Alliance Trust Savings

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

01382 573737

Withdrawal form – Personal representatives
For completion by the executor(s)

This form should be completed and signed by all of the executor(s)/administrator(s) of the deceased when withdrawing cash and investments. Probate/letters of administration/confirmation must be submitted before assets will be released. Investments will be transferred out of the ISA or Investment Dealing Account only into the names of the executor(s)/administrator(s) or into Investment Dealing Accounts opened in the names of the beneficiaries.

Please use this form to:

- **Sell investments and withdraw the proceeds (section 2 note 2)**
- **Withdraw investments into the names of the personal representatives (section 2 note 3)**
- **Transfer investments into another nominee (section 4)**

Please complete in block capitals and black ink

1 Personal details of the deceased

Account type (please tick) **ISA** ☐ **Investment Dealing** ☐

Title		**Client Reference number**	
Surname		**Account number**	
Forename(s)		**Date of birth**	DD / MM / YYYY

2 Withdrawal or transfer of investments or sale proceeds

Please refer to the notes below this section.

Investment [1]		Number of shares or 'all'	'sale' [2] or 'transfer' [3]
Name (inc.class)	MEX code		

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

Please also quote the MEX code which you can find in the relevant investment choice list available within the Forms & Documents section at www.alliancetrustsavings.co.uk.

2 **Sales** - Please insert 'sale'. The combined proceeds of all the sales will be sent to you by cheque/BACs.

3 **Withdrawing shares into the names of the personal representatives** - Investments will be transferred into the names of the personal representatives and the certificate will be sent to you when we receive it from the Registrar (this may take several weeks). Where all investments are to be transferred out, we will, unless otherwise instructed, remit any cash. A transfer charge will be deducted from each Security Account at the time of withdrawal. Please consult our Table of Charges at www.alliancetrustsavings.co.uk for further details. If there is insufficient cash held within the Stocks & Shares ISA or Investment Dealing Account to cover our charges, you may forward a cheque to cover the shortfall. The cheque should be made payable to 'Alliance Trust Savings Limited'.

How we will place your order

We may sell the investments for you along with other client instructions as part of the same deal. We will take all reasonable steps to ensure that any instructions are 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.

3 Payment details

I/We confirm that this account is to be closed and the proceeds be withdrawn by: (Please tick box 1 or 2)

1. Cheque (free) ☐ **2. BACs transfer (free)** ☐

Please note if you do not tick a box above, we will pay withdrawals to the first named executor by cheque.

I/We confirm that the cheque for any proceeds or cash balance should be made payable to ____________

I/We confirm that this cheque forms part of the deceased's estate.

Cheques will be made payable only to the legal personal representatives or the solicitors acting on behalf of the estate of the deceased.

3 Payment details (continued)

Bank account details

If you wish the cash to be paid to a bank account, please provide your bank account details below. Please note we can only make payments to UK based bank accounts.

Name and full postal address of your bank or building society

Postcode

Name of account holder

Branch sort code

Bank or building society account number

This must not be the Roll number or Collection Account number.

4 Transfer investments into another nominee

If you would like investments transferred to a nominee Account with another provider, please contact the other provider to arrange a transfer and check the terms on which they will be accepted, particularly any charges involved. Transfers will only be carried out in this manner into the names of the legal personal representatives. Please provide the following information about the new provider to whom you wish to transfer.

Name of other provider

Your account number with other provider

Contact name

Address

Postcode

Phone number

5 Notes - please read these notes carefully before signing this form

1. Withdrawals from different Dealing Accounts and Stocks & Shares ISAs held by the deceased will not be combined.
2. We will act on faxed instructions from legal personal representative(s) provided we have previously received hard copies of probate/letters of administration/confirmation. Cash and investments will not be released until the hard copy, bearing original signatures, is received. The fax number is 01382 321183.

6 Declaration and signatures

Please ensure all legal personal representatives sign this section.

I/We hereby authorise you to implement the above instructions on my/our behalf in accordance with the Terms and Conditions. We are fully authorised to complete this form and give you instructions in respect of this Account.

Signature ✗

Name

Date DD MM YYYY

Signature ✗

Name

Date DD MM YYYY

Signature ✗

Name

Date DD MM YYYY

Signature ✗

Name

Date DD MM YYYY

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