines are open Monday to Friday from 8:30am to 5:30pm. 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 [ctinvest.co.uk](http://ctinvest.co.uk).

Our Investor Services team cannot advise on the suitability of investing in our plans or on how to make investment selections within these plans. If you are in any doubt about your investment choices, you should contact a financial adviser.

As we cannot advise you and provide our services on an "execution only" basis, we are not required to assess the suitability of our plans and our Investment Funds for you. As we have assessed our Investment Funds as non-complex investments, we are not required to consider whether they are appropriate for you. This means you are not protected under FCA rules on assessing suitability or appropriateness.

Terms that are capitalised in this document are defined terms. You can find the definitions in the Terms and Conditions.

# SECTION 01 KEY FEATURES

## THE AIMS OF THE CT ISA, CT LISA , CT GIA ACCOUNT AND THE INVESTMENT OPTIONS

- These Savings Plans give you the opportunity to invest in the shares of the Investment Funds that Columbia Threadneedle Investments manages
- The Columbia Threadneedle Investments range of Investment Funds aims to provide investors with income, capital growth, or a combination of both
- CT ISA and CT LISA provide the opportunity to invest in our Investment Funds in a tax-efficient manner

Please read the latest Key Information Document ("KID") for the Investment Trusts and Pre-Sales Cost & Charges Disclosure for the plan before deciding to invest; these can be found at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents). Please contact us if you wish to receive the regulatory disclosures in paper form. To view daily updated share prices and performance information on our Investment Trusts, visit our website [ctinvest.co.uk](http://ctinvest.co.uk). You can also look at monthly factsheets and the latest Report and Accounts for each Investment Trust.

### **US/Canadian investors**

We are not able to accept applications for a Columbia Threadneedle Investments Savings Plan from investors located in the US or Canada.

If you move to the US or Canada after opening your plan, restrictions may apply.

## YOUR INVESTMENT

Through a Columbia Threadneedle Investments Savings Plan you can invest in as few or as many Investment Funds offered as you choose, subject to the minimum/maximum investment levels set out in the table below. You can also invest in a CT ISA by transferring an existing ISA(s) from another manager.

| Fund Name | Minimum lump sum | Minimum monthly saving | Maximum lump sum (2023/24 tax year) |
|-----------|------------------|------------------------|-------------------------------------|
| CT GIA    | £100             | £25                    | N/A                                 |
| CT ISA    | £100             | £25                    | £20,000                             |
| CT LISA   | £100             | £25                    | £4,000                              |

You can buy and sell shares in the Savings Funds offered in the Columbia Threadneedle Savings Plans on any Business Day. We will carry out postal requests we receive by 5pm (online requests by 11:59pm) on the next business day.

You can start, stop, or change your monthly contributions or make a lump sum contribution.

You should view your investment as long term but you may close your plan and sell your shares at any time. Any sale of shares may result in a capital gains tax liability in the case of a CT GIA, or a withdrawal charge in the case of a CT LISA. If you are in any doubt, you should seek advice.

## RISKS

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. As an investor 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 you due to stock market and currency movements. You should understand that you may not get back the full amount that you originally invested. You should also be aware that 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. You should also note that the base currency of Investment Fund is sterling and the return on your investment will be affected by charges. If you are in any doubt as to the suitability of an Investment Fund for your investment needs, please consult a financial adviser. We do not provide investment advice based on individual circumstances. The specific investment risks for each Investment Fund are described in their KID, which you should read prior to deciding to invest.

You should view your investment as long term but you may close your plan and sell your shares at any time. Any sale of shares may result in a capital gains tax liability in the case of a CT GIA, or a withdrawal charge in the case of a CT LISA. If you are in any doubt, you should seek advice.

### General risks applicable to Investment Funds

**Derivatives** – Certain Investment Funds may use derivatives for the purposes of efficient portfolio management (EPM) unless the fund is stated to be able to use derivatives for investment purposes. EPM restricts the use of derivatives to the reduction of risk, the reduction of cost and the generation of additional capital or income within an acceptably low level of risk. EPM transactions must be economically appropriate and the exposure fully covered.

**Charges taken from capital** – Certain Investment Funds prioritise generating income over capital growth. These Investment Funds may deduct part or all of their management charge from capital. This increases the amount of income available at the expense of capital growth.

Investment Funds may also deduct charges and expenses from capital, if they have not earned enough income to cover these charges and expenses. This will reduce capital and limit its growth.

**Liquidity** – Investment Funds may invest in smaller companies. Shares in smaller companies are generally traded less frequently than those in larger companies. This means both buying and selling shares in smaller companies may be difficult, and individual share prices may be subject to short-term price swings.

**Price volatility** – In certain circumstances, for example extreme market volatility, shares in an Investment Fund could be suspended from dealing without us notifying you in advance. You would not be able to purchase or sell these shares until the suspension is lifted.

### Risks relating to Investment Trusts

**Gearing** – Investment Trusts can borrow money to make additional investments. This is known as “gearing” and is intended to boost your return on investment. However, it can also increase risk. Gearing tends to have a positive effect on the value of the trusts in a rising market, and an unfavourable effect in a falling market.

**Premiums and discounts** – As Investment Trust shares are publicly traded on the London Stock Exchange, their price is determined by market factors, such as supply and demand between buyers and sellers. The price will not necessarily accurately reflect the underlying value of the Investment Trust's portfolio of investments (its “Net Asset Value” or NAV).

The share price of an Investment Trust may be either higher than the NAV — in other words, they are traded at a premium, or lower than the NAV — in other words, they are traded at a discount. Discounts and premiums vary constantly. Buying shares at a discount could be seen as value for money, but there is no guarantee the discount will narrow and there is a risk that it may widen further. Many factors influence the discount or premium and a large discount does not necessarily indicate a bargain.

### Other Important Points

Investment needs – If you open a Columbia Threadneedle Investments Savings Plan to fund a specific need, for example to repay a mortgage, you may not achieve your goal if you do not maintain your contributions or if your investment does not grow sufficiently.

## YOUR QUESTIONS ANSWERED

### What is an Investment Trust?

The Investment Trusts we describe in this document are investment companies listed on the London Stock Exchange. Investment Trusts own a portfolio of investments that are managed by professional managers.

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

The Investment Trusts available to Columbia Threadneedle Investments Savings Plan holders include UK- investment trusts and overseas closed-ended investment companies, but all are listed on the London Stock Exchange.

### What is a GIA?

A GIA, or General Investment Account, is an account which allows you to hold investments outside of tax wrappers, such as ISAs or pensions. There is no limit to how much you can invest in a GIA and is ideal if you've already maxed out an ISA.

### What is the CT GIA?

A CT GIA is a Columbia Threadneedle Investments Savings Plan designed to facilitate saving and investing in Investment Funds managed by Columbia Threadneedle Investments.

### What is an ISA?

An Individual Savings Account ("ISA") is a government approved way of investing in a tax-efficient manner. It is tax-efficient because the growth in the account is not subject to personal income tax or capital gains tax. You are not required to include details of ISA income or capital gains on your annual tax return.

### What types of ISA are available?

There are different types of ISAs:

- cash ISAs
- stocks and shares ISAs
- innovative finance ISAs, and
- Lifetime ISAs ("LISA")

You can open or contribute to one of each of these ISAs in the same tax year as long as you do not exceed the annual subscription and meet the eligibility criteria.

### Who is eligible for an ISA?

Investments into a stocks and shares ISA can only be made by investors who are aged 18 or over and who are resident in the UK for tax purposes. Investments into a LISA can only be made by investors who are aged between 18 and 39 and who are resident in the UK for tax purposes. If you have a LISA you can continue contributing into it until your 50th birthday.

If you move abroad you cannot continue putting money into an ISA, but can keep existing ISAs and will still get tax relief on investments held in them. When you return you can start putting money in again (subject to the normal annual limits). The exception is Crown employees serving overseas (typically members of the armed forces and diplomats), or people married to or in a civil partnership with a Crown employee serving overseas who can open and subscribe to an ISA in the usual way. It is your responsibility to satisfy yourself that you are permitted to invest in the ISA.

### What is the CT ISA?

The CT ISA is a stocks and shares ISA. It is designed to facilitate saving and investing in Investment Funds managed by Columbia Threadneedle Investments.

### What is the CT LISA?

The CT LISA is a stocks and shares Lifetime ISA that facilitates saving and investing in Investments Funds towards a house purchase or to fund retirement. For every £4 you invest, you'll receive a £1 Government bonus.

### What a CT LISA might be worth at 60

The table on the next page is designed to help you understand what the value of your CT LISA could be once you reach 60 years old, depending on the age which you start saving and assuming that you have subscribed the full amount at the beginning of each tax year up to age 50.

The table below provides information if you are using the LISA to save for retirement and may not be relevant if your saving aim is for a first home purchase.

| 1                          | 2                                    | 3  | 4                                      | 5                                      | 5   |
|----------------------------|--------------------------------------|--|--|--|---|
| Age saving in LISA started | Total amount paid in by the investor | Total amount paid in, plus the LISA government bonus | Estimated outcome at 60 from 0% return | Estimated outcome at 60 from 5% return | Charges and estimated inflation would reduce a 5% return to |
| 18                         | £128,000                             | £160,000   | £93,251                                | £357,475                               | 2.9%  |
| 25                         | £100,000                             | £125,000   | £77,555                                | £247,987                               | 2.8%  |
| 30                         | £80,000                              | £100,000   | £64,903                                | £182,549                               | 2.8%  |
| 35                         | £60,000                              | £75,000  | £50,906                                | £126,101                               | 2.8%  |
| 40                         | £40,000                              | £50,000  | £35,422                                | £77,409                                | 2.7%  |

- For the illustration, we have included the annual charge amount of £60+VAT
- Column 4 uses an overall return which is calculated using 0% return rate – 2% inflation – annual charge converted to a %
- Column 5 uses an overall return which is calculated using 5% return rate – 2% inflation – annual charge converted to a %
- You can use column 6 to compare the CT LISA charges to those of other LISA providers
- The standardised rates of return may not reflect actual or expected returns for your choice of investment. Investment returns depend on the Investment Funds selected and not all investments provide the same return.
- The rate of inflation used may not reflect the actual rate of inflation over the investment period
- The charges used in the table may vary over time

#### How do I get the LISA bonus on contributions?

We arrange this for you. When you make a new contribution, we make a submission to HMRC for an additional bonus to be paid. This submission is made monthly. Bonus payments are typically received 4-8 weeks after your contribution is made. Once received, the bonus is applied to your account and invested on the following business date. This investment is made in the same proportions as the contribution that it related to.

#### Can I withdraw my money from a LISA?

Any withdrawals made from your LISA will incur a 25% Government withdrawal charge which means you could get back less than what you put in. Once you have held your LISA for at least 12 months you can withdraw money to buy your first home provided it meets applicable Government requirements. Any withdrawal made after your first house

purchase and before the age of 60 will result in a 25% Government withdrawal charge. Once you have reached the age of 60 no Government withdrawal charge will apply.

