If you have any questions, please call our Customer Services Team on

01382 573737

Calls may be monitored for training or security purposes.

Alliance Trust Savings

Stocks & Shares ISA

Instruction Form

You can use this form to submit your postal and automatic dealing instructions. You do not need to complete every section of this form. However, you must give us your ISA Account number and signature on each page of this form that you complete.

You can use this form to give instructions for the transaction types listed below by completing the corresponding section as indicated.

If you have a Personal ID and password, you can also provide your investment dealing instructions online at **alliancetrustsavings.co.uk** or by authenticated telephone call by calling your Customer Services Team on **01382 573737**.

Please note that you will incur higher charges for postal and telephone dealing than online. Full details can be found in our *Charges Guide* at **alliancetrustsavings.co.uk**.

You will find information on available investments in the at **alliancetrustsavings.co.uk** or by calling our Customer Services team on **01382 573737** to request a list of available investments.

Postal dealing

Instructions you send to us by post will be executed on the next business day after we receive them.

Any investment instructions given on this form will be purchased at our offline (postal) dealing rates, with exception of our Inclusive Fee option where this does not apply.

With this form you can:

- Sell investments (Section 2)
- Sell investments and reinvest the proceeds (Section 2)
- Purchase investments (Section 4)

Automatic dealing

The cash balance in each of your Security Accounts will be used to automatically reinvest in the same investment as soon as the Minimum Purchase Level for that Security Account is reached.

With this form you can:

- Change your Minimum Purchase Levels (Section 5)
- Set up a regular transfer from your deposit account (Section 6)
- Set up or amend Direct Debit instructions (Sections 7 and 8)

Any new instructions you give us on this form will replace any existing instructions we have for Sections 5, 6, 7 and 8.

1. Personal details

ISA Account number: | | | | | | |

Title:	Date of birth: D D M M Y Y
First name(s):	Mother's maiden name (for security purposes):
Surname:	Phone number:
Permanent residential address:	Mobile number:
Postcode:	Email address:

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 **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. Calls may be recorded for training and security purposes.

Postal dealing instructions

ISA Account number: | | | | | | | | |

2. Sell only or sell and reinvest

In this section you can place the following instructions:

- Sell only (investments will be sold and your cash will be placed on deposit) – complete only the **Investments to be sold** part of the table below.
- Sell and reinvest in another investment – complete the **Investments to be sold** and **Investments to purchase** sections of the table below and if relevant, the **Income options** section.

If you are selling and do not want to use your sale proceeds to purchase another investment, you may leave the Investments to purchase column blank and your sale proceeds will be placed on deposit until we receive further instructions from you.

Investment to be sold[1]		Number of shares to sell or 'all'	Investments to purchase[2]			Income options[4]	
Name (including class)	ISIN/ TIDM		Name (including class)	ISIN/ TIDM	Amount to invest (£/%)[3]	Name (including class)	ISIN/ TIDM
				Total	£ %		

Notes to accompany table

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

   Please quote the ISIN/TIDM code which you can find in the relevant investment choice list available within the Forms and Documents section at **alliancetrustsavings.co.uk**.
2. **Investments to purchase:** Enter the full name and class of each investment you wish to purchase.
3. **Amount to invest:** Please give the amount or percentage of cash you wish to allocate to each investment. It is important that the percentage amounts in this column add up to 100%.
4. **Income options:** 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 (see Section 4) is reached, unless you wish to:
   - Use it to purchase another investment – enter name and ISIN/TIDM code
   - Direct it to your deposit account – enter 'deposit'
   - Have income paid to your bank account – enter 'income a/c'.

How we will place your order: We may purchase or sell your investments along with other customer instructions as part of the same deal. We will take all reasonable steps to ensure 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 Execution Policy*. This may work to your advantage or disadvantage.

Purchasing funds or PRIIPs (Packaged Retail and Insurance-based Investment Products)

If you wish to invest in a fund or PRIIP (e.g. Investment Trust) you must confirm that you have read the relevant *Key Investor Information Document (KIID)* or *Key Information Document (KID)*. Please tick the box below.

I confirm that I have downloaded and kept a copy of the relevant *Key Investor Information Document (KIID)/ Key Information Document (KID)** ☐

* This is available on our Investment Selector/Research tool or via the fund provider directly.

