



Private & Confidential

SAMPLE COPY

*Important -
▶ please read*



(DATE)

Dear

Fund conversion for CT North American Equity

Account number:
Your financial adviser:

I am writing to you because you invest in the CT North American Equity (Share Class 1) fund as part of a model portfolio set up by your financial adviser.

The fund is due to be converted into the Share Class 2 of the same fund on 01 December 2025. You'll see the new fund on your valuations and statements after that date.

Converting fund (share class)	New fund (share class)
CT North American Equity (Share Class 1)	CT North American Equity (Share Class 2)

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 will not affect the value of your fund holding.
- **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.

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- **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 will not change the fund's risk profile.

Why the fund is converting

Following a recent review of the fees and charges that apply to the fund, Columbia Threadneedle have decided to convert the Share Class 1 into a lower cost share class so that the fees paid will be lower.

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 Client Services