10028

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

01382 573737

Calls may be recorded for training and security purposes.

Select SIPP

Instruction form

Please use this form to submit your postal and automatic dealing instructions. You don't need to complete every section of this form. However, you must give your Select SIPP Account number and signature on each page that you complete.

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

PLEASE NOTE that any investment instructions given on this form will be purchased at our offline (postal) dealing rates. Any subsequent offline trades after initial application will be charged at our standard offline rate.

Postal dealing

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

With this form you can:

- **Sell investments (section 2)**
- **Sell investments and reinvest the proceeds (section 2)**
- **Make additional contributions into your Account (section 3)**
- **Purchase investments (section 4)**

If you have a Personal ID and password you can give the above investment dealing instructions online at www.alliancetrustsavings.co.uk or by authenticated telephone call (with your Personal ID and password) by calling our Client Services Team on 01382 573737.

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 for sections 5, 6, 7, 8 and 9.

1 Personal details

Please provide your Select SIPP Account Number		**Permanent residential address**	
Title			
Surname			
Forename(s)		**Postcode**	
Daytime phone number		**Mobile phone number**	

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**

Postal dealing instructions

Please insert your Select SIPP 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.

Please note that any instructions given in this section will be charged at our postal dealing rate (see your Schedule of Fees). If you are selling and you 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.

You will find information on available investments at www.alliancetrustsavings.co.uk or by calling our Client Services Team on 01382 573737 to request a list of available investments.

Investments to be sold [1]		Number of shares to sell or 'all'	**Investments to purchase** [2]			**Income options** [4]	
Name (inc. class)	MEX code		Name (inc. class)	MEX code	Amount to [3] invest £ or %	Name (inc. class)	MEX code
				Total	£ %		

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 Enter the full name and class of each investment you wish to purchase.

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 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 5) 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'
- have income paid to your bank account - enter 'income'

How we will place your order

We may purchase or sell 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 an up-to-date version of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID) and in addition, confirm that you are not a US Person or applying on behalf of a US Person. Please tick **both** boxes below.

Copies of the fund KIIDs and SIDs can be found in the Investment Selector/Investment Information section of our website at www.alliancetrustsavings.co.uk or are available from the fund provider directly.

I confirm that I have read the relevant KIID(s) and SID(s) for the fund(s) in which I wish to invest. ☐ **and** **I confirm that I am not a US Person or applying on behalf of a US Person.** ☐

Signature

Signature ✗ **Date** DD MM YYYY

Postal dealing instructions

Please insert your Select SIPP Account number

3 Make additional contributions

Please complete this section if you wish to send us a cheque to make additional contributions to your Select SIPP Account.

Amount	£	**Please tick to confirm you have attached your cheque. Cheques should be made payable to Alliance Trust Savings Limited.**	

You can give purchase instructions, including any additional contributions, in section 4.

If you have not yet decided which investments you would like to make, please leave section 4 blank and your cash will be placed on deposit until we receive further instructions from you. However, you must still sign at the foot of this page.

You will find information on available investments at www.alliancetrustsavings.co.uk or by calling your Client Services Team on 01382 573737 to request a list of available investments.

4 Purchase investments

Please complete this section to give us your purchase instructions using either:

- **your additional contributions (see section 3)**
- **your additional contributions and cash already available in your Deposit Account**
- **cash already available in your Deposit Account.**

If you wait until you have your Personal ID and password and make your investment instructions online, our online dealing fees will apply.

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	£ %			

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 (see section 5) 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'
- have income paid to your bank account - enter 'cash'

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 an up-to-date version of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID) and in addition, confirm that you are not a US Person or applying on behalf of a US Person. Please tick **both** boxes below.

Copies of the fund KIIDs and SIDs can be found in the Investment Selector/Investment Information section of our website at www.alliancetrustsavings.co.uk or are available from the fund provider directly.

I confirm that I have read the relevant KIID(s) and SID(s) for the fund(s) in which I wish to invest.		**and**	**I confirm that I am not a US Person or applying on behalf of a US Person.**	

Signature

Signature	✗	**Date**	DD	MM	YYYY

Automatic dealing instructions

Please insert your Select SIPP Account number | | | | | | | | |

5 Change your Minimum Purchase Levels

When cash in your Security Account reaches the Minimum Purchase Level we will automatically purchase more of the same investment for you. The default Minimum Purchase Level is £100 unless you have already changed it. If you wish to change the Minimum Purchase Level on your Account, please complete the relevant sections below. Please note that any instructions given in this section will be charged at our postal dealing rate (see your Schedule of Fees).

Account level

If you wish to set or change the Minimum Purchase Level on your Account, please tick the relevant box below. This will set the Minimum Purchase Level for all Security Accounts within your Select SIPP and will apply to all current and future investments until you ask us to change it.

£150 ☐ £300 ☐ £500 ☐

OR

Investment level

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

Investment		Minimum Purchase Level [2]		
Name (inc. class) [1]	MEX code [1]	£150	£300	£500

Note 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 **Please tick one Minimum Purchase Level box only for each investment you have listed.**

Important note

Any new instructions you give us in this section will replace any existing Minimum Purchase Level instructions you have in place.

Signature

Signature ✗

Date DD MM YYYY

Automatic dealing instructions

Please insert your Select SIPP Account number | | | | | | | | |

6 Regular transfers from Deposit Account

You can use this section to make regular transfers from your Deposit Account to any of your Security Accounts. Please list these below.

The cash in your Security Account will automatically be used to purchase more of the same investment when your balance reaches the Minimum Purchase Level (see section 5). Alternatively you can choose to redirect your income to another investment or cash account by changing the security default online.

