

Our ref: Sample

(Date)

Sample copy

Dear (Salutation)

Fund conversion for VT Sinfonia funds

Account number:

Your financial adviser:

I am writing to you because you are invested in one or more of the VT Sinfonia funds listed below, as part of a model portfolio set up by your financial adviser.

Valu-Trac will convert the below funds into a cheaper share class of the same fund on 23 October 2024. You'll see the new fund(s) on your valuations and statements after that date.

Converted fund (share class)	New fund (share class)
VT Sinfonia Adventurous Growth Portfolio (Share Class D)	VT Sinfonia Adventurous Growth Portfolio (Share Class B)
VT Sinfonia Balanced Managed Portfolio (Share Class D)	VT Sinfonia Balanced Managed Portfolio (Share Class B)
VT Sinfonia Cautious Managed Portfolio (Share Class D)	VT Sinfonia Cautious Managed Portfolio (Share Class B)
VT Sinfonia Income & Growth Portfolio (Share Class D)	VT Sinfonia Income & Growth Portfolio (Share Class B)

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 conversion will affect your account

- **The value of your fund holding** – the conversion may affect the value of your fund holding. The cost of the changes will be borne by the funds. The conversion cost for the VT Sinfonia Balanced Managed Portfolio, VT Sinfonia Cautious Managed Portfolio and the VT Income and Growth Portfolio are expected to be 0.02% of each fund's value.

The cost of the conversion and investment policy change for the VT Sinfonia Adventurous Growth Portfolio is expected to be 0.06% of the fund value.

- **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.
- **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.

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.

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.

- The conversion won't **change the fund's risk profile**.

Why the funds are converting

Valu-Trac has undertaken a review of its share classes to ensure investors are in share classes that provide value. As a result, they are converting D class shares to B class shares.

At the same time, Valu-Trac will also amend the investment policy of the VT Sinfonia Adventurous Growth Portfolio fund so that the proportion of the fund exposed to equities will reduce from 90% to 85%. This change will not alter the risk profile of the fund.

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