#### Changing your mind

If you open a Columbia Threadneedle Investments Savings Plan and then decide to exercise your right to cancel it within the 14-day cancellation period, or 30 days for a LISA, you may not get back the amount you invested. This is because the value of your investment may have fallen between the day your money was invested and the date we sell the shares after we get your cancellation notice. Dealing charges and stamp duty paid are not refunded.

## ARE THERE CONTRIBUTION LIMITS?

#### CT ISA and CT LISA

The government sets the annual maximum that can be contributed in total to ISAs. For 2023/24 the maximum overall ISA contribution is £20,000. Within this limit, the maximum for 2023/24 that can be contributed to a LISA is £4,000.

The tax year runs from 6 April in one year through 5 April. We allocate contributions to the annual limit based on the date we receive them. If contributions to the ISA in one year do not reach the maximum allowed, the amount that is below the maximum cannot carry forward to the next year.

If your spouse or civil partner dies you may be able to claim an additional ISA/LISA allowance. Please see “What is an Additional Permitted Subscription” for more information on the Additional Permitted Subscription facility.

#### CT GIA

There is no limit to the amount you can invest in a CT GIA.

#### What is an Additional Permitted Subscription (APS)?

In addition to the annual ISA subscription allowance, an APS allowance is available to the surviving spouse of a deceased ISA investor, where the investor died on, or after, 3 December 2014. The APS allowance allows the surviving spouse to make additional permitted subscriptions into an ISA (including a LISA) subject to specific terms and conditions as specified in the APS application form:

- i. if the investor died on or before 5 April 2018, up to the value of the deceased ISA investor's ISA or LISA holdings at the date of death; or
- ii. if the investor died on or after 6 April 2018, up to the higher of the value of the deceased investor's ISA or LISA holdings at the date of death or at the point the ISA or LISA ceased to be a “continuing account of a deceased investor”

If the deceased investor held an ISA or LISA with more than one manager then you will be entitled to make an APS with each of those managers or you can choose to make these with another manager who will accept them, and the APS Limit will be the combined value of these ISAs and LISAs in accordance with either point i & ii above.

We may accept an APS in respect of the value of all ISAs or LISAs held with another ISA manager provided you have not already made an APS with that other manager. If you decide to make an APS with us in respect of an ISA or LISA the deceased held with another manager then you will need to complete an APS form so that we can arrange for you to make subscriptions with us.

If you are entitled to make an APS and you decide to make these with us then you can invest these into our ISA or LISA.

In order to help us recognise when you are making an APS, rather than a subscription as part of your annual ISA or LISA limit, you will need to complete an APS declaration with each individual subscription made. If you need a copy of this form, you can download this from our website [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or request it from our Investor Services team.

Furthermore, an APS is treated as a subscription to a previous tax year's ISA or LISA. This means that if you open a new stocks and shares ISA or LISA with us purely to make an APS, then you can still maximise your own annual ISA allowance within the current tax year without breaching the 'one-ISA-of-each type a year' rule.

#### **How are investment trusts taxed?**

Authorised investment trusts are exempt from tax on capital gains realised within their investment portfolios but pay corporation tax on the excess of total income received from foreign companies, fixed interest securities and deposit interest over the total of the management expenses and any loan interest that has been paid.

Overseas investment companies are subject to local taxes and will be subject to UK tax in respect of trading activities (if any) conducted in the UK. Overseas property companies are subject to the UK Non-Resident Landlord scheme in respect of rental income from UK properties.

Investment companies registered in Guernsey are not expected to have a significant exposure in respect of Guernsey tax.

Dividends from overseas companies are treated in the UK as overseas income and may give rise to UK tax liability dependent on your individual circumstances.

#### **How are GIAs taxed?**

Depending on your personal circumstances, you may be liable to pay UK tax on income or capital gains. If your dividend income is above the dividend allowance of £1,000 then you may be required to pay tax on the dividends received above the dividend allowance. The level of tax you will need to pay will depend on your tax status. 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.

Dividends from overseas companies are treated as overseas income and may give rise to UK tax liability dependent 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. We regret that 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. You should contact your tax adviser for advice on your individual circumstances.

#### **How are ISAs and LISAs taxed?**

There is no UK tax to pay on capital gains. Dividends received through an ISA or LISA do not count towards your dividend allowance. You are not required to declare income or gains from your ISA or LISA investments on your annual tax return. The favourable tax treatment given to ISAs or LISAs may not be maintained, and levels of relief from taxation may change over time. Freedom from tax in an ISA or a LISA applies directly to you as an investor and the benefit to you depends on your own individual circumstances.

Certain charges that are levied may be subject to VAT and other statutory duties. You should contact your tax adviser for advice on your individual circumstances. 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. We regret that 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. You should contact your tax adviser for advice on your individual circumstances.

### **How do I apply for a Columbia Threadneedle Investments Savings Plan?**

To apply for a Columbia Threadneedle Investments Savings Plan, complete an application form. You can also apply for a Columbia Threadneedle Investments Savings Plan in a sole name online at [ctinvest.co.uk](http://ctinvest.co.uk). Online access is subject to the Online Terms and Conditions.

You can return paper applications, on the appropriate application form (also available on our website), in the envelope we provide or to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

You can make lump sum contributions to a Columbia Threadneedle Investments Savings Plan by post with a cheque payable to "Columbia Threadneedle Management Limited" or through the online Investor Portal using a debit card.

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.

An APS can only be made by completing an APS form and sending it to us by post. We do not accept APS investments by Direct Debit or through the online Investor Portal or Mobile Apps.

### **How do I transfer an ISA from another plan provider to Columbia Threadneedle Investments?**

You can transfer ISAs (including cash ISAs, Innovative Finance ISA or ex-PEP ISAs) held with other plan managers into the CT ISA.

You can transfer into the CT ISA from any type of ISA without affecting your overall ISA subscription limit but all current year subscriptions must be transferred in full.

You can transfer to Columbia Threadneedle Investments by completing the transfer application form and sending it to us. If you wish to transfer ISAs from more than one plan manager, you will need to complete separate instructions for each plan manager. Transfers can only be accepted in cash and not as in-specie transfers. If you are transferring a current year ISA, we are unable to accept new contributions into your CT ISA until the transfer has been completed by your existing plan manager.

Transferring funds from other ISAs or LISAs takes approximately 30 days because we must inform your current plan manager and await payment from them. Your funds are un-invested from the time your current plan manager sells your investments or withdraws your cash,

until we are able to set up your CT ISA or CT LISA and invest the proceeds.

### **How do I transfer an APS allowance from another plan manager into a CT ISA or CT LISA**

If your spouse/civil partner held an ISA with another plan manager, and you wish to use the APS allowance to invest in a CT ISA or CT LISA, you can instruct us to request the transfer of the APS allowance to us. We will contact the deceased investor's plan manager for the information we require, inform you when the transfer is complete and the amount of your APS allowance. You can then make additional permitted subscriptions in the form of cash. An APS in the form of stock are not available from another plan manager.

### **Where can cheques be drawn from?**

Cheques can be drawn from a sterling denominated UK bank account. This should be in your own name (in the case of an CT ISA or CT LISA) or in the name of at least one of the CT GIA Account Holders.

Third party cheques may be acceptable but we need additional information in order to meet our requirements under the Money Laundering Regulations. You can download our Third Party Donor form from our website [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or request it from our Investor Services team. We may require further proof of the identity of the payer (see Confirmation of Identity section)

If a cheque cannot be drawn from a personal cheque book, we can accept an endorsed bank or building society draft. This means that the bank/building society stamp the back of the cheque and confirm the name of the account that the cheque was drawn from. The person adding this endorsement should also sign the reverse of the cheque once they have added this information for reference.

A cheque drawn on a solicitor's or accountant's client account must be accompanied by confirmation from the solicitor or accountant that the funds belong to you.

### **Where can monthly savings be made from?**

Monthly savings can be made from a sterling denominated UK bank account. This should be in your own name (in the case of an CT ISA or CT LISA) or in the name of at least one of the CT GIA account holders.

Third party payments may be acceptable but we need additional information in order to meet our requirements under the Money Laundering Regulations. You can download our Third Party Donor form from our website [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or request it from our Investor Services team. We may require further proof of the identity of the payer (see Confirmation of Identity section).

For monthly savings, please provide proof of your bank/building society details with the application form. We can accept a pre-printed pay-in slip, a cancelled cheque or a bank statement dated within the last three months. We will not be able to set-up the Direct Debit until bank verification has been provided. For a monthly savings ISA or LISA you can top-up your investment to the maximum ISA/LISA subscription each tax year by sending us a cheque for the 'top up' amount.

### **What confirmation will I receive?**

Within five days of receiving your application to open a Columbia Threadneedle Investments Savings Plan, we send you a Welcome Pack confirming we have set up your account. You also receive information on your right to change your mind.

### **Can I change my mind after I have applied for a Columbia Threadneedle Investments Savings Plan?**

It is possible to change your mind after you apply to open a new Columbia Threadneedle Investments Savings Plan. 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, 30 days for a LISA, if you decide to cancel. If you decide to cancel you must complete the cancellation notice within the 14 or 30 days and send it to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, Essex, CM99 2DG. You may not receive a full refund. The refund will reflect any change in the share price between the date of your investment and the sale of your shares after we receive your cancellation notice, any dealing charges, and any stamp duty.

If you cancel an ISA or LISA transfer we will offer the following three options: we can transfer the ISA or LISA back to the original manager (although there is no guarantee they will accept it back); we can transfer the ISA or LISA to another manager; or we can close the ISA or LISA and return the proceeds to you. Should you choose the last option, you may not then be able to reinvest the proceeds of your ISA or LISA into another ISA or LISA until the following tax year and will be subject to the annual subscription limit. Anti Money Laundering requirements must be met before any money can be paid out, even if the request is made within your cancellation period.

You cannot cancel a transfer of your APS allowance where the transfer is complete (for example, where you have begun to make payments towards your APS allowance). You may ask to cancel a transfer of your APS allowance while it is in the process of being transferred (subject to the agreement and willingness of the respective plan managers).

### **How do I set up or 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 mandate form. You can get these forms from our website [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents), or from our Investor Services team.

It can take at least 14 days 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 by completing the Change of Investment Instructions form which is available on our website 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 your Columbia Threadneedle Investments Savings Plan. This can be included in your next online deal (subject to minimum deal balance) or used towards the payment of the Annual Charge (where this is being deducted from your account). If the balance is above £25, you can also send us a postal instruction to reinvest the cash but the normal £12 dealing charge will apply. If any cash remains, it will be paid when your account is closed.