Signature

Signature: ✗

Date: D D M M Y Y

Postal dealing instructions

ISA Account number: | | | | | | | | |

3. Purchase investments

Complete this section to give us your purchase instructions using either:

- Your additional payments and cash already available in your deposit account.
- Cash already available in your deposit account.

Investment to purchase[1]		Amount to invest (£/%)[3]	Source of cash[4]	Income options[3]	
Name (including class)	ISIN/TIDM			Name (including class)	ISIN/TIDM
	Total	£ %			

I wish to have investment income paid to me from some or all of the above investments.

Please send me the appropriate form to set this up ☐

Notes to accompany table

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

   Please quote the ISIN/TIDM code which you can find in the relevant investment choice list available within the Forms and Documents section at **alliancetrustsavings.co.uk**.
2. **Income options**: 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 (see Section 4) is reached, unless you wish to:
   - Use it to purchase another investment – enter name and ISIN/TIDM code
   - Direct it to your deposit account – enter 'deposit'
   - Have income paid to your bank account – enter 'cash'.
3. **Amount to invest**: Please give the amount or percentage of cash you wish to allocate to each investment. It is important that the percentage amounts in this column add up to 100%.
4. **Source of cash**: Enter source of cash. For cash from additional payments enter 'cheque'. For transfers from your deposit account enter 'deposit'.

How we will place your order: We may purchase or sell your investments along with other customer instructions as part of the same deal. We will take all reasonable steps to ensure 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 Execution Policy*. This may work to your advantage or disadvantage.

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* This is available on our Investment Selector/Research tool or via the fund provider directly.

Signature

Signature: ✗

Date: D D M M Y Y

Automatic dealing instructions

ISA Account number: | | | | | | | | |

4. Change your Minimum Purchase Levels

Except for online and telephone purchases, when cash in your Security Account reaches the Minimum Purchase Level we will automatically purchase more of the same investments for you. The default level is £100 but if you wish to select a different amount tick below. The level you select will apply to all investments in your Stocks & Shares ISA. Please note that any future investments will revert to the £100 default level unless otherwise instructed. You can change the levels at any time by completing an *ISA Instruction Form*.

Minimum Purchase Levels: £150 ☐ £300 ☐ £500 ☐

OR

Investment level

If you wish to set or change the Minimum Purchase Level for individual Security Accounts, complete the table below.

Investment[1]		Minimum Purchase Level[2]		
Name (including class)	ISIN/TIDM	£150	£300	£500

Notes to accompany table

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

   Please quote the ISIN/TIDM code which you can find in the relevant investment choice list available within the Forms and Documents section at **alliancetrustsavings.co.uk**.

2. **Minimum Purchase Level:** Select one Minimum Purchase Level box only for each investment you have listed.

Signature

Signature: ✗

Date: D D M M Y Y

Automatic dealing instructions

ISA Account number: | | | | | | | | |

5. Regular transfers from deposit account

You can use this section to make regular transfers from your deposit account to any of your Security Accounts.

The cash in your Security Account will be used for automatic purchases of the investment when the balance in your Account reaches the Minimum Purchase Level (see Section 4).

Transfer from my deposit account to my Security Accounts listed below: £ (minimum £50)

Take my transfer: Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Start my transfer from (start month):

Investment to purchase[1]			Income options[2]	
Name (including class)	ISIN/TIDM	Percentage to be allocated[3]	Name (including class)	ISIN/TIDM
	Total	%		

Notes to accompany table

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

   Please quote the ISIN/TIDM code which you can find in the relevant investment choice list available within the Forms and Documents section at **alliancetrustsavings.co.uk**.
2. **Income options**: 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 (see Section 4) is reached, unless you wish to:
   - Use it to purchase another investment – enter name and ISIN/TIDM code
   - Direct it to your deposit account – enter 'deposit'
   - Have income paid to your bank account – enter 'cash'.
3. **Percentage to be allocated**: Please give the amount or percentage of cash you wish to allocate to each investment. It is important that the percentage amounts in this column add up to 100%.

