

Our ref: Sample

(Date)

Sample copy

Dear (Salutation)

Fund conversion and Investment Objective changes for CT MM Navigator Funds

Account number: XXXXXX

Your financial adviser: XXXXXX

I am writing to you because you are invested in one or more of the below funds, provided by Columbia Threadneedle Fund Management Ltd .

Columbia Threadneedle will convert the below Share class A funds into the Share Class C of the same fund on 14 June 2024. You'll see the new fund on your valuations and statements after that date.

Converted fund (share class)	New fund (share class)
CT MM Navigator Balanced (Share Class A)	CT MM Navigator Balanced (Share Class C)
CT MM Navigator Boutiques (Share Class A)	CT MM Navigator Boutiques (Share Class C)
CT MM Navigator Cautious (Share Class A)	CT MM Navigator Cautious (Share Class C)
CT MM Navigator Distribution (Share Class A)	CT MM Navigator Distribution (Share Class C)
CT MM Navigator Growth (Share Class A)	CT MM Navigator Growth (Share Class C)

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 funds before the conversion will be 11:00 on 13 June 2024.

How the changes will affect your account

- **The value of your fund holding** – the changes 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 **13 June 2024** will be allocated to the CT MM Navigator Funds Share Class A funds.

- 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 CT MM Navigator Share Class C funds.

CONDITIONAL IF Charge Basis 1 or 2 Switches in and top ups

The Share Class C funds are not available for switches in or top ups on the charge basis that you are in. END

- **Phasing and Rebalancing** – Any **phased investment** or **rebalancing** instructions using the funds 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 changes **won't change the fund's risk profile.**
- **Ongoing Charge Figure (OCF) /Total Expense Ratio (TER)*** - the OCF/TER will change with the conversion.

* The OCF/TER represents the ongoing charges for the fund, expressed as a percentage. It is the sum of the Annual Management Charge (AMC) and all other running costs of the fund. The figure shown is normally the ongoing charges figure (OCF), which is increasingly replacing the total expense ratio (TER). You can find more information about how the conversion will affect the OCF / TER and, where applicable, the Reimbursed Amount or Reimbursed Rebate on the last page of this letter.

Why the funds are changing

Following a review of the fees and charges that apply to the funds, Columbia Threadneedle Fund Management Ltd have decided to move holdings in the A share class into the lower cost C share class of the same fund.

In addition to the fund conversions, Columbia Threadneedle will be changing the investment objectives to include a performance target benchmark, clearly setting out what each fund aims to achieve.

The objectives will change on 1 July 2024 and you can find more information about the old and new objectives overleaf.

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 CT MM Navigator Funds Share Class A funds at any time up until **11:00 on 13 June 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

Fund information

Your account is currently on Charge Basis XXXXXX

AMC and OCF / TER changes for accounts on Charge Basis 1

Fund Name	Current AMC %	Current OCF/TER %	New AMC %	New OCF/TER %
CT MM Navigator Balanced	1.50%	2.47%	0.75%	1.72%
CT MM Navigator Boutiques	1.50%	2.52%	0.75%	1.77%
CT MM Navigator Cautious	1.50%	2.31%	0.75%	1.56%
CT MM Navigator Distribution	1.50%	2.18%	0.75%	1.43%
CT MM Navigator Growth	1.50%	2.41%	0.75%	1.66%

What this change means for you (and your financial adviser)

The fund-based trail commission for the funds is reducing – The percentage of fund-based trail commission we pay your adviser is linked to the rebate we receive from the fund manager. The rebate is effectively a discount that we negotiate on the fund manager's AMC.

Fund Name	Current fund-based trail commission %	New fund-based trail commission %
CT MM Navigator Balanced	0.50%	0.00%
CT MM Navigator Boutiques	0.50%	0.00%
CT MM Navigator Cautious	0.50%	0.00%
CT MM Navigator Distribution	0.50%	0.00%
CT MM Navigator Growth	0.50%	0.00%

If you have an agreement that your financial adviser receives 'fund-based trail commission' - The reduced rebate means that your adviser will receive less fund-based trail commission for the fund.

If you have an agreement that your financial adviser receives 'nominated trail commission' - Nominated trail commission is a set percentage that you agree to pay your adviser. It includes the fund-based trail commission. If your nominated percentage is higher than the level of fund-based trail commission, we sell units from the funds you're invested in to make up the difference.

As the new rate of fund-based trail commission has decreased, any nominated trail commission will be made up by selling more units from your holding.

Using the maximum amount of 1.5% nominated trail commission as an example, we would have previously sold 1.00% of your units each year, to pay for it. The decrease in fund-based trail commission means that we would now sell 1.50% of your units. This is a yearly percentage which we divide by 12 to work out how many units we need to sell each month.

AMC and OCF / TER changes for accounts on Charge Basis 2

	Current AMC %	New AMC %	Current OCF/TER %	New OCF/TER %	*Current Reimbursed amount %	*New Reimbursed amount %	Current Effective OCF/TER %	New Effective OCF TER %
CT MM Navigator Balanced	1.50%	0.75%	2.47%	1.72%	0.50%	0.00%	1.97%	1.72%
CT MM Navigator Boutiques	1.50%	0.75%	2.52%	1.77%	0.50%	0.00%	2.02%	1.77%
CT MM Navigator Cautious	1.50%	0.75%	2.31%	1.56%	0.50%	0.00%	1.81%	1.56%
CT MM Navigator Distribution	1.50%	0.75%	2.18%	1.43%	0.50%	0.00%	1.68%	1.43%
CT MM Navigator Growth	1.50%	0.75%	2.41%	1.66%	0.50%	0.00%	1.91%	1.66

*We receive a rebate from the fund manager in respect of this fund. This is effectively a discount that we negotiate on the fund manager's AMC. We reinvest part of this rebate as a 'reimbursed amount' into your account. You can see more details of this in the 'Customer Account Credit' section of your quarterly statements.