### **What happens if I did not start my ISA or LISA Direct Debit at the beginning of the tax year?**

If your Direct Debit did not start at the beginning of the tax year, you can still reach the maximum contribution by either:

- contributing a higher monthly amount. Where necessary, we will reduce your Direct Debit amount proportionately to ensure that you do not exceed the annual ISA or LISA limit in the next tax year.
- Making a one-off lump sum payment into the account (we will invest this on the next monthly dealing day following receipt)



**Can I switch between Investment Funds?**

You can sell the shares and switch between Investment Funds within a Columbia Threadneedle Investments Savings Plan at any time through the online Investor Portal, our Mobile Apps or by instructing us by post using our Change of Investment Instructions form (subject to the minimum investment amounts). You should read the KID for the Investment Funds into which you wish to switch.

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 you have a Direct Debit for contributing into the Investment Fund that you have switched out of, this will continue unless you instruct us otherwise.

**How can I follow the progress of my Columbia Threadneedle Investments Savings Plan ?**

To track the progress of your Columbia Threadneedle Investments Savings Plan we send a full statement every February and August. For accounts held in joint names, this is sent to the first named holder. The full statement shows how much has been contributed to the Columbia Threadneedle Investments Savings Plan during that period and the value at this date. Additional client valuations are sent out as at 31 March and 30 September detailing the name of the Investment Funds held, nominal holding and valuation.

For more regular updates, you can:

- register to view the account through the online Investor Portal or Mobile Apps
- 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 [ctinvest.co.uk](http://ctinvest.co.uk) where we list share prices daily

**Can I manage my Columbia Threadneedle Investments Savings Plan online?**

Yes, you can manage a Columbia Threadneedle Investments Savings Plan through the online Investor Portal. Online access is provided subject to the Columbia Threadneedle Investments Online Terms and Conditions available at [ctinvest.co.uk](http://ctinvest.co.uk). Access to the Mobile Apps is provided subject to its Terms and Conditions. Accounts with more than one registered holder will be provided with view-only access and not all account features are available online or through the Mobile Apps.

**Can any income from my Columbia Threadneedle Investments Savings Plan be paid out?**

Dividends may be automatically reinvested into your account to buy further shares (that this will incur Government stamp duty where applicable).

For CT ISAs and CT GIAs, they can also be paid into your bank account. You will need to choose the appropriate option for you when you complete your application form. For Investment Funds that pay a distribution, our website [ctinvest.co.uk](http://ctinvest.co.uk) gives information on the timing of payments. CT LISAs cannot have income paid out.

**How do I transfer my CT ISA to another manager?**

Your new plan manager will advise you of the procedure for transferring and provide you with the necessary transfer form. If you instruct us to transfer your ISA in cash we will sell the shares, collect any pro-rata Annual Charge payable and transfer the proceeds to your new plan manager as instructed.

If we receive a request from you to transfer your ISA in specie i.e. in shares, Columbia Threadneedle Investments will sell the shares necessary to collect any pro-rata Annual Charge payable and transfer the remaining shares to your new plan manager as instructed.

**How do I transfer my CT LISA to another manager?**

Your new plan manager will advise you of the procedure for transferring and provide you with the necessary transfer form. If you transfer to an ISA which is not a LISA, the standard LISA withdrawal charge (currently 25%) will apply.

If you instruct us to transfer your LISA in cash we will sell the shares, collect any withdrawal charge (where applicable) and pro-rata Annual Charge payable and transfer the proceeds to your new plan manager as instructed.

If we receive a request from you to transfer your LISA in specie i.e. in shares, Columbia Threadneedle Investments will sell the shares necessary to collect any withdrawal charges (where applicable) and pro-rata Annual Charge payable and transfer the remaining shares to your new plan manager as instructed.

**How do I transfer an APS allowance to another plan manager?**

If your spouse/civil partner held a CT ISA or LISA, and you wish to use the APS allowance to invest with another plan manager, you can transfer the APS allowance to another plan manager, as long as you have not already used it with us. You need to contact the other plan manager who will arrange for this transfer to take place with us.

### **Can I transfer my shares out of my CT GIA?**

You can instruct us in writing to transfer some or all of your shares to another nominee (or to the main share register). In a joint plan, this instruction needs to be signed by all accountholders. If all your shares are to be transferred, your account will be closed. Columbia Threadneedle Investments will sell the shares necessary to collect any pro-rata Annual Charge payable and transfer the remaining shares as instructed.

### **Can I transfer my shares in my CT GIA to another person?**

You can transfer the shares into a CT GIA in the name of another person by instructing us in writing. In a joint plan, this instruction needs to be signed by all accountholders. If all your shares are to be transferred, your account will be closed. Columbia Threadneedle Investments will sell the shares necessary to collect any pro-rata Annual Charge payable and transfer the remaining shares as instructed. 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.

The new plan will not be available until the new holder has completed the application process and their identity has been confirmed.

### **Can I make a withdrawal from my CT ISA?**

Funds may be withdrawn from the CT ISA at any time. Unless 100% of the CT ISA is to be withdrawn the Account Holder must instruct the sale of a number of shares or shares to a specified value within a specified trust to fund the withdrawal.

The ISA is flexible and allows the investor to deposit an amount which has been withdrawn in the same tax year without affecting their ISA allowance.

The ISA is automatically closed when 100% of the plan is withdrawn. If an instruction to sell shares leaves the balance of the relevant Investment Fund below the minimum permitted balance, then the remaining shares of that Investment Fund will also be sold. If no other investments are held in the account and there is no active Direct Debit set up to make further contributions then the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in their terms and conditions.

### **Can I make a withdrawal from my CT LISA?**

Funds may be withdrawn from the CT LISA at any time. Any withdrawals made from your LISA will incur a Government withdrawal charge which means you could get back less than what you put in.

Once you have held your LISA for at least 12 months you can withdraw money to buy your first home provided it meets the applicable Government requirements.

Any withdrawal made after your first house purchase and before the age of 60 will result in a 25% Government withdrawal charge. Once you have reached the age of 60 no Government withdrawal charge will apply.

Unless 100% of the CT LISA is to be withdrawn the Account Holder must instruct the sale of a number of shares or shares to a specified value within a specified trust to fund the withdrawal.

Funds withdrawn from a LISA lose the tax benefits of a LISA and can only be reinvested in another ISA/LISA as part of the current year annual subscription limit.

The LISA is closed when 100% of the plan is withdrawn. If an instruction to sell shares leaves the balance of the relevant Investment Fund below the minimum permitted balance then the remaining shares of that Investment Fund will also be sold. If no other investments are held in the account and there is no active Direct Debit set up to make further contributions then the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in their terms and conditions.

### **Can I make a withdrawal from my CT GIA?**

Funds may be withdrawn from the CT GIA at any time. Unless 100% of the CT GIA is to be withdrawn the Account Holder must instruct the sale of a number of shares or shares to a specified value within a specified trust to fund the withdrawal.

The GIA is automatically closed when 100% of the plan is withdrawn. If an instruction to sell shares leaves the balance of the relevant Investment Fund below the minimum permitted balance, then the remaining shares of that Investment Fund will also be sold. If no other investments are held in the account and there is no active Direct Debit set up to make further contributions then the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in their terms and conditions.

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

You can sell shares from your account through the online Investor Portal, our app or by sending us an instruction by post.

You can complete and return a Sale of Shares form which is available at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or from our Investor Services team. You can also send a letter to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG. Written instructions need to include your account number. Where you are selling part of a holding, you must state the value you wish to raise and from what Investment Fund(s) this amount should be sold from or number of shares you wish to sell. If you are selling all the shares within a particular Investment Fund, please provide instructions to that effect.

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 buying 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 or letter of instruction. 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 for transactions in shares 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.

We will send you details of the deal on the day your shares are sold. If you are closing your account, we deduct a pro-rata annual charge before paying you the proceeds. We will send you the details of the transactions within 5 working days and, where applicable, the proceeds of the sale will follow separately. The original should be posted to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.

We can't sell shares unless we have the necessary regulatory information (National Insurance number, Nationality etc) and sale proceeds will not be released until we have verified the name and address for all those connected with the account (see Confirmation of Identity).

### How will I receive the sale proceeds?

Payment of the proceeds less any charges will usually be made to the registered holders within five working days after settlement of the sale.

Unless instructed otherwise, proceeds will be sent by BACS to a verified UK Bank Account in the name of the registered holders. By verified we mean, that 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.

If we have not verified a bank account then the proceeds will be sent by cheque payable to the registered holders. This will be sent by first class post to the address we have on our records.

### Can I make a partial withdrawal?

Yes, however if you instruct us to sell shares from your account and this would leave the balance below the product minimums (see Schedule II on page 26 for details) then the remaining shares will also be sold and the proceeds paid out to you. 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.

### 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 an ISA/LISA), we send the payment to the accountholder(s).

### What are the fees and expenses?

There are various costs associated with buying an Investment Fund through a Columbia Threadneedle Investments Plan. These costs affect the overall return on your investment. Fixed transaction charges, such as the dealing charge, have greater effect proportionately on low value transactions.

| CT GIA Charges   |  |                          |
|--|--|--------------------------|
| Initial Charge   |  | Nil                      |
| Annual Charge  |  | £40+Vat                  |
| Government stamp duty (Where applicable*)                  | Purchase<br>Sales  | 0.5%<br>Nil              |
| Dealing charge (Per Investment Fund, being bought or sold) | Postal instruction<br>Online instruction<br>Monthly Direct Debit savings<br>Dividend re-investment | £12<br>Nil<br>Nil<br>Nil |
| Transfer to main share register                            |  | Nil                      |

| CT ISA Charges                                  |                              |             |
|---|------------------------------|-------------|
| Initial Charge                                  |                              | Nil         |
| Annual Charge                                   |                              | £60+Vat     |
| Government stamp duty (Where applicable*)       | Purchase<br>Sales            | 0.5%<br>Nil |
| Dealing charge (Per Fund, being bought or sold) | Postal instruction           | £12         |
|   | Online instruction           | Nil         |
|   | Monthly Direct Debit savings | Nil         |
|   | Dividend re-investment       | Nil         |
| Transfer to main plan register                  |                              | 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. Balanced Commercial Property Trust Limited is registered overseas and therefore government stamp duty does not apply to those investments.

### Other charges and costs

Other charges or costs that affect the overall return from your investments include:

- bid/offer spread
- annual expenses
- transaction costs

**Bid/offer spread for Investment Trusts** – The difference between the buying price (offer) and 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 [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents)

**Transaction Costs** – The cost of buying and selling underlying shares in the portfolio.

### How can I pay the annual charge on my Columbia Threadneedle Investments Savings Plan

We apply the annual charge in two equal instalments on 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 Instruction to Pay Account Charges Using a Direct Debit form. You can download the form at [ctinvest.co.uk/documents](http://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 Columbia Threadneedle Investments Savings Plan and, if there is not enough cash, we sell shares from the Investment Fund with the highest number of shares (note that this may not be the shares with the highest value in the account).

