

Select SIPP

Employer contributions consent form

Please read the Important notes to employers overleaf before completing this form. If you have any questions, please call our Client Services Team on 01382 573737.

Please complete in block capitals and black ink.

1 Employee's details

Alliance Trust Savings Client Reference Number (if known)	<input type="text"/>	Permanent residential address	<input type="text"/>
Title	<input type="text"/>		<input type="text"/>
Surname	<input type="text"/>		<input type="text"/>
Forename(s)	<input type="text"/>	Postcode	<input type="text"/>
National Insurance Number	<input type="text"/>		

2 Employee purchase instructions

Please complete this section to give us your purchase instructions:

If you complete the section below our offline dealing charges will apply.

Please consult our Schedule of Fees at www.alliancetrustsavings.co.uk for further details. If you fail to pay charges related to your SIPP we reserve the right to disinvest in order to pay any outstanding charges.

Investments to purchase ¹		Amount to invest £ or % ³	Source of cash ⁴	Income options ²	
Investment Name (inc. class)	MEX code			Investment Name (inc. class)	MEX code
Total		£	%		

2 Purchase investments (continued)

Notes to accompany table

1 Enter the full name and class of each investment. This is important as there may be different classes available.

Please quote the MEX code which you can find in the Investment Choice Booklet available within the Forms & Documents section at www.alliancetrustsavings.co.uk.

2 Any income received from each investment will be placed in your Security Account and automatically be used to purchase more of the same investment when your Minimum Purchase Level is reached, unless you wish to:

- use it to purchase another investment - enter name and MEX code
- direct it to your Deposit Account - enter 'deposit'

3 Please give the amount or percentage of cash you wish to allocate to each investment. Please ensure that the percentage amounts in this column add up to 100%.

4 Enter source of cash. For cash from additional contributions enter 'cheque'. For transfers from your Deposit Account enter 'deposit'.

How we will place your order

We may purchase your investments for you along with other client instructions as part of the same deal. We will take all reasonable steps to ensure that the purchase is dealt on the best terms generally available in the market for transactions of a similar size and nature at the time of execution, as described in our Order Handling Policy. This may work to your advantage or disadvantage.

Purchasing Funds

If you wish to invest in a fund (an OEIC, ETF or unit trust) you must confirm that you have read the relevant Key Investor Information Document (KIID) and that you are not a US person. Please tick both boxes below.

I confirm that I have read the relevant Key Investor Information Document (KIID) (This is available on our Investment Selector/Research tool or via the fund provider directly).

and

I am not a US person

3 Employee's signature

Name of person signing

Position

Signature

Date

DD	MM	YYYY
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4 Employer's details

Employer name

Employer address

Employer contact

Phone number

Postcode

Email address

5 Employer's declaration

I/We, the employer of the individual named above, agree to contribute to the Select SIPP in respect of the above named employee as follows:

Lump sum payments by cheque

Amount

(minimum £50)

Please make cheques payable to Alliance Trust Savings Limited

Regular payments by Direct Debit

Amount

(minimum £50)

Collect on this day of the month
(Tick one box only)

1st

8th

15th

22nd

Commencing in
(month/year)

MM

YYYY

Collection

Direct Debits will be automatically collected on a monthly basis. If you wish Direct Debits to be collected quarterly, please tick.

Please make sure you complete section 5. Please tick this box to confirm you have done this.

Please remember to allow at least 10 working days before the first collection is due to be paid to allow your bank time to set up the Direct Debit.

6 Employer's signature

Employee name	<input type="text"/>	Position	<input type="text"/>		
Signature	<input type="text" value="X"/>	Date	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

Important notes to employers

Employers making contributions to the personal pensions of their employees have statutory duties under the relevant pensions legislation. Please read our Guide for Employers available in the literature centre of our website or by calling our Client Services Team on 01382 573737 and note the following:

Where the employer is deducting the employee's own contribution from the employee's pay and paying it over to the pension provider, the payment must be received by the provider no later than the 19th day following the month in which the payment is deducted.

