

Our ref: Sample

(Date)

Sample copy

Dear (Salutation)

CT Diversified Monthly Income – fund closure

Account number: XXXXXX

Your financial adviser: XXXXXX

The CT Diversified Monthly Income fund that you invest in as part of a model portfolio set up by your financial adviser is due to be closed from **20 May 2024**.

We will be unable to accept new investments into the fund from 13 May 2024.

Your financial adviser will take any action that needs to be taken and, if necessary, help to address any questions you may have.

How the fund closing will affect your account

- **Phasing and Rebalancing** – Any **phased investment** or **rebalancing** instructions using the fund will automatically continue. These will either buy units in your other assets proportionally, or go into cash, depending on how your adviser set up the model portfolio. Alternatively, we will update the instruction if your financial adviser provides a revised asset choice.
- **Direct Debits** – If you are paying into the fund by Direct Debit future payments will either buy units in your other assets proportionally, or go into cash, depending on how your adviser set up the model portfolio. Alternatively, we will update the instruction if your financial adviser provides a revised asset choice.

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. Your financial adviser will take any action that needs to be taken and help to answer any questions you may have.

Capital gains tax – Collective Investment Account only

If you choose to sell or switch your holdings, this is a disposal for capital gains tax purposes. Please speak to your financial adviser to understand how this may affect you.

The cost of the closure

Costs associated with the sale of the assets of the fund and any legal, mailing and administration costs will be borne by the fund. These costs will be accrued in the price of the units and Columbia Threadneedle do not expect them to exceed 0.14% of the fund's value.

Why the fund manager is closing the fund

The fund has experienced a continuing decline in assets and failed to attract significant new investment during the last five years which Columbia Threadneedle now consider is likely to negatively impact both the fund's performance and the costs of operating the fund. They believe the fund will become unviable as the decreasing size will make the fund difficult to run efficiently.

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,

A handwritten signature in black ink that reads "Callum Earl". The signature is written in a cursive, slightly slanted style.

Callum Earl

Head of Customer Operations