### How much will advice cost?

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 Columbia Threadneedle Investments Savings Plan.

### Are there other costs involved in providing Columbia Threadneedle Investments Savings Plans, and how do we manage conflicts of interest?

You can see the current costs and charges in the Terms and Conditions.

Some of our services could put us in a situation where our own interests or those of other clients 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.

## FURTHER INFORMATION

### ISA/LISA manager and administrator

Columbia Threadneedle Management Limited, which has its registered office at Cannon Place, 78 Cannon Street, London EC4N 6AG, is the ISA/LISA manager and provides administration services for the Savings 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:

| Trust                | Investment Manager         |
|----------------------|----------------------------|
| ICG Enterprise Trust | Intermediate Capital Group |

### 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.

### Best execution

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 you obtain 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.

### Alterations to the plan

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

### Publicly 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.

Any information that is relevant to our Columbia Threadneedle Investments Savings Plan holders that we receive from the Investment Funds that is intended for shareholders we endeavour to make available to you.

### 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. You may be entitled to compensation 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 you have chosen to invest in is involved in a rights issue, an issue of new shares, a takeover bid, or anything similar, the Registered Account Holder will be given information to allow them to take whatever action they decide on. Unless there is a clear instruction from the Registered Account Holder, Columbia Threadneedle Investments will not act on their 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) in which you are invested. We will provide you with a form to name someone to vote on your behalf. Columbia Threadneedle Investments as plan manager may vote shares for which we have not received instructions in the same proportion as the shares for which we have received instructions.

### **Additional information**

You can find further information about the Investment Trusts in their KID and Report and Accounts. We will make these available to the Registered Account Holder, and they are also available to download from our website, [ctinvest.co.uk](http://ctinvest.co.uk), or you can ask for them from our Investor Services team at 0800 136 420.

# SECTION 02 TERMS AND CONDITIONS FOR THE COLUMBIA THREADNEEDLE INVESTMENTS SAVINGS PLANS

These Terms and Conditions apply to all Savings Plans Columbia Threadneedle Management Limited (Columbia Threadneedle Investments, CT, we, our, or us) provides to Account Holders (you, yours). Terms that are capitalised in this document are defined terms. You can find the definitions directly below.

The General Terms and Conditions apply to:

- CT General Investment Accounts and CT Junior Investment Accounts
- CT Individual Savings Account ISA, CT Lifetime Individual Savings Account, CT Junior Individual Savings Account, and CT Child Trust Funds, with additional terms and conditions, and modifications

Online Service Terms and Conditions apply to Account Holders using the Online Service and Mobile Apps Terms and Conditions apply to Account Holders using the Mobile Apps.

## About Columbia Threadneedle Investments

Columbia Threadneedle Management Limited is authorised and regulated by the Financial Conduct Authority. 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: 0800 136 420

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

Write to us at:

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

## Purpose

Columbia Threadneedle Investments Savings Plans give individuals 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 you
- assist Account Holders or Registered Contacts with tax returns

We only carry out transactions Account Holders or Registered Contacts ask us to make. If you are not sure if an investment is suitable for you, you should get independent financial advice.

FCA Regulations require us to tell you that we will communicate with you in English and all documentation provided to you will be in English.

## GENERAL TERMS AND CONDITIONS

### 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 Investments Savings Plans

**Columbia Threadneedle Investments Savings Plan** – a CT GIA, CT ISA, CT LISA, CT JISA, CT JIA and CT CTF

**CT GIA** – The CT General Investment Account

**CT ISA** – The CT Individual Savings Account

**CT LISA** – The CT Lifetime Individual Savings Account

**CT JISA** – The CT Junior Individual Savings Account

**CT JIA** – The CT Junior Investment Account

**CT CTF** – The CT Child Trust Fund

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

**CTF Regulations** – Child Trust Fund Act, and the Child Trust Fund Regulations as amended or replaced

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

**Distribution** – a payment made by an Investment Fund e.g. dividend, capital distribution, 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)

**ISA** – An Individual Savings Account (including a Lifetime ISA) as defined by the ISA Regulations

**ISA Regulations** – the Individual Savings Account Regulations 1998 as amended or updated

**Investment Fund** – the Investment Trusts and CT FTSE All-Share Tracker Fund within each Columbia Threadneedle Investments Savings Plan that Columbia Threadneedle Investments offers and which are managed by its affiliate, Columbia Threadneedle Investment Business Limited or Columbia Threadneedle Fund Management Limited

**Investment Trust** – an investment company (including UK-authorized 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 that we must provide you in advance of you making any decision to invest

**Non-UK Investor** – an investor not resident in the UK or someone treated as tax resident by another country

**Permitted Investments** – the investment funds allowed under the Regulations and made available for investment in a Columbia Threadneedle Investments Plan

**Post-Sales Cost & Charges Disclosure** – Disclosure of all actual and implied costs and charges incurred by the Investment Fund over the previous year

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

**Registered Contact** – the person opening the CT JISA or CTF who is responsible for investment choices in the account and the issuing of instructions

**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 and Conditions** – the terms and conditions set out in this document and in the application form

### **Eligibility**

You must be 18 or over to apply for a Columbia Threadneedle Investments Savings Plan. We will not register more than four people on any account. Each Account Holder or Registered Contact must give us satisfactory evidence of their identity and provide information about other beneficial owners of the account. This requirement will also include mandatory client information as required for regulatory transaction reporting for each account holder and/or decision maker. Regulations restrict who can own ISA, LISA, JISA, and CTF accounts.

More information is available in other sections of these Terms and Conditions.

These accounts are intended for UK investors, 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 or tax obligations.

### **US/Canadian investors**

We are not able to accept applications for the Columbia Threadneedle Savings Plans from investors located in the US or Canada. If you move to the US or Canada after opening your plan, restrictions may apply.

### **Account applications**

You can apply through Columbia Threadneedle Investments online services or in writing using the relevant application form. We may ask for additional information to establish or verify your identity or the identity of any beneficial owners connected with the account. If you do not give this information within a reasonable time, we may close or restrict the account. 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 Columbia Threadneedle Investments Savings Plan before setting up an account and investing.

You can find these on our website at [ctinvest.co.uk/](http://ctinvest.co.uk/) documents or you can request a paper copy.

We have the right to reject applications.

### **Account Holder**

We register the account in the name of the applicant(s). Each account has a unique identification number. To further identify an account, you may also provide us with a name for the account.



We use the address of the first person listed on the application or account as the registered address for the account. In the case of a CTF or JISA, we use the address of the Registered Contact. When the child reaches their 18th birthday, they will take over full responsibility for their accounts.

### **Client classification**

We classify Account Holders as retail clients. This provides you with the highest level of protection under FCA Regulations.

### **Permitted transactions**

You can only invest in cash or in Investment Funds within the minimum and maximum amount for the Savings Plan. 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
- giving us a standing instruction to reinvest dividends into additional shares of the same Investment Fund that generated the dividend

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 instruct us to switch and you invest monthly by Direct Debit into the Investment Fund that you are selling, the amount you invest into that Investment Fund through the Direct Debit will continue after the sale unless you instruct us to stop.

If your instruction to sell shares leaves the balance of that investment below the minimum permitted balance, we sell the remaining shares of that investment. If the account does not hold any other investments and there is no active Direct Debit contribution set up, we close the account. A closed LISA can be reinstated to accept further payments e.g. unpaid bonus or funds being returned following the failure of a first-time residential house purchase.

Other than customers who hold CT JISA and CT CTF accounts, Account Holders may:

- ask that shares held in the Account be transferred to share certificates in the names of the Account Holders
- add or remove registered Account Holders

### **Instructions**

Investment instructions must be given either:

- through our online services; or
- by post, using a signed standard form (which varies on the type of instruction)

All Account Holders (or Registered Contact in the case of a CT CTF or CT JISA) must sign when selling and at least one must sign when buying shares.

If you are not giving an investment instruction online, our standard forms contain the information we need to carry out the instruction. These are available for you to download from our website, [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents), or you can request them from our Investor Services team. You should make sure that you provide all information requested on the form in full for all named account holders and decision makers. There is a dealing charge of £12 per Investment Fund for processing any investment instruction you give us by post. Investment instructions given online are processed without charge.

Investment instructions are subject to our acceptance and we have the right at our sole discretion to reject instructions. Once we accept investment instructions you may not withdraw them. We process instructions according to these Terms and Conditions.

### **Buying and selling shares**

We process accepted investment instructions to transact in Investment Trust shares on the first available Dealing Day and combine them with other investment instructions for the same shares from other investors. We place the combined instructions with a broker we have chosen to carry them out. 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. We monitor the quality of our trade execution on an ongoing basis. We publish details annually of our top brokers and the execution results we achieve.

We may wait for your funds to clear before we accept your purchase instructions. If the purchase is part of a switch, we normally accept the purchase instruction once we confirm how much money came from the sale.

The Account Holder or Registered Contact is responsible for providing us with funds to purchase investments for the account. We only accept payments drawn on a UK bank account and payable in sterling.

If a cheque for a purchase does not clear, we cancel the purchase in full. Cancelled purchases do not count toward ISA, LISA, JISA, or CTF contribution limits. If you send a cheque to replace one that did not clear, the date of contribution is the date we accept the replacement cheque.

When you invest by regular Direct Debit, we usually collect contributions from your 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.

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 Account Holders or Registered Contacts.

We pay the proceeds of a sale instruction to the Account Holder following settlement. We send the proceeds by bank transfer to the UK bank account that is in the name of the Account Holder. To do this, we must have proof of bank details either before we receive the sale instruction or at the time we receive it.

If we have not verified a bank account, we send a cheque by post payable to the Account Holder for the proceeds of the sale. We send the cheque to the address of the Account Holder. You bear the risk associated with posting the cheque.

We normally send the proceeds six Business Days after the relevant Dealing Day. We do not accept notice that you require sale proceeds by a particular time or for a particular purpose. Funds cannot be withdrawn from a JISA or CTF until the child for whom the account has been setup turns 18.

## TAX REPORTING

### General Investment Account

In order to fulfil our legal obligations in respect of certain tax regulations we are required to collect mandatory information about your tax residency. We require you to provide self-certification including, if you are not resident for tax purposes in the UK, details of the tax reference number of all individual shareholders within the plan – contained within the application form where appropriate. This information may be passed on to other jurisdictions tax authorities. For online applications, we may send you a self-certification form by post for completion. 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.

