

Our ref: Sample

(Date)

# Sample copy

Dear (Salutation)

## Fund conversion for abrdn UK Smaller Companies

**Account number:** XXXXXX

**Your financial adviser:** XXXXXX

I am writing to you because you are invested in the abrdn UK Smaller Companies (Share Class Platform 1) fund, provided by abrdn Fund Managers Limited.

abrdn Fund Managers Limited will convert the Share Class Platform 1 fund into the Share Class Institutional of the same fund on 13 November 2024. You'll see the new fund on your valuations and statements after that date.

Converted fund (share class)	New fund (share class)
abrdn UK Smaller Companies (Share Class Platform 1)	abrdn UK Smaller Companies (Share Class Institutional)

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](https://quilter.com/financial-advice/find-an-adviser)

The last date we can sell from the fund before the conversion will be 11:00 on 05 November 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 **05 November 2024** will be allocated to the abrdn UK Smaller Companies (Share Class Platform 1) 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 abrdn UK Smaller Companies (Share Class Institutional) fund.

- **Treasured assets** – if you have treasured the fund to be excluded when deducting units to meet certain scheduled payments from your account (for example charges and ongoing adviser fees), this arrangement will stop. You can arrange to treasure different assets by providing us with a new treasured asset request form.

### Switches in and top ups

**The abrdn UK Smaller Companies (Share Class Institutional) is not available for switches in or top ups on the charge basis that you are in.**

- **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](https://quilter.com/login) or by sending us a switch form in the post.

### A note about cash in your account

We don't take any product or service charges on your cash balance (although the value is still included in the total value calculation for the charge). Instead, we pay you a rate of interest on cash in your account and we are paid by retaining a proportion of the interest we receive from our banking partners.

You can find more information, including the current interest rate payable and how much interest we retain, on our website at [quilter.com/interest-on-cash](https://quilter.com/interest-on-cash)

- The conversion **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 / on the last page of this letter.

### Why the funds are converting

Following a review of their fund range, abrdn believe the conversions are in the best interest for investors as the overall charge in the receiving share class is lower (or consistent) with the converting share class.

You can find more information about the old and new funds 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 abrdn UK Smaller Companies (Share Class Platform 1) fund at any time up until **11:00 on 05 November 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

### AMC and OCF / TER changes

Fund Name	Current AMC %	Current OCF/TER %	New AMC %	New OCF/TER %
abrdn UK Smaller Companies	0.85%	0.98%	0.80%	0.88%

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.