Where the employer is making a contribution out of its own resources to the employee's pension, the payment must be received by the pension provider by the due date agreed with the employee. This does apply in the case of the Select SIPP and all employers should be aware of their statutory responsibilities which are summarised below:

You have a duty under pensions legislation to prepare, maintain and from time to time revise a record of the payments you have agreed to make to the Select SIPP, showing the rate of contribution and the due date. You also have a duty to send us a copy of this record.

You need to consider whether the information on the form overleaf is a complete record of all the payments you have agreed to make to your employee's Select SIPP. If it is not you must prepare and complete a separate record of payments. You must send us a copy of this document. For example, you may be sending a cheque now, but if you have already agreed with the employee that you will make other lump sum payments later in the year, you have a statutory duty to tell us now what these agreed payments are and when they are due. If you have agreed now that you will increase your Direct Debit later, you must tell us now in writing what the increased Direct Debit will be and when it will take effect.

Employers will be notified of contributions received from them, but will not be consulted or informed of the level of personal contributions or investments made within the Account. The Select SIPP is personal to the employee.

All communications to the employer will identify the employee by name and National Insurance Number.

Our Select SIPP Guide for Employers, is available to download from our website, www.alliancetrustsavings.co.uk or by calling our Client Services Team on 01382 573737. Otherwise a Guide will be sent to you when this form is acknowledged.

If you consider that the information on the form overleaf is a record of all the payments you have agreed to make to your employee's Select SIPP (by cheque and/or Direct Debit) you should still consider your obligations under the pensions legislation and decide whether you need to submit to us a separate record of payments (which we suggest you do).

You must make sure we receive the contributions as agreed (in the case of Direct Debits we make the collection but you must make sure there are funds in the account).

For the avoidance of doubt, employer contributions can always be revised in the future and at that time you must let us know what revisions have been agreed by submitting a record of payments to us.

Employers making contributions to the Select SIPP must be aware that we have a duty to report you to the Pensions Regulator if you do not make contributions to the Select SIPP by the due date. The Pensions Regulator encourages us also to report any failure to supply us with a complete payment record. In some cases we have a duty to report your failure to the employee. This is the case even though the Select SIPP is a personal pension and not an occupational pension scheme.

7 Direct Debit Instruction

Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form and return it to:
Alliance Trust Savings Limited, PO Box 164, 8 West Marketgait, Dundee DD1 9YP

Ref number (Alliance Trust use only)	<input type="text"/>	Originator's ID number	<input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="7"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="1"/>
Full name	<input type="text"/>	Name(s) of account holder(s)	<input type="text"/>
Name and full postal address of your bank or building society	<input type="text"/>	Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Bank or building society account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Direct Debit instruction

Please pay Alliance Trust Savings Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Alliance Trust Savings Limited and, if so, details will be passed on electronically to my bank/building society.

Signature(s)	<input type="text" value="X"/>	Date	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
	<input type="text" value="X"/>	Date	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Banks and building societies may not accept Direct Debit instructions for some types of account.

Alliance Trust Savings

PO Box 164, 8 West Marketgait, Dundee DD1 9YP T +44 (0)1382 573737 F +44 (0)1382 321183
E contact@alliancetrust.co.uk www.alliancetrustsavings.co.uk

Alliance Trust Savings Limited is a subsidiary of Alliance Trust PLC and is registered in Scotland No. SC 98767, registered office, PO Box 164, 8 West Marketgait, Dundee DD1 9YP; is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, firm reference number 116115. Alliance Trust Savings gives no financial or investment advice. SIPPF1031-11-13

Direct Debit guarantee

This guarantee should be detached and retained by the payer.



- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Alliance Trust Savings will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Alliance Trust Savings or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time, by writing to your bank or building society. Please also send a copy of your letter to us.

Alliance Trust Savings

PO Box 164, 8 West Marketgait, Dundee DD1 9YP T +44 (0)1382 573737 F +44 (0)1382 321183 Calls may be recorded for training and security purposes.
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