### Transaction and periodic reporting

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

- contributions you make by Direct Debit
- reinvesting dividends
- the sale of investments to settle administration and dealing charges owed to us

We send you full periodic statements showing new transactions on the account and a valuation of your investment holdings in February and August each year. We send you a valuation of your investment holdings in May and November each year. We send them by post to the Account Holder for the account or to the Registered Contact (in the case of a CTF or JISA). You can request additional statements at any time but we may charge a fee for them to cover our reasonable costs of administration. If you use the online services, you can access copies of statements and transaction history online.

We also send you an annual post-sale cost and charges disclosure statement together with our full periodic statement in February each year. This sets out all the costs and charges incurred during the preceding year relating to your account and encloses an illustration of the costs of charges on your investment returns.

### Income from investments

Distributions generated by investments held in an account may be reinvested in the case of Investment Trusts or paid out as instructed by the Account Holder (except for LISAs where this is not permitted). Distributions are reinvested unless Columbia Threadneedle Investments is otherwise instructed by the Account Holder. In the case of JISA and CTF accounts reinvestment for Investment Trust holdings is compulsory.

“Reinvestment” means using the distribution to buy further shares of the same type as generated the distribution provided this is still a Permitted Investment for the account in question. Income will be reinvested at a single time and any remaining cash balance will be held as cash on the account until further instruction is received.

Account Holders may request income payments to be paid out direct to a nominated bank or building society. Cheques will normally be made payable to the Account Holders and sent by post to the registered address, subject to a minimum payment amount of £10. Amounts due to be paid out that are less than £10 will be accumulated into the account until a distribution amount of £10 or more is reached at which time the amount will be paid out as instructed by the Account Holder.

### **Payment of charges**

We deduct transaction charges, including all third party, dealing and administration charges, from the account as soon as the transaction is processed. We apply annual management charges to the account on 5 April and 5 October. In respect of the CT CTF Stakeholder product, annual management charges are applied to the account as at 31 December.

If the account is closed partway through a period, we apply charges at the time the account is closed.

We collect plan charges first from uninvested cash in the account. If there is not enough cash, we sell shares from the Investment Fund with the highest number of shares, or you can instruct us to collect the annual management charge by Direct Debit. For annual management charges collected by direct debit, you will be sent an initial advance collection notice which sets out the dates for the first and subsequent fee collections by Direct Debit.

You can set up to pay account charges by Direct Debit online or you can complete a Pay Account Charges Using a Direct Debit Form by downloading it from [ctinvest.co.uk](http://ctinvest.co.uk) or asking our Investor Services team to post the form to you. When you use Direct Debit to pay the charges, we allow 10 days to ensure your Bank has not rejected the payment. If your bank rejects a Direct Debit payment, we collect unpaid charges first from uninvested cash in the account and then by selling shares from the Investment Fund with the highest number of shares (Note that the shares we sell may not be the shares with the highest value).

When an account is closed, we collect any pro rata annual management charge from the account first from any uninvested cash in the account and then by selling shares. We do not collect any pro rata annual management charge by Direct Debit.

### **Client assets and client money**

We hold client money we receive or hold for client accounts in a client money bank account at a bank we select. The client money bank account includes monies from multiple Account Holders. This bank account is separate from our own monies.

We pay no interest on cash balances held in accounts.

In order to protect your interests, shares we hold for you are held by an independent sub-custodian separately from our assets and from our non-Savings Plan clients' assets. 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 and share certificates are held as we may direct. Beneficial ownership of the shares remains with the Account Holder. We do not lend shares to third parties or use them as security for loans. Shares of 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 fail, 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 to us giving our sub-custodian a right to retain any monies and shares held in your account, or to sell or use any of those shares, in order to pay off any charges or liabilities properly incurred on your account as a result of it providing custody services. 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 will exercise reasonable skill and care when doing this. You can find information about the current bank and sub-custodian in Schedule III (on page 27). 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” on page 25.

## RESPONSIBILITIES OF THE ACCOUNT HOLDER

### Investment decisions

You are responsible for all investment decisions and acknowledge that we process all investment instructions on an "execution-only" basis. This means we have carried out an assessment of whether or not our Investment Funds are complex investments, based on FCA Regulations. As our Investment Funds are deemed non-complex, we carry out the investment instruction but do not give investment advice or recommend investments to you or consider whether they are appropriate for you. You should read the latest KID for the Investment Fund(s) you select before investing. You should also read the Pre-Sales Cost & Charges Disclosures for the plan before setting up an account and investing. You can find these on our website at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents) or we can provide you a paper copy on request.

You agree to pay, or reimburse to Columbia Threadneedle Investments the charges, and expenses set out in the Terms and Conditions.

### Accuracy of account information

We rely on the accuracy of information you provide. If we reasonably believe instructions are incomplete or unclear, we may, where possible, delay implementing those instructions whilst we seek clarification from you, otherwise we will reject them. To avoid unnecessary delay, when giving us investment instructions or changing standing instructions, please ensure you do this online or otherwise use our standard forms.

### 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.

For existing CT JISA and CT CTF customers who notify us of a change of address to the United States, we will continue to permit cash subscriptions into the plan, however these subscriptions will be held in a non-interest bearing Cash Account.

### 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 Columbia Threadneedle Investments Savings Plans from any person that is resident in Canada. Investors who have moved to Canada can keep existing Investments held within the Columbia Threadneedle Investments Savings Plans subject to certain plan restrictions. For existing CT JISA and CT CTF customers who notify us of a change of address to Canada, we will continue to permit cash subscriptions into the plan, however these subscriptions will be held in a non-interest bearing Cash Account.

### Checking transactions and statements for errors

Mistakes can happen. You should always check transaction reports and periodic statements carefully and refer any discrepancies or questions promptly to our Investor Services team. You should report to us any uninstructed changes to account information immediately to protect against the risk of fraud. You should also report to us any failures to receive expected transaction reports, periodic statements, sale proceeds, or dividend payments within normal deadlines.

If we make a dealing error when implementing an investment instruction and you suffer a loss from market movements, we will only compensate you for such loss for the period ending either:

- when the error is corrected; or
- three months after posting the transaction report, or from the date of the periodic 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.

**Up-to-date information**

You must ensure that account information we have on record is up to date, including contact details and changes in the eligibility of an Account Holder. If you fail to ensure we have the current registered address for the account, an unauthorised person could intercept correspondence. We may also 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 the whereabouts of an Account Holder or Registered Contact. If we do, we may deduct reasonable costs we incur in doing so from the account.

**Account closure and transfer options**

We do not charge exit fees when closing an account or if we transfer an account. However, we charge dealing charges, as appropriate, to cover administration costs of processing the request where it is submitted by post; there are no such charges applied for processing such requests online. We deduct a pro rata annual management charge from the account before closing it.

You may close an account (other than a CT JISA or CT CTF) at any time by instructing us to sell or transfer all investments in the account. The Regulations require that JISA or CTF accounts be held until maturity, but you may instruct us to transfer these accounts to another plan provider. If you close or transfer an account following notice in writing from us of a material change to these Terms and Conditions as set out below that is disadvantageous to you, we will waive our usual dealing charges if you submit your instruction by post provided you notify us before the relevant change takes effect. If a payment is made to your account after it has been closed, we send the payment to you by cheque (or to the new plan provider in the case of transferring an CT ISA, CT JISA, or CT CTF). We typically mail out cheques for these payments quarterly in March, June, September, and December.

**Inactive accounts (N.B. not applicable to a CT JISA or CT CTF account)**

If there is no activity in an account for a period of six years, or investments in an account are unclaimed for a period of 12 years, we may pay away such monies or the liquidated proceeds of the investments to a registered charity of our choice. We will be able to do this only in compliance with general law, the Regulations, and where we have taken reasonable steps to trace the Account Holder and return the money or assets.

If cash is unclaimed for a period of six years and is equal to or below the applicable 'de minimis level' (that is, £25 or less for retail clients) then there are fewer requirements for us to fulfil before we may pay the money to charity but we will still attempt to contact the Account Holder at least once before doing so.

Payment of any unclaimed money or assets to charity will not prevent account holders from claiming the money or assets in the future.

**RESPONSIBILITIES OF COLUMBIA  
THREADNEEDLE INVESTMENTS**

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 and we publish details annually of the top five brokers we use by trading volumes and results. This information is available to download from our website at [ctinvest.co.uk](http://ctinvest.co.uk).

**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 [ctinvest.co.uk/privacy](http://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.

Under UK data protection law as data controllers we 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 privacy policy which can be found at: [ctinvest.co.uk/privacy](http://ctinvest.co.uk/privacy). Our privacy policy provides you with important information about how, when, and why we collect and process your personal information, information regarding your rights in relation to the personal data we process about you and our responsibilities to you in that regard.

Below is a summary of the key aspects of how we process personal information about you, and important aspects of our privacy policy which we consider that you may be most interested in.

As the plan manager, when we process your personal information, it is being processed:

- to comply with our legal obligations, such as our financial regulatory obligations (which include the obligation to record calls and monitor trades), or identity verification and anti-money-laundering obligations
- where it is necessary for us to provide our services to you, which includes, for example undertaking transactions in relation to your investments, communication with you about your investments and any changes to them or their performance
- where it is necessary for our legitimate interests (provided these are not overridden by your interests or fundamental rights). Those legitimate interests include monitoring calls for training, quality and security purposes, testing our products and services to ensure that they are performing to their best potential (and therefore your financial benefit), contacting you about updates to our Privacy Policy and other document amendments, and appointing third party contractors to assist us carry out services
- where it is necessary for the performance of a task which is in the public interest, such as assisting with regulatory and/or other law enforcement investigations, as well as for our ability to have appropriate conversations and dialogue with regulators in relation to our business practices
- where you have given your consent, such as when you have agreed to receive marketing communications from us, or where you have consented or instructed us to provide information to a third party (such as your financial advisor), or where you have volunteered personal information to us during correspondence

Information you provide about others: We may need you to provide us with information about third parties such as immediate family members and you will need to let them know how we will use their information before providing it to us.

When you provide personal information to us, it may be shared with other members of Columbia Threadneedle Management Limited, Columbia Threadneedle (AM) Holdings PLC and further information is provided about this in the Privacy Policy. We can also advise you that your personal information may be sent outside of the European Economic Area and United Kingdom and our Privacy Policy provides further information about these transfers.

■ **Cookies:** We use cookies and certain forms of tracking techniques. We detail how we use these in our privacy policy.

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

If your complaint remains unresolved after speaking to a representative of Columbia Threadneedle Investments that you deal with, 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)

■ **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).

### Liability

We are not liable to an Account Holder:

- if we do not act on the Account Holder's instructions for any reason contained in these Terms and Conditions, or
- where we are unable to fulfil our obligations to the Account Holder either because:
  - (i) something happened that was beyond our reasonable control (for example, a problem with the postresults in us not receiving the instruction, or we receive it too late to act on it), or
  - (ii) we would break the law or not meet regulatory requirements if we complied with the instruction

As long as we 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 your instructions or otherwise because of how we have operated your account provided we have done so in compliance with our obligations under these Terms and Conditions.

