

Our ref: Sample

(Date)

Sample copy

Dear (Salutation)

Fund conversion for Baillie Gifford Health Innovation

Account number: XXXXXXXX

Your financial adviser: XXXXXXXX

I am writing to you because you are invested in the Baillie Gifford Health Innovation (Share Class Y) fund, provided by Baillie Gifford & Co Limited .

Baillie Gifford & Co Limited will convert the Baillie Gifford Health Innovation (Share Class Y) fund into the Share Class B of the same fund on 15 April 2024. You'll see the new fund on your valuations and statements after that date.

Converted fund (share class)	New fund (share class)
Baillie Gifford Health Innovation (Share Class Y)	Baillie Gifford Health Innovation (Share Class B)

You may want to speak to your financial adviser about the impact of the conversion. Please speak to them before making any investment decisions, or if you have any questions about this change.

If you don't have a financial adviser, we recommend that you consider the benefits of receiving professional financial advice, which can be especially important when you need to make investment decisions. If you would like to search for an adviser in your area you can start by visiting quilter.com/financial-advice/find-an-adviser.

The last date we can sell from the fund before the conversion will be 16:00 on 12 April 2024.

How the conversion will affect your account

- **The value of your fund holding** – the conversion will not affect the value of your fund holding.
- **Direct Debits** – If you are paying into the fund by Direct Debit:
 - 1) payments up to and including 15 April 2024 will be allocated to the Baillie Gifford Health Innovation (Share Class Y) fund.
 - 2) any payments which are due to be collected whilst the conversion is taking place will buy units proportionally across the other assets in your Direct Debit instruction. If the converting fund is the only fund in your instruction, those payments will be allocated to cash. They will stay in cash unless you choose to switch them to another asset in future.
 - 3) payments after the conversion will be allocated to the Baillie Gifford Health Innovation (Share Class B) fund.

- **Phasing and Rebalancing** – Any **phased investment** or **rebalancing** instructions using the fund will automatically continue after the conversion. Unless you give us an alternative choice, future transactions will be reapportioned across the other assets in your instruction, or cash if the converting fund is the only fund in your instruction.

Cash may not be suitable for your long-term investment needs. If you're happy for the amount to stay in cash, you don't need to do anything. Alternatively, you can switch the cash into an alternative asset(s) from our extensive range. Your financial adviser can give us your switch instruction, or you can switch by logging into our online Customer Centre at quilter.com/login or by sending us a switch form in the post.

- The conversion **won't change the fund's risk profile.**
- **Ongoing Charge Figure (OCF) /Total Expense Ratio (TER)** – the OCF/TER will not change with the conversion.

Fund managers apply an Annual Management Charge (AMC) for the investment management they provide. This is reflected within the daily price of the fund and not taken directly from your holdings.

The OCF/TER represents the ongoing charges for the fund, expressed as a percentage. It is the sum of the AMC and all other running costs of the fund. OCF is increasingly replacing the TER.

The table below shows the current and new AMC and OCF/TER.

	AMC %	OCF / TER %
Current	0.50%	0.53%
New	0.50%	0.53%

Please note that none of the changes detailed in this letter affect any charges made by Quilter.

Why the funds are converting

Following a review of the share classes that are available in the fund, Baillie Gifford have decided to convert the Y share class into the B share class in order to reduce the number of shares available. Baillie Gifford believe that this change is in the best interests of shareholders.

The next steps and avoiding the conversion

You do not need to take any action unless you would like to choose a new asset from our extensive range. You can switch your holding in the Baillie Gifford Health Innovation fund at any time up until **16:00 on 12 April 2024**. If you decide to switch into a new asset(s), please note that you will also need to update your asset choice for Direct Debit payments, if applicable.

If you have any questions about this letter, please speak to your financial adviser who will be able to help you. Alternatively, you can call or email us using the details shown and we will be happy to help. Our Customer Service Centre is open 8:30am – 5:30pm, Monday to Friday.

Yours sincerely,



Callum Earl

Head of Customer Operations