How we will place your order: We may purchase or sell your investments along with other customer instructions as part of the same deal. We will take all reasonable steps to ensure 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 Execution Policy*. This may work to your advantage or disadvantage.

Insufficient cash in your deposit account: If you have insufficient cash in your deposit account on any transfer date to make the full transfer, we will take the available deposit balance and transfer it to your Security Account. If you have nominated more than one investment, we will allocate it to your nominated Security Accounts on a pro rata basis it in accordance with your investment instructions.

Your instructions given here will replace any existing deposit account transfer instructions you already have in place.

Purchasing funds or PRIIPs (Packaged Retail and Insurance-based Investment Products)

If you wish to invest in a fund or PRIIP (e.g. Investment Trust) you must confirm that you have read the relevant *Key Investor Information Document (KIID)* or *Key Information Document (KID)*. Please tick the box below.

I confirm that I have downloaded and kept a copy of the relevant *Key Investor Information Document (KIID)/ Key Information Document (KID)** ☐

* This is available on our Investment Selector/Research tool or via the fund provider directly.

Signature

Signature: ✗

Date: D D M M Y Y

Automatic dealing instructions

ISA Account number: | | | | | | | | |

6. Direct Debit instructions

You can use this section to amend any existing Direct Debit instructions you have in place. If you do not already have a Direct Debit set up, you can do so by completing the section below along with the *Direct Debit Instruction Form* which can be found in Section 7. You can also give us investment instruction below.

If you have not yet decided which investments you would like to make, you may leave the Investments to purchase column blank and your cash will be placed on deposit until we receive further instructions from you.

Amend an existing Direct Debit instruction ☐

Change or set my Direct Debit amount to: £ **(minimum £50)**

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

OR Set-up a new Direct Debit instruction ☐

Collection on this day of the month (tick one box only): 1st ☐ 8th ☐ 15th ☐ 22nd ☐

Commencing in (month/year): M M Y Y Y Y

Investment to purchase[1]			Income options[2]	
Name (including class)	ISIN/TIDM	Percentage to be allocated[3]	Name (including class)	ISIN/TIDM
	Total	%		

Notes to accompany table

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

   Please quote the ISIN/TIDM code which you can find in the relevant investment choice list available within the Forms and Documents section at **alliancetrustsavings.co.uk**.
2. **Income options**: 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 (see Section 4) is reached, unless you wish to:
   - Use it to purchase another investment – enter name and ISIN/TIDM code
   - Direct it to your deposit account – enter 'deposit'
   - Have income paid to your bank account – enter 'cash'.
3. **Percentage to be allocated**: Please give the amount or percentage of cash you wish to allocate to each investment. It is important that the percentage amounts in this column add up to 100%.

How we will place your order: We may purchase or sell your investments along with other customer instructions as part of the same deal. We will take all reasonable steps to ensure 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 Execution Policy*. This may work to your advantage or disadvantage.

Your instructions given here will replace any existing Direct Debit instructions you already have in place.

Purchasing funds or PRIIPs (Packaged Retail and Insurance-based Investment Products)

If you wish to invest in a fund or PRIIP (e.g. Investment Trust) you must confirm that you have read the relevant *Key Investor Information Document (KIID)* or *Key Information Document (KID)*. Please tick the box below.

I confirm that I have downloaded and kept a copy of the relevant *Key Investor Information Document (KIID)/ Key Information Document (KID)** ☐

* This is available on our Investment Selector/Research tool or via the fund provider directly.

Signature

Signature: ✗

Date: D D M M Y Y

7. Direct Debit instruction

Instruction to your bank or building society to pay by Direct Debit. Complete and return to: Alliance Trust Savings Limited, PO Box 164, 8 West Marketgait, Dundee DD1 9YP.

Alliance Trust Savings number (Alliance Trust Savings use only):

Originator's ID number: 8 0 7 3 4 1

Full name:

Permanent residential address:

Postcode:

Name(s) of Account holder(s):

Name(s) of Account holder(s):

Branch Sort code:

Account number:

Direct Debit instruction

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: ✘ Date: D D M M Y Y

Signature: ✘ Date: D D M M Y Y

Alliance Trust Savings
PO Box 164, 8 West Marketgait, Dundee DD1 9YP
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ATS ISA F 0003 (8983)

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.