We are liable to you for loss caused by our breaching the Terms and 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 and Conditions. We are not responsible for losses that occur because of us breaching the Terms and 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 you suffer loss because of us acting fraudulently.

### **Communicating with us**

We are required under FCA Regulations to record our communications with you including telephone calls and e-mails. A copy of these recordings is available to you on request for a period of five years from the date of the relevant recording.

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.

### **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. 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 investment held in the account.

We can make a payment directly to HMRC to pay all or part of any Inheritance Tax due on receipt of a HMRC IHT423 form completed by the deceased's personal representatives. Unless otherwise instructed along with the request to pay HMRC, the payment will be made firstly from any cash held on the account and then by selling shares from the holding(s) in order of value.

### **Exercise of shareholder rights**

We pass along to Account Holders shareholder communications we receive from Investment Funds. We

notify Account Holders when we receive interim and annual announcements, annual reports and accounts, and notices of annual general meetings.

We try to forward or notify Account Holders promptly about circulars and offer documents concerning investments held in their account. We make arrangements we consider reasonable to enable Account Holders (or their Registered Contacts) to exercise rights attaching to their shares, such as votes to take up or decline entitlements.

We do not exercise rights on behalf of Account Holders without instructions and we accept no responsibility for failure to act without instructions.

When there is a shareholder vote and some Account Holders (or as applicable Registered Contacts) do not give us instructions about how to vote, we cast votes on their shares in proportion to the votes cast for shares for which we received voting instructions. This is called "scaling up" of votes. This kind of voting is subject to approval of the relevant Investment Trust and may be subject to minimum voting requirements and maximum holding limits intended to ensure the voting reflects the wishes of Account Holders (or as applicable Registered Contacts). When we send notification about a shareholder resolution that Account Holders (or as applicable Registered Contacts) are entitled to vote on, the notification specifies that they can instruct us not to include their shares in a scale up.

### **Conflicts of interest**

We have a conflicts policy in place which is designed to identify, prevent and/or manage conflicts of interest and we 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 mitigate the risks in full. Regulations require us to disclose these situations to you. We draw your attention to the fact we may:

- act in the same transaction as both agent for an Account Holder and counterparty
- act in the same transaction or series of transactions as agent for more than one client collectively
- receive payment for managing or advising an Investment Fund

In managing the Columbia Threadneedle Investments Savings Plans we, and our agents, may receive access to information that is privileged or confidential. If we, or our agents, receive access to such information we do not have a duty to use, or try to use, this information on the Account Holder's behalf.

Further details of our conflicts of interest policy are available on request by writing to us at our address set out in the "Further Information" section of our Key Features Document or on our website at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents).

### Research

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

### Rights of the plan manager

This section describes our rights when we act as plan manager.

### Sale of investments

We may sell all or part of an Account Holder's investments and use the proceeds to set off any liability the Account Holder has to us for charges and expenses set out in the Terms and Conditions. We may apply a set off to account administration charges, and other charges agreed to by the Account Holder (or if applicable the Registered Contact).

### 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 an Account Holder's 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.

### Delegation

We may employ agents in connection with the services we provide and may delegate all or any of our powers or duties to delegate(s) we choose. When delegating powers or duties we have under the Terms and Conditions, we make sure the person we delegate to is competent to carry out those functions.

### No exclusivity

Nothing in the Terms and Conditions restricts our right to provide investment services to others.

### Force Majeure

If we have acted in accordance with FCA Regulations, we are not liable if any transaction or service related to an account cannot be carried out due to:

- 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
- any other causes beyond our reasonable control

### Alterations and closures

Subject to giving you notice in writing as set out below, we may also amend our agreement with you to comply with changes to the law or FCA Regulations or to respond proportionately to decisions of the Financial Ombudsman Service.

Other than the changes described above, when we have valid reasons to, we may amend the Terms and Conditions and schedules, including the rates, types of charges, and other amounts chargeable to any Columbia Threadneedle Investments Savings Plan. We will give Account Holders at least 28 calendar days' notice of significant changes. For these purposes "valid reasons" are changes:

- from improving or intended to improve efficiency, timeliness, or accuracy of service; security of processing; adoption of new technology; or reliability of communications
- from or required because of, changes in terms, including costs, or service available from third party providers, or as a result of changing these providers
- reflecting legitimate cost increases or reductions associated with our providing services under these Terms and Conditions at a reasonable cost (for example, as a result of changes in law or regulation) and the risks connected in providing those services
- making our agreement with you clearer If you do not accept the changes we wish to make, you have the right to transfer without charge your account to another plan provider or close your account in accordance with these Terms and Conditions. If you hold a JISA or CTF you cannot close the account but may instruct us to transfer to another plan provider.

If we close a Columbia Threadneedle Investments Savings Plan, or if an Investment Fund no longer qualifies as a Permitted Investment, we notify affected Account Holders. We include in the notice information about sale, transfer, or switching alternatives. Account Holders may pay transfer charges under the terms and conditions of any new savings plan offered by a third party provider.

### Notices

We send notices to Account Holders (or as applicable the Registered Contact) by first class post to the registered address on the account. The mailing is at the Account Holder's risk and is treated as received two Business Days following the date of posting.



## Compensation

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. Most types of investors are covered up to £85,000, but the circumstances of the claim may impact the compensation. Further information 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).

## Solving disagreements and court proceedings

We try to solve any disagreements quickly and efficiently. If you are not happy with the way we deal with any disagreement and you want to take court proceedings, you must do this in the United Kingdom.

## SCHEDULE I

### A: Permitted Investments

| Investment  | CT ISA                  | CT GIA                  | CT LISA | CT JIA                  | CT CTF (Shares)         | CT CTF (Stakeholder) | CT JISA                 |
|---|-------------------------|-------------------------|---------|-------------------------|-------------------------|----------------------|-------------------------|
| European Asset Trust (ordinary shares)                    | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT UK Capital & Income Investment Trust (ordinary shares) | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| Balanced Commercial Property Trust (ordinary shares)      | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| The Global Smaller Companies Trust (ordinary shares)      | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT Global Managed Portfolio Trust (growth shares)         | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT Global Managed Portfolio Trust (income shares)         | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT Private Equity Trust (ordinary shares)                 | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| F&C Investment Trust (ordinary shares)                    | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT UK High Income Trust (ordinary shares)                 | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT UK High Income Trust (B shares)                        | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT UK High Income Trust (units)                           | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| TR Property Investment Trust (ordinary shares)            | ✓                       | ✓                       | ✓       | ✓                       | ✓                       | X                    | ✓                       |
| CT FTSE All-Share Tracker Fund (SC2 accumulation shares)  | Existing investors only | Existing investors only | X       | X                       | X                       | ✓                    | X                       |
| ICG Enterprise Trust (ordinary shares)                    | Existing investors only | Existing investors only | X       | Existing investors only | Existing investors only | X                    | Existing investors only |
| UIL (ordinary shares)                                     | Existing investors only | Existing investors only | X       | Existing investors only | X                       | X                    | X                       |
| UIL Finance 2024 ZDP Shs 3.8025p                          | Existing investors only | Existing investors only | X       | Existing investors only | X                       | X                    | X                       |

### B: Legacy Investments

| Investment  | CT ISA | CT GIA | CT LISA | CT JIA | CT CTF (Shares) | CT CTF (Stakeholder) | CT JISA |
|---|--------|--------|---------|--------|-----------------|----------------------|---------|
| Baillie Gifford European Growth Trust (ordinary shares)     | ✓      | ✓      | X       | ✓      | X               | X                    | X       |
| Blackrock Latin American Investment Trust (ordinary shares) | ✓      | ✓      | X       | ✓      | X               | X                    | X       |
| Witan Pacific Investment Trust (ordinary shares)            | ✓      | X      | X       | X      | X               | X                    | X       |

## SCHEDULE II INVESTMENT LIMITS AND CHARGES

| Item  | CT ISA   | CT GIA   | CT LISA  | CT JIA   | CT CTF (Shares)                  | CT CTF (Stakeholder)             | CT JISA  |
|---|--|--|--|--|----------------------------------|----------------------------------|--|
| Annual Charge                                   | £60+VAT  | £40+VAT  | £60+VAT  | £25+VAT  | £25+VAT                          | 0.7%                             | £25 +VAT   |
| Dealing charge                                  | Nil for online instructions<br>£12 postal per Investment Fund <sup>1</sup> | Nil for online instructions<br>£12 postal per Investment Fund <sup>1</sup> | Nil for online instructions<br>£12 postal per Investment Fund <sup>1</sup> | Nil for online instructions<br>£12 postal per Investment Fund <sup>1</sup> | Nil                              | Nil                              | Nil for online instructions<br>£12 postal per Investment Fund <sup>1</sup> |
| ISA/LISA/CTF/JISA transfer in                   | Nil <sup>2</sup>   | N/A  | Nil <sup>2</sup>   | N/A  | Nil                              | Nil                              | Nil <sup>2</sup>   |
| ISA/LISA/CTF/JISA transfer out                  | Nil <sup>2</sup>   | N/A  | Nil <sup>2</sup>   | N/A  | Nil                              | Nil                              | Nil <sup>2</sup>   |
| ISA/CTF/JISA Void Fee                           | £100 + VAT <sup>2</sup>  | N/A  | £100 + VAT <sup>2</sup>  | N/A  | Nil                              | Nil                              | Nil  |
| Stock transfer out to nominee or main register  | N/A  | Nil <sup>2</sup>   | N/A  | Nil <sup>2</sup>   | N/A                              | N/A                              | N/A  |
| Minimum initial - postal deals                  | £100 per account   | £100 per account   | £100 per account   | £100 per account   | £100 per account                 | £10 per account                  | £100 per account   |
| Minimum top-up                                  | £100 per account   | £100 per account   | £100 per account   | £100 per account   | £100 per account                 | £10                              | £100 per account   |
| Minimum DD                                      | £25 per account  | £25 per account  | £25 per account  | £25 per account  | £25 per account                  | £10                              | £25 per account  |
| Minimum reinvestment - of cash on account       | £25 per Investment Fund  | £25 per Investment Fund  | £25 per Investment Fund  | £25 per Investment Fund  | £25 per Investment Fund          | N/A                              | £25 per Investment Fund  |
| Minimum withdrawal                              | No minimum   | No Minimum   | No minimum but withdrawal charge may apply                                 | No minimum   | No minimum (after 18th birthday) | No minimum (after 18th birthday) | N/A  |
| Minimum Balance at product following withdrawal | £100 or £0 if there is an active Direct Debit                              | £100 or £0 if there is an active Direct Debit                              | £100 or £0 if there is an active Direct Debit                              | £100 or £0 if there is an active Direct Debit                              | N/A                              | N/A                              | N/A  |
| Annual limit*                                   | £20,000 (2023/24 tax year)   | No maximum   | £4,000 (2023/24 tax year)  | No maximum   | £9,000 (current birthday year)   | £9,000 (current birthday year)   | £9,000 (2023/24 tax year)  |

