

CT Junior Individual Savings Account (CT JISA) transfer form

- Please use this form if you would like to transfer an existing Child Trust Fund (CTF) or Junior ISA (JISA) with another CTF/JISA provider into the CT JISA.
- This form can only be completed by the Registered Contact of the existing CT or JISA.
- **Additional contributions cannot be accepted until your transfer is complete.** We will send you confirmation once we have received the money from the transferring CTF/JISA plan manager.
- If you have an existing CT CTF and wish to transfer this to the CT JISA please complete the Transferring from a CT Child Trust Fund to the CT Junior ISA form which can be found at ctinvest.co.uk/documents
- 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.

These documents can be found at ctinvest.co.uk/documents. Paper copies can be provided on request.

Please email our Investor Services Team at invest@columbiathreadneedle.com or call 0345 600 3030** if you have any queries.

Please complete this form in block capitals and black ink.

Please return the form to:

Columbia Threadneedle Management Limited
PO Box 11114
Chelmsford
CM99 2DG

24DLU/1
07/25

Part 1 Child's details

Please ensure you supply an address, date of birth, nationality and National Insurance number (if they have one) – all are required to open a plan.

I am transferring a CTF ☐ or JISA ☐ for:

Master ☐ Miss ☐ Child's first name(s) in full

Child's surname

Child's home address

Child's date of birth

Nationality

Postcode

Child's National Insurance number (if they have one)

or CTF account holders only Unique Reference Number (URN)

The child's unique reference number was included in the original Government CTF voucher and should also be found on the annual CTF statement from your existing plan manager.

Part 2 Personal details (Registered Contact)

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

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Permanent residential address

Date of birth

Nationality

Postcode

Telephone

National Insurance number

Email address

If you have an existing CT JISA for this child, please enter the account number here. Account 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.

Providing your telephone number will help us contact you quickly if there are any queries with this form.

Part 2 Personal details (Registered Contact) continued

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. 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.

Part 3 JISA annual management charge

The annual management charge payable to Columbia Threadneedle Management Limited is £25+ VAT. This amount will be collected from your account in two equal instalments in April and October each year. This means that £12.50+ VAT will be collected in April and £12.50+ VAT collected in October. If you would like to pay this charge by Direct Debit please tick the box below and complete the Direct Debit Form in Part 7. If you do not opt to pay the annual management charge via Direct Debit, the management charge will be paid out of any available cash in your account.

If your account does not have enough available cash to cover the management charge, we may need to sell your investments to cover the annual management charge.

☐ I would like to pay my management charge by Direct Debit (please complete Part 7).

Part 4 Investment Options

If transferring to a new account, the minimum opening investment amount that can be transferred into a CT Junior ISA is £1,000. If the amount transferred is below £1,000 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 a dealing charge of £12 for each trust selected if you wish not to use the online service.

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.

If you already a CT Junior ISA account the cash sweep selection made will overridden with the selection you make on this form.

Step 1: % Amount

Step 2: Cash Sweep (optional)

Tick one option only if you'd like to activate this service

Investment Option		
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"/>

I apply to transfer

- my existing JISA(s) or CTF to the CT JISA as indicated in part 6a or 6b

I declare that

- I am 16 years of age or over
- I am the child/I have parental responsibility for that child.
- I am the Registered Contact for the JISA or CTF.
- I authorise Columbia Threadneedle Management Limited:
 - to hold the child's subscriptions, JISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash; and
 - to make on the child's behalf any claims to relief from tax in respect of JISA investments.
- I agree to be bound by the JISA Key Features & Terms and Conditions and will promptly inform you of any changes in my circumstances.
- I understand that this application is subject to acceptance by Columbia Threadneedle Management Limited.
- 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 for the selected investment trust(s) and savings plan.
- I understand that if I am transferring from a stakeholder CTF that the following features will no longer apply:
 - minimum subscriptions of £10 allowed; and
 - annual charge of 1.5%.

If you are applying to transfer a stakeholder CTF, tick this box to confirm that you understand this and wish to proceed. ☐

If for any reason the transfer from a CTF to the CT JISA is unsuccessful, any JISA account that has been opened on a provisional basis will be invalid and any subscriptions to such account will be returned. The CTF will remain intact.

- I declare that the statements completed on this application are true to the best of my knowledge and belief.

Signature – Registered Contact

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Date

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Part 6a Instruction to transfer an existing Stocks and Shares JISA/CTF with another provider to the CT JISA

Name of existing plan manager (company)

JISA/CTF account number

Existing plan manager's address

	Postcode

Child's name

Date of birth

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Sort code (if applicable)

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Child's address

	Postcode

Registered Contact

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Registered contact's address

	Postcode

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 £1,000 minimum opening investment amount the application will be rejected. The CT JISA is a Stocks and Shares JISA. As a child can only hold one stocks and shares JISA or one CTF, any existing Stocks and Shares JISA or CTF must be transferred in full.

- I hereby instruct you to sell all investments within my plan immediately and transfer the proceeds, together with any interest, dividends, rights and any other cash within my plan (less any amount you are entitled to keep under the terms of the account), to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- Please transfer my plan once instructions have been received from Columbia Threadneedle to do so.
- I also authorise you to provide Columbia Threadneedle Management Limited with all such relevant information relating to my account as it may require.

Signature

Date

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Part 6b Instruction to transfer an existing cash JISA/CTF with another provider to the CT JISA

Name of existing plan manager (company)

JISA/CTF account number

Existing plan manager's address

	Postcode

Sort code (if applicable)

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Child's name

Date of birth

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Child's address

	Postcode

Registered Contact

Title (Mr/Mrs/Miss/Ms/Other)

First name(s) in full

Surname

Registered contact's address

	Postcode

The total amount of money to be transferred is

£

If the amount transferred is below £1,000 the application will be rejected. The CT JISA is a Stocks and Shares JISA. As a child can only hold one stocks and shares JISA and one Cash JISA, or one CTF, you can choose whether to transfer an existing Cash JISA in whole or in part but a CTF must be transferred in full. Please note that the current tax year subscriptions must be transferred in full.

☐ Transfer account in its entirety☐ Transfer part of account, enter amount (JISA only)

£

- Therefore, I request you to transfer the above mentioned cash CTF/JISA funds to Columbia Threadneedle Management Limited, PO Box 11114, Chelmsford, CM99 2DG.
- Please transfer my plan once instructions have been received from Columbia Threadneedle to do so.
- I also authorise you to provide Columbia Threadneedle Management Limited with all such relevant information relating to my account as it may require.

Signature

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

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Name(s) of account holder(s)

Reference (for office use only)

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

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

To the Manager	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.



Columbia Threadneedle Management Limited

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

