

Our ref: Sample

(Date)

Sample copy

Dear (Salutation)

Fund conversion for BlackRock Balanced Growth Portfolio

Account number: XXXXXX

Your financial adviser: XXXXXX

I am writing to you because you are invested in the BlackRock Balanced Growth Portfolio (Share Class D) fund, provided by Threadneedle Investment Services Limited.

We will convert the BlackRock Balanced Growth Portfolio (Share Class D) fund into the (Share Class S) of the same fund on 19 June 2025. You'll see the new fund on your valuations and statements after that date.

Converted fund (share class)	New fund (share class)
BlackRock Balanced Growth Portfolio (Share Class D)	BlackRock Balanced Growth Portfolio (Share Class S)

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 11:00 on 13 June 2025.

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 **13 June 2025** will be allocated to the BlackRock Balanced Growth Portfolio (Share Class D) 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 BlackRock Balanced Growth Portfolio (Share Class S) fund.

- **Phased investment** – 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.
- **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. 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.

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 will not change the funds risk profile.
- **Ongoing Charge Figure (OCF) /Total Expense Ratio (TER)** - the OCF/TER will 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, OCF/TER and reimbursed rebate of the fund. The Effective OCF/TER is the OCF/TER less the reimbursed rebate.

	AMC %	OCF / TER %
Current	0.75%	0.83%
New	0.67%	0.75%

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

Why the funds are converting

We have completed a review of the share classes available to investors and have decided to convert investors into a share class with a cheaper annual management charge than the converting share class. By converting you to the alternative share class, you should benefit from lower ongoing charges.

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 BlackRock Balanced Growth Portfolio fund at any time up until **11:00 on 13 June 2025**. 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,

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

Callum Earl

Head of Client Services