We reserve the right to close any accounts which do not meet the product minimums as set out in the terms and conditions.

| Item  | CT ISA  | CT GIA  | CT LISA   | CT JIA  | CT CTF (Shares)  | CT CTF (Stakeholder)                                | CT JISA   |
|---|---|---|---|---|--|---|---|
| Contributions by Direct Debit                 | Monthly on 1st month or next available Business Day | Monthly on 1st month or next available Business Day | Monthly on 1st month or next available Business Day | Monthly on 1st month or next available Business Day | Monthly on 1st month or next available Business Day                        | Monthly on 1st month or next available Business Day | Monthly on 1st month or next available Business Day |
| Periodic Statement dates                      | 31 March, 30 June, 30 September and 31 December     | 31 March, 30 June, 30 September and 31 December     | 31 March, 30 June, 30 September and 31 December     | 31 March, 30 June, 30 September and 31 December     | 31 March, 30 June, 30 September and 31 December                            | 31 March, 30 June, 30 September and 31 December     | 31 March, 30 June, 30 September and 31 December     |
| Cash  | Nil   | Nil   | Nil   | Nil   | Nil  | Nil   | Nil   |
| Deposit account interest rate                 | Nil   | Nil   | Nil   | Nil   | 1% below Bank of England Base Rate (CTF Deposit account only) <sup>3</sup> | Nil   | Nil   |
| Dividend paid by Cheque                       | Monthly on 23rd of month                            | Monthly on 23rd of month                            | N/A   | Monthly on 23rd of month                            | N/A  | N/A   | N/A   |
| Dividend paid direct to bank/building society | Within 4 business days of receipt into account      | Within 4 business days of receipt into account      | N/A   | Within 4 business days of receipt into account      | N/A  | N/A   | N/A   |

All charges may be altered in accordance with the terms and conditions. In addition to the above charges, there are operating costs associated with running an Investment Fund that affect the overall return from your 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 [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents).

Note 1: Dealing charges apply to purchases or sales requested by post except purchases made from the reinvestment of dividends or cash held on plan, regular monthly Direct Debits or sales to meet charges.

Note 2: Dealing charges (at postal rate, where applicable) apply to any shares sold and a pro-rata account charge applies when the account is closed.

Note 3: 0% floor applies.

## SCHEDULE III DIRECTORY

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

Approved CTF 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

| SEDOL   | Trust   | Broker dealing                        | New money permitted Y/N     |
|---------|---|---------------------------------------|-----------------------------|
| BHJVQ59 | European Asset Trust (ordinary shares)                    | Panmure Gordon (UK) Limited           | Y                           |
| 0346328 | CT UK Capital & Income Investment Trust (ordinary shares) | Cenkos                                | Y                           |
| B4ZPCJ0 | Balanced Commercial Property Trust (ordinary shares)      | Winterflood                           | Y                           |
| BKLD97  | The Global Smaller Companies Trust (ordinary shares)      | Stifel Nicolaus Europe Limited        | Y                           |
| B2PP252 | CT Global Managed Portfolio Trust (growth shares)         | Winterflood                           | Y                           |
| B2PP3J3 | CT Global Managed Portfolio Trust (income shares)         | Winterflood                           | Y                           |
| 3073827 | CT Private Equity Trust (ordinary shares)                 | Nplus1 Singer Capital Markets Limited | Y                           |
| 0346607 | F&C Investment Trust (ordinary shares)                    | JP Morgan Cazenove                    | Y                           |
| B1N4G29 | CT UK High Income Trust (ordinary shares)                 | Panmure Gordon (UK) Limited           | Y                           |
| B1N4H59 | CT UK High Income Trust (B shares)                        | Panmure Gordon (UK) Limited           | Y                           |
| B1N4H93 | CT UK High Income Trust (units)                           | Panmure Gordon (UK) Limited           | Y                           |
| 0906409 | TR Property Investment Trust ordinary 25p                 | Panmure Gordon (UK) Limited           | Y                           |
| 3313813 | CT FTSE All-Share Tracker Fund (SC2accumulation shares)   | SS&C                                  | Y                           |
| BMC7T38 | Baillie Gifford European Growth Trust                     | Winterflood                           | N                           |
| 0365602 | Witan Pacific Inv Tst ordinary 25p                        | Winterflood                           | N                           |
| 0505840 | Blackrock Latin American Inv Trust                        | Winterflood                           | N                           |
| 0329200 | ICG Enterprise Trust (ordinary shares)                    | Numis Securities Limited              | Y (existing investors only) |
| BZ4BVN3 | UIL (ordinary shares)                                     | Winterflood                           | Y (existing investors only) |
| BDZTX7  | UIL Finance 2024 ZDP Shs 3.8025p                          | Winterflood                           | Y (existing investors only) |

## COLUMBIA THREADNEEDLE INVESTMENTS ISA TERMS AND CONDITIONS

The Terms and Conditions below apply to the CT Individual Savings Account (CT ISA) and are in addition to the General Terms and Conditions. Together with the Key Features of the CT ISA and the Application Form these documents form the contract for the CT ISA. In the event of any inconsistency between these Terms and Conditions and the General Terms and Conditions, these Terms shall prevail.

The CT ISA is a Columbia Threadneedle Investments Savings Plan entitled to the tax benefits available to ISAs and is subject to the ISA Regulations. The CT ISA is a stocks and shares ISA. Columbia Threadneedle Investments does not provide a cash ISA option.

### Eligibility

Any individual aged 18 or over who is resident or ordinarily resident in the UK for tax purposes. ISAs may only be taken out in the name of one individual and the subscriptions must belong to that individual. Beneficial ownership of the investments held within the ISA must remain with the individual who took it out and should not be used as security for any loan.

### Opening an ISA

A CT ISA application form must be completed to open a CT ISA other than a converting CT Junior Individual Savings Account.

An investor may only open one stocks and shares ISA in a tax year. If an investor exercises their cancellation rights the cancelled stocks and shares ISA will be ignored, and the investor will still be entitled to open a stocks and shares ISA in that tax year.

The title to the investments held within the ISA will be registered jointly in the name of the investor and Columbia Threadneedle Investments as plan manager.

### Annual subscription

Up to 100% of the annual subscription limit may be invested in a stocks and shares ISA each tax year. The amount available is reduced pound for pound by the amount invested in a cash ISA, innovative finance ISA or Lifetime ISA in the same tax year. The Account Holder is responsible for ensuring that they comply with the 'One ISA a year' rule and that their combined cash ISA, stocks and share ISA, innovative finance and Lifetime ISA subscriptions do not exceed the annual subscription limit.

### Additional Permitted Subscription Limit

Law restricts the amount which can be invested as an APS. The APS must not exceed the aggregated value of your spouse or civil partner's ISA which they held at the date of their death; if the investor died on or before 5 April 2018, or if the investor died on or after 6 April 2018, up to the higher of the value of the deceased ISA investor's ISA holdings at the date of death or at the point the ISA ceased to be a "continuing account of a deceased investor".

If you send us a payment that exceeds your APS allowance, we will return the whole amount to you by cheque without accepting any payment.

Transfers of assets from an external ISA manager can only be accepted in cash and not as in-specie transfers. Please contact us for more information on our Additional Permitted Subscription service.

Where the deceased investor has a number of ISA's with the same ISA manager, there will be a single APS subscription limit based on the combined values of those ISA's at the investor's date of death. If the ISA investor died on or after 6 April 2018 the single APS subscription limit can be based on the combined values of those ISA's on the date of death, or on the total value of the investor's ISA's when they cease to be continuing accounts of the deceased investor. This single APS subscription limit cannot be calculated on a mix of some account values at the date of death and the value of other accounts at the point they cease to be a continuous ISA.

All applications and instructions for APS must be in writing. You can make an APS into your ISA by completing the APS application form each time that you wish to make an APS.

You can make one or more APS, however, they must not, in aggregate, exceed the APS allowance and must be made within the permitted period.

### Additional Permitted Subscriptions Timing

Additional permitted subscriptions made in the form of cash must be made within 3 years of the date of death, or if later, within 180 days of the completion of the administration of the deceased ISA investor's estate.

Additional permitted subscription made in the form of stock must be invested within 180 days of the beneficial ownership of the deceased investor's ISA passing to you.

We will only accept APS payments within the permitted period. We will not accept payments outside of this time. Note, if completion of the estate takes longer we will need to see evidence to allow further APS payments.

**ISA transfers**

ISA holders are entitled to transfer an ISA in whole or in part in the case of previous tax years' subscriptions to another ISA plan manager. Current tax year subscriptions must be transferred in full. The application to transfer a CT ISA must be made to the receiving plan manager who will request the transfer from Columbia Threadneedle Investments as the current plan manager. Columbia Threadneedle Investments will only accept ISA transfers in cash.

**Cancelling a CT ISA application or a CT ISA transfer request**

Applicants can cancel a CT ISA application or a CT ISA transfer request they have made. When you apply, we send you information about your right to cancel, along with a cancellation notice form. Applicants wishing to cancel an application or transfer must return the cancellation notice to us within 14 days.

After we receive notice of the cancellation of an application for a new CT ISA, we return the original contribution less any dealing expenses and shortfall (difference between the cost and proceeds of shares purchased for the account) in accordance with the FCA Regulations.

In the case of an ISA transfer the Applicant will arrange for a replacement ISA Plan Manager to accept the proceeds or the funds will be returned to the Applicant and the tax benefits of an ISA will be lost.

**Transferring your Additional Permitted Subscription Allowance**

Where you intend to make additional permitted subscriptions in the form of cash, you can transfer your APS Allowance from the deceased ISA investor's plan manager to another manager.

Your APS allowance can only be transferred once and only if you have not already made any additional permitted subscriptions with the deceased ISA investor's plan manager. Any unused balance cannot be transferred to another ISA manager.

You may have the right to cancel the transfer of your APS allowance while it is in the process of being transferred, however, it is not permitted by the ISA Regulation's to cancel the transfer once it is completed.

Once the transfer of the APS allowance is completed you can make additional permitted subscriptions. You will not be able to transfer the APS allowance to another plan manager, even if you have not made any additional permitted subscriptions with the plan manager you transferred your APS allowance to.

**Withdrawing funds from an ISA**

Funds may be withdrawn from the CT ISA at any time. Unless 100% of the CT ISA is to be withdrawn the Account Holder must instruct the sale of a number of shares or shares to a specified value within a specified trust to fund the withdrawal.

The ISA is flexible and allows the investor to deposit an amount which has been withdrawn in the same tax year without affecting their ISA allowance.

