

# Transfer application form

## CT Individual Savings Account (CT ISA)

- This application form is an offer to enter into an agreement with Columbia Threadneedle Management Limited ("Columbia Threadneedle") for a CT ISA.
- You can use this form to transfer existing ISA(s) or a Matured Child Trust Fund (CTF) from another plan manager. If you would like to make any changes to an existing CT ISA, the appropriate form can be found at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents)
- If you need to make a withdrawal from a Matured CTF prior to transfer, you need to notify your existing provider separately.
- The CT ISA is a stocks and shares ISA only.
- If you need further application forms, please download them from our website at [ctinvest.co.uk](http://ctinvest.co.uk), email [invest@columbiathreadneedle.com](mailto:invest@columbiathreadneedle.com) or call 0345 600 3030\*\*. You can also photocopy this form, although signatures must be original.
- Before making your investments, please ensure that you have read the latest Key Information Documents (KIDs) for your preferred investment(s), and the Pre-Sales Cost & Charges Disclosure for your savings plan and selected investment(s). These documents

can be found at [ctinvest.co.uk/documents](http://ctinvest.co.uk/documents). Paper copies can be provided on request.

Please complete the form in block capitals and in black ink.

Please return the form to:

Columbia Threadneedle Management Limited  
PO Box 11114  
Chelmsford  
CM99 2DG

24DLU/1  
07/25

### Part 1 Personal details

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

If you have an existing plan with Columbia Threadneedle, please give your account number

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Title (Mr/Mrs/Miss/Ms/Other)	First name(s) in full		
Surname	Date of birth		
Permanent residential address			
Postcode			
Nationality	Telephone	National Insurance number	
Email address	Tick here if you have never been issued with a National Insurance number		

You should be able to find your National Insurance number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP, or pension order book.

#### Data Protection

All personal information submitted with this application form will be treated in accordance with Columbia Threadneedle Management Limited's Privacy Policy, which is available at: [ctinvest.co.uk/privacy](http://ctinvest.co.uk/privacy). This privacy policy includes full details about the type of information we collect, what we use this information for, and your related rights.

In addition, the Key Features and Terms & Conditions document for the selected account contains a summary of the key information about how we process your personal information. Should you have any questions regarding how we process your personal information key contact information can be found both in the Privacy Policy and the Terms & Conditions document.

#### Marketing

We would like to provide you with details of financial services and products that we offer which we think you might find interesting. If you would NOT like to receive such information, please tick this box ☐. If at any time you change your mind, please let us know by emailing us at [preferences@columbiathreadneedle.com](mailto:preferences@columbiathreadneedle.com)

## Part 2 Investment Options

The minimum opening investment amount that can be transferred into a CT ISA is £2,000. If the amount transferred is below £2,000 the application will be rejected.

### Step 1: Allocation of investment (mandatory)

Let us know how to invest the transfer proceeds when they are received, ensuring that the overall total adds up to 100%. There is no dealing charge if the account is opened and managed online at [ctinvest.co.uk/register](http://ctinvest.co.uk/register).

### Step 2: Setting up a Cash Sweep facility (optional)

Any cash remaining from your lump sum, or future deals including cash remaining from dividends reinvested, can be automatically invested monthly by nominating ONE investment option in 'Step 2: Cash Sweep' below (as long as there is enough cash to buy at least one share in your chosen investment option). If you leave this blank, the cash will remain available on your account for future use. There is no dealing charge on shares bought through the Cash Sweep facility.

Investment Option	Step 1: % amount	Step 2: Sweep (optional) <small>Tick one option only if you'd like to activate this service</small>
European Assets Trust (ordinary shares)	%	<input type="checkbox"/>
CT UK Capital and Income Investment Trust (ordinary shares)	%	<input type="checkbox"/>
The Global Smaller Companies Trust (ordinary shares)	%	<input type="checkbox"/>
CT Global Managed Portfolio Trust (growth shares)	%	<input type="checkbox"/>
CT Global Managed Portfolio Trust (income shares)	%	<input type="checkbox"/>
CT Private Equity Trust (ordinary shares)	%	<input type="checkbox"/>
F&C Investment Trust (ordinary shares)	%	<input type="checkbox"/>
CT UK High Income Trust (Ordinary shares)	%	<input type="checkbox"/>
CT UK High Income Trust (B shares)	%	<input type="checkbox"/>
TR Property Investment Trust (ordinary shares)	%	<input type="checkbox"/>

## Part 3 Dividend options

Dividends (regular income generated from your investment) will be automatically reinvested to buy more shares in the investment trust the dividends was paid. If you would prefer dividends to be paid out to your bank/building society, bank account verification is required, we can accept a pre-printed pay-in slip or a cancelled cheque. Please complete your details below.