AMC and OCF / TER changes for accounts on Charge Basis 3

	Current AMC %	New AMC %	Current OCF/TER %	New OCF/TER %	**Current Reimbursed rebate %	**New Reimbursed rebate %	Current Effective OCF/TER %	New Effective OCF/TER %
CT MM Navigator Balanced	1.50%	0.75%	2.47%	1.72%	0.75%	0.00%	1.72%	1.72%
CT MM Navigator Boutiques	1.50%	0.75%	2.52%	1.77%	0.75%	0.00%	1.77%	1.77%
CT MM Navigator Cautious	1.50%	0.75%	2.31%	1.56%	0.75%	0.00%	1.56%	1.56%
CT MM Navigator Distribution	1.50%	0.75%	2.18%	1.43%	0.75%	0.00%	1.43%	1.43%
CT MM Navigator Growth	1.50%	0.75%	2.41%	1.66%	0.75%	0.00%	1.66%	1.66%

**We receive a rebate from the fund manager in respect of this fund. This is effectively a discount on the fund manager's AMC, that we negotiate for you. We reinvest the whole rebate as a 'reimbursed rebate' into your account. You can see more details of this in the 'Customer Account Credit' section of your quarterly statements.

The AMC is the fund manager's Annual Management Charge. The AMC is not taken directly from your investment but is reflected within the fund manager's pricing of the fund. This change will not affect any charges taken by Quilter.

Fund objectives from 1 July 2024

CT MM Navigator Distribution	CT MM Navigator Distribution
<p>Old objective:</p> <p>To achieve an income return, with some capital growth over the long term (at least 5 years) by investing in at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares, fixed interest securities and alternative income producing investments, for the purposes of achieving income for distribution.</p>	<p>New objective:</p> <p>To provide an income higher than the income generated by the composite index over rolling 3-year periods and a total return higher than the index over the long term (5 years or more), after the deduction of charges. The composite index currently comprises:</p> <ul style="list-style-type: none"> ▪ 15% FTSE All-Share Index; ▪ 30% MSCI ACWI ex UK Index; ▪ 35% Bloomberg Global Aggregate ex Treasury (GBP Hedged) Index; ▪ 10% ICE BofA Global High Yield Constrained (GBP Hedged) Index; and ▪ 10% Sterling Overnight Index Average (SONIA). <p>The fund is actively managed and invests at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares, fixed interest securities and alternative income producing investments, for the purposes of achieving income for distribution.</p>
CT MM Navigator Cautious	CT MM Navigator Cautious
<p>Old objective:</p> <p>To achieve a combination of capital growth and income over the long term (at least 5 years) by investing at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares and fixed interest securities. Exposure to shares is expected to be in the region of 20-40%.</p>	<p>New objective:</p> <p>To provide a combination of capital growth and income over the long term (5 years or more). It looks to outperform a composite index over rolling 5-year periods, after the deduction of charges. This composite index currently comprises:</p> <ul style="list-style-type: none"> ▪ 15% FTSE All-Share Index; ▪ 30% MSCI ACWI ex UK Index; ▪ 45% Bloomberg Global Agg x Treasury (GBP Hedged) Index; and ▪ 10% Sterling Overnight Index Average (SONIA). <p>The fund is actively managed and invests at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares and fixed interest securities. Exposure to shares is expected to be in the region of 20-60%.</p>
CT MM Navigator Balanced	CT MM Navigator Balanced
<p>Old objective:</p> <p>To achieve capital growth with some income over the long term (at least 5 years) by investing at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares and fixed interest securities. Exposure to shares is expected to be in the region of 40-85%.</p>	<p>New objective:</p> <p>To provide capital growth with some income over the long term (5 years or more). It looks to outperform a composite index over rolling 5-year periods, after the deduction of charges. This composite index currently comprises:</p> <ul style="list-style-type: none"> ▪ 15% FTSE All-Share Index; ▪ 50% MSCI ACWI ex UK Index; ▪ 25% Bloomberg Global Agg x Treasury (GBP Hedged) Index; and ▪ 10% Sterling Overnight Index Average (SONIA). <p>The fund is actively managed and invests at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of shares and fixed interest securities. Exposure to shares is expected to be in the region of 40-85%.</p>

CT MM Navigator Growth	CT MM Navigator Growth
<p>Old objective: To achieve capital growth over the long term (at least 5 years) by investing at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of primarily shares.</p>	<p>New objective: To provide capital growth over the long term (5 years or more). It looks to outperform a composite index over rolling 5-year periods, after the deduction of charges. This composite index currently comprises:</p> <ul style="list-style-type: none"> ▪ 15% FTSE All-Share Index; ▪ 60% MSCI ACWI ex UK Index; ▪ 15% Bloomberg Global Agg x Treasury (GBP Hedged) Index; and ▪ 10% Sterling Overnight Index Average (SONIA). <p>The fund is actively managed and invests at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of primarily shares.</p>
CT MM Navigator Boutiques	CT MM Navigator Boutiques
<p>Old objective: To achieve capital growth over the long term (at least 5 years) by investing at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of primarily shares.</p>	<p>New objective: To provide capital growth over the long term (5 years or more). It looks to outperform the MSCI All Country World Index over rolling 5-year periods, after the deduction of charges.</p> <p>The fund is actively managed and invests at least 80% in a range of collective investment schemes and closed ended funds in order to gain exposure to a diversified portfolio of primarily shares.</p>