The ISA is automatically closed when 100% of the plan is withdrawn. If an instruction to sell shares leaves the balance of the relevant Investment Fund below the minimum permitted balance, then the remaining shares of that Investment Fund will also be sold. If no other investments are held in the account and there is no active Direct Debit set up to make further contributions then the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in their terms and conditions.

**Procedure following death on or after 6 April 2018.**

When Columbia Threadneedle Investments are notified that an Account Holder has died and the date of death was on or after 6 April 2018, the ISA will be designated a "continuing account of a deceased investor" in accordance with HMRC regulations. The CT ISA will remain as a "continuing account of a deceased investor" until the earlier of: i. the closure of the CT ISA; and ii. the third anniversary of death. Whilst the CT ISA is a "continuing account of a deceased investor" no subscriptions can be made, but the existing account investments will continue to benefit from ISA tax advantages. If the administration of the Account Holder's estate has not been completed by the third anniversary of their death, then the CT ISA will cease to be a "continuing account of a deceased investor". The ISA will remain invested until instructions are received and accepted by Columbia Threadneedle Investments from the Account Holder's personal representative(s).

Columbia Threadneedle Investments may require evidence of identify and authority to act before accepting instructions from the personal representative(s).

**Voiding or repairing an ISA for breach of the ISA Regulations**

ISAs may be closed on direct instructions from HM Revenue & Customs:

- Due to an invalid application
- Due to the Account Holder already having subscribed to another ISA

Where an ISA, or part thereof, is to be treated as void Columbia Threadneedle Investments will notify the Account Holder that the ISA or part thereof has not qualified or will no longer qualify for tax relief. Columbia Threadneedle Investments will then void the ISA or part thereof, realise the value of the relevant investments, and subject to any deduction necessary to satisfy tax liabilities of the Account Holder for which Columbia Threadneedle Investments may be accountable and any sum due to Columbia Threadneedle Investments under the terms and conditions, will pay the proceeds to the Account Holder.

In circumstances where there is a failure to satisfy the ISA Regulations HM Revenue & Customs may require the ISA or part thereof to be repaired.

Columbia Threadneedle Investments will then repair the ISA in accordance with the Regulations including making such adjustments to the investments as are necessary. Columbia Threadneedle Investments may charge an additional administration fee for repairing an ISA.

#### **Payment of charges, expenses, and taxes**

To pay taxes or to cover charges, or expenses payable for a CT ISA, we may sell investments in the account or use cash from the account. We may do this without notifying the Account Holder. If liabilities remain unsatisfied after we have taken this action, the Account Holder must pay the shortfall. If the Account Holder does not reimburse us promptly, they will be liable for any loss, damage, or cost we might incur.

Columbia Threadneedle Investments may retain sufficient cash to pay charges or taxes on the Account and may apply any cash or sell any investments in the Account to pay any unpaid charges or taxes.

## **COLUMBIA THREADNEEDLE INVESTMENTS LISA TERMS AND CONDITIONS**

The Terms and Conditions below apply to the CT Lifetime Individual Savings Account (CT LISA) and are in addition to the General Terms and Conditions. Together with the Key Features of the CT LISA and the Application Form these documents form the contract for the CT LISA. In the event of any inconsistency between these Terms and Conditions and the General Terms and Conditions, these Terms shall prevail.

The CT LISA is a Columbia Threadneedle Investments Savings Plan entitled to the tax benefits available to ISAs and is subject to the ISA Regulations.

#### **Eligibility**

Investments into a Lifetime ISA (LISA) can only be made by investors who are aged between 18 and 39 and who are resident in the UK for tax purposes. If you have a LISA you can continue contributing into it until your 50th birthday. If you move abroad you cannot continue putting money into the LISA, but can keep existing LISAs and will still get tax relief on investments held in them. When you return you can start putting money in again (subject to the normal annual limits). The exception is Crown employees serving overseas (typically members of the armed forces and diplomats), or people married to or in a civil partnership with a Crown employee serving overseas who can open and subscribe to a LISA in the usual way. It is your responsibility to satisfy yourself that you are permitted to invest in a LISA.

#### **Opening a LISA**

A CT LISA application form must be completed to open a CT LISA.

An investor may only open one LISA with a single provider in a tax year. If an investor exercises their cancellation rights the cancelled LISA will be ignored and the investor will still be entitled to open a LISA in that tax year.

The title to the investments held within the LISA will be registered jointly in the name of the investor and Columbia Threadneedle Investments as plan manager.

#### **Annual subscription**

ISA regulations limit the amount that can be put in a LISA each tax year. The Account Holder is responsible for ensuring that they comply with the 'One ISA a year' rule and that their combined cash ISA, stocks and share ISA, innovative finance ISA and Lifetime ISA subscriptions do not exceed the overall annual ISA subscription limit.

**Additional Permitted Subscriptions**

Additional permitted subscriptions can be made into a LISA. These count towards your annual LISA subscription limit but not your overall annual ISA subscription limit.

**LISA transfers out**

LISA holders are entitled to transfer a LISA in whole or in part in the case of previous tax years' subscriptions to another ISA plan manager. Current tax year subscriptions must be transferred in full. The application to transfer a CT LISA must be made to the receiving plan manager who will request the transfer from Columbia Threadneedle Investments as the current plan manager. Transfers from a LISA to another type of ISA prior to age 60 will be subject to a Government withdrawal charge.

**Cancelling a CT LISA application request**

Applicants can cancel a CT LISA application or a CT LISA transfer in request they have made. When you apply, we send you information about your right to cancel, along with a cancellation notice form. Applicants wishing to cancel an application or transfer must return the cancellation notice to us within 30 days.

After we receive notice of the cancellation of an application for a new CT LISA, we return the original contribution less any dealing expenses and shortfall (difference between the cost and proceeds of shares purchased for the account) in accordance with the FCA Regulations.

**Transferring your Additional Permitted Subscription Allowance**

Where you intend to make additional permitted subscriptions in the form of cash, you can transfer your APS Allowance from the deceased ISA/LISA investor's plan manager to another manager.

Your APS allowance can only be transferred once and only if you have not already made any additional permitted subscriptions with the deceased ISA investor's plan manager. Any unused balance cannot be transferred to another ISA/LISA manager.

You may have the right to cancel the transfer of your APS allowance while it is in the process of being transferred, however, it is not permitted by the ISA Regulation's to cancel the transfer once it is completed.

Once the transfer of the APS allowance is completed you can make additional permitted subscriptions. You will not be able to transfer the APS allowance to another plan manager, even if you have not made any additional permitted subscriptions with the plan manager you transferred your APS allowance to.

**Withdrawing funds from a LISA**

Funds may be withdrawn from the CT LISA at any time. Any withdrawals made from your LISA will incur a Government withdrawal charge which means you could get back less than what you put in.

Once you have held your LISA for at least 12 months you can withdraw money to buy your first home provided it meets the applicable Government requirements.

Any withdrawal made after your first house purchase and before the age of 60 will result in a 25% Government withdrawal charge. Once you have reached the age of 60 no Government withdrawal charge will apply.

Unless 100% of the CT LISA is to be withdrawn the Account Holder must instruct the sale of a number of shares or shares to a specified value within a specified trust to fund the withdrawal.

Funds withdrawn from a LISA lose the tax benefits of a LISA and can only be reinvested in another ISA/LISA as part of the current year annual subscription limit.

The LISA is closed when 100% of the plan is withdrawn. If an instruction to sell shares leaves the balance of the relevant Investment Fund below the minimum permitted balance then the remaining shares of that Investment Fund will also be sold. If no other investments are held in the account and there is no active Direct Debit set up to make further contributions then the account will be closed. We reserve the right to close any accounts which do not meet the product minimums as set out in their terms and conditions.

A closed LISA can be reinstated to accept further payments e.g. unpaid bonus or funds being returned following the failure of a first time residential house purchase.

**Procedure following death on or after 6 April 2018.**

When Columbia Threadneedle Investments are notified that an Account Holder has died and the date of death was on or after 6 April 2018, the LISA will be designated a "continuing account of a deceased investor" in accordance with HMRC regulations. The CT LISA will remain as a "continuing account of a deceased investor" until the earlier of: i. the closure of the CT LISA; and ii. the third anniversary of death. Whilst the CT LISA is a "continuing account of a deceased investor" no subscriptions can be made, but the existing account investments will continue to benefit from LISA tax advantages. If the administration of the Account Holder's estate has not been completed by the third anniversary of their death, then the CT LISA will cease to be a "continuing account of a deceased investor". The

LISA will remain invested until instructions are received and accepted by Columbia Threadneedle Investments from the Account Holder's personal representative(s).

Columbia Threadneedle Investments may require evidence of identify and authority to act before accepting instructions from the personal representative(s).

### **Voiding or repairing a LISA for breach of the ISA Regulations**

LISAs may be closed on direct instructions from HM Revenue & Customs:

- Due to an invalid application
- Due to the Account Holder already having subscribed to another LISA

Where a LISA, or part thereof, is to be treated as void Columbia Threadneedle Investments will notify the Account Holder that the LISA or part thereof has not qualified or will no longer qualify for tax relief. Columbia Threadneedle Investments will then void the LISA or part thereof, realise the value of the relevant investments, and subject to any deduction necessary to satisfy tax liabilities of the Account Holder for which Columbia Threadneedle Investments may be accountable and any sum due to Columbia Threadneedle Investments under the terms and conditions, will pay the proceeds to the Account Holder.

In circumstances where there is a failure to satisfy the ISA Regulations HM Revenue & Customs may require the LISA or part thereof to be repaired.

Columbia Threadneedle Investments will then repair the LISA in accordance with the Regulations including making such adjustments to the investments as are necessary. Columbia Threadneedle Investments may charge an additional administration fee for repairing a LISA.

### **Factors that could effect whether or not a Lifetime ISA is the right way for you to save**

You will lose out on the benefit of your employer's contribution if you choose to fund a Lifetime ISA instead of enrolling in or contributing to a qualifying/automatic enrolment pension scheme, occupational pension scheme or personal pension scheme.

Your current and future entitlement to means-tested benefits could also be affected as the value of your LISA may count towards any assessment of your assets, whereas the value of pensions savings may not.

### **Payment of charges, expenses, and taxes**

To pay taxes or to cover charges, or expenses payable for a CT LISA, we may sell investments in the account or use cash from the account. We may do this without notifying the Account Holder. If liabilities remain unsatisfied after we have taken this action, the Account Holder must pay the shortfall. If the Account Holder does not reimburse us promptly, they will be liable for any loss, damage, or cost we might incur.

Columbia Threadneedle Investments may retain sufficient cash to pay charges or taxes on the Account and may apply any cash or sell any investments in the Account to pay any unpaid charges or taxes.









To find out more visit  
**CTINVEST.CO.UK**

**Columbia Threadneedle Management Limited**

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