You will find information on available investments at www.alliancetrustsavings.co.uk or by calling our Client Services Team on 01382 573737 to request a list of available investments.

Important note Your instructions given here will replace any existing Deposit Account transfer instructions you already have in place.

Please transfer from my Deposit Account to my Security Accounts listed below.

If you wait until you have your Personal ID and password and make your Investment Instructions online, our online dealing fees will apply. 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.

£ ______ **(minimum £50)**

Please start my transfer from (State the month) Month ______

Please take my transfer (Tick one box only)

Monthly ☐ Half yearly ☐
Quarterly ☐ Yearly ☐

Investments to purchase [1]			Income options [2]	MEX code
Investment Name (inc. class)	MEX code	% to be [3] allocated	Investment Name (inc. class)	
Total		£ %		

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 (see section 5) 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'
- have income paid to your bank account - enter 'cash'

Please give the percentage you wish to allocate to each investment.

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

How we will place your order
We may purchase or sell 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.

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 in accordance with your investment instructions.

Purchasing Funds

If you wish to invest in a fund (an OEIC, ETF or unit trust) you must confirm that you have read an up-to-date version of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID) and in addition, confirm that you are not a US Person or applying on behalf of a US Person. Please tick **both** boxes below.

Copies of the fund KIIDs and SIDs can be found in the Investment Selector/Investment Information section of our website at www.alliancetrustsavings.co.uk or are available from the fund provider directly.

I confirm that I have read the relevant KIID(s) and SID(s) for the fund(s) in which I wish to invest. ☐ **and** **I confirm that I am not a US Person or applying on behalf of a US Person.** ☐

Signature

Signature ✗ ______ **Date** DD MM YYYY

Automatic dealing instructions

Please insert your Select SIPP Account number | | | | | | | | |

7 Change tax relief allocation for personal contributions

If you wish to change where tax relief is allocated for any personal contributions, please tell us here. You can currently only choose one investment to receive tax relief.

If you do not complete this section, tax relief will continue to be allocated in accordance with any instructions you already have in place.

You will find information on available investments at www.alliancetrustsavings.co.uk or by calling our Client Services Team on 01382 573737 to request a list of available investments.

Investment Name [1]		**Income options** [2]	
Name (inc.class)	MEX code	Name (inc.class)	MEX code

Note 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 automatically be used to purchase more of the same investment when your Minimum Purchase Level (see section 5) 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'

Important note

Your instructions given here will replace any existing tax relief allocation instructions you already have in place

Purchasing Funds

If you wish to invest in a fund (an OEIC, ETF or unit trust) you must confirm that you have read an up-to-date version of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID) and in addition, confirm that you are not a US Person or applying on behalf of a US Person. Please tick **both** boxes below.

Copies of the fund KIIDs and SIDs can be found in the Investment Selector/Investment Information section of our website at www.alliancetrustsavings.co.uk or are available from the fund provider directly.

I confirm that I have read the relevant KIID(s) and SID(s) for the fund(s) in which I wish to invest. ☐ **and** **I confirm that I am not a US Person or applying on behalf of a US Person.** ☐

Signature

Signature ✗ **Date** DD MM YYYY

Automatic dealing instructions

Please insert your Select SIPP Account number

8 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 complete the section below and the Direct Debit Instruction Form in section 9 to set up a new Direct Debit. 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.

You will find information on available investments at www.alliancetrustsavings.co.uk or by calling your Client Services Team on 01382 573737 to request a list of available investments.

Amending an existing Direct Debit instruction (Please tick) ☐ **OR** **Setting up a new Direct Debit instruction** (Please tick) ☐

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

Direct Debits will automatically be collected on a monthly basis

Collect on this day of the month
(Tick one box only)
1st ☐ 8th ☐
15th ☐ 22nd ☐

Collection Direct Debits will be automatically collected on a monthly basis. If you would like Direct Debits to be collected quarterly, please tick. ☐

Commencing in (month/year) MM YYYY

Investments to purchase [1]			Income options [2]	
Investment Name (inc. class)	MEX code	% to be allocated	Investment Name (inc. class)	MEX code
	Total	£ %		

Notes to accompany tables

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 automatically be placed in your Security Account and be used to purchase more of the same investment when your Minimum Purchase Level (see section 5) 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’
- have income paid to your bank account - enter ‘cash’

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

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.

Important note

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

Purchasing Funds

If you wish to invest in a fund (an OEIC, ETF or unit trust) you must confirm that you have read an up-to-date version of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID) and in addition, confirm that you are not a US Person or applying on behalf of a US Person. Please tick **both** boxes below.

Copies of the fund KIIDs and SIDs can be found in the Investment Selector/Investment Information section of our website at www.alliancetrustsavings.co.uk or are available from the fund provider directly.

I confirm that I have read the relevant KIID(s) and SID(s) for the fund(s) in which I wish to invest. ☐ **and** **I confirm that I am not a US Person or applying on behalf of a US Person.** ☐

Signature

Signature ✗

Date DD MM YYYY

9 Direct Debit Instruction

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

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 Savings use only)		**Originator's ID number**	8 0 7 3 4 1
Full name		**Name(s) of account holder(s)**	
Name and full postal address of your bank or building society		**Branch sort code**	
		Bank or building society account number	
Postcode			

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)	✗	**Date**	DD MM YYYY
	✗	**Date**	DD MM 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**

ATS SIPP F 0003

Direct Debit guarantee

This guarantee should be detached and retained by the payer.

DIRECT Debit

- 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
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