Name of bank or building society

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of account holder(s)

Bank or building society address

Postcode
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Please note that if you are transferring into an existing CT ISA the instructions given above will override any existing dividend arrangements. If this section is left blank all dividends received within the Plan will be re-invested.

#### Part 4 ISA annual management charge

The annual management charge payable to Columbia Threadneedle Management Limited is £60+ VAT. This amount will be collected from your account in two equal instalments in April and October each year. This means that £30+ VAT will be collected in April and £30+ VAT collected in October. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 6. If you do not opt to pay the annual management charge via Direct Debit, the management charge will be paid out of any available cash in your account. If your account does not have enough available cash to cover the management charge, we may need to sell your investments to cover the annual management charge.

☐ I would like to pay my management charge by Direct Debit.

#### Part 5 Declaration and authorisation

I **apply to transfer** my existing ISA(s) or Matured CTF to the CT ISA as indicated in Part 7.

I **authorise Columbia Threadneedle** :

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- On my written request, to transfer or pay to me, as the case may be, ISA investments, dividends, rights or other proceeds in respect of such investments or any cash; and
- To make on my behalf any claims to relief from tax in respect of ISA investments.
- I **declare that** the information on this completed application form is correct to the best of my knowledge and belief.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of any cash ISA, stocks and shares ISA, innovative finance ISA and Lifetime ISA in the same tax year. I confirm that I have read the Key Features of the CT ISA. I agree to be bound by the Terms & Conditions relating to the ISA and to inform Columbia Threadneedle in writing immediately of any change in my circumstances.
- I **confirm that:** I have read the latest Key Information Documents for the selected investment trust(s). I have read and understood the pre-sales cost & charges disclosure(s) for the selected investment trust(s) and savings plan.

I **understand that** this application form is subject to acceptance by Columbia Threadneedle and that if I wish to make any future subscriptions to my CT ISA I must complete a new ISA application form.

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

Signature of account holder

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Date

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Please fill in the whole form using a ball point pen and send it to:

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

Service user number

2 7 8 6 0 1

Name(s) of account holder(s)


Reference (for office use only)

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Please pay Columbia Threadneedle Management Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Columbia Threadneedle Management Limited and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

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

Signature(s)


Date

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Banks and building societies may not accept Direct Debit instructions for some types of account.

**To be detached and retained by the payer**



## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Columbia Threadneedle Management Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Columbia Threadneedle Management Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Columbia Threadneedle Management Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Columbia Threadneedle Management Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Part 7 Form of authorisation for your existing ISA/CTF manager

This section must be completed, and returned to us to process your transfer. We will send a form of authorisation to your existing plan manager and arrange for the ISA/Matured CTF to be transferred in accordance with your instructions. A form of authorisation needs to be completed for each ISA manager you are transferring a ISA from. You can photocopy these forms, download another from the website or ask us to send you another.

### Investor's personal details

National Insurance number

Title (Mr/Mrs/Miss/Ms/Other) First names(s) in full

Surname

Permanent residential address (including postcode)

Postcode

Date of birth

### Name and address of existing ISA/CTF manager

Company name

ISA/Matured CTF reference number

Company address (including postcode)

Postcode

If you are not an existing account holder and the amount transferred is below the £2,000 minimum opening investment amount the application will be rejected. ISA(s) to be transferred (Not applicable for Matured CTFs)

Please state the estimated mount of money to be transferred

£

If you are not an existing account holder and the amount transferred is below the £2,000 minimum opening investment amount the application will be rejected.

### ISA(s) to be transferred (not applicable for matured CTFs)

I wish to transfer 100% of my ISA holdings including current year subscriptions.

☐

OR

I wish to transfer PART of my ISA holdings (please indicate years/percentages/amounts/funds)

1. I hereby authorise you to transfer the proceeds of the above Matured CTF/ISA(s) to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
2. I hereby authorise you to provide Columbia Threadneedle Management Limited with all such relevant information relating to my Matured CTF/ISA(s) as it may require.
3. I understand that my existing Matured CTF/ISA(s) will be sold prior to the transfer taking place.

Signature

Print name

Date

### Application checklist

Please ensure:

☐ you have read and understood the brochure, Key Features and Terms & Conditions.

☐ you have supplied your postcode, date of birth and National Insurance number.

☐ you have signed and dated the Declaration in Part 5 and the transfer instruction form in Part 7, whichever applies.

☐ that you have read the latest Key Information Document and Pre-Sales Cost & Charges Disclosure for the selected investment trust(s) and savings plan.



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## Columbia Threadneedle Management Limited

\*\*0345 600 3030, 9.00am - 5.00pm, weekdays, calls may be recorded or monitored for training and quality purposes.

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