



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

**01382 573737**

Calls may be recorded for training and security purposes.

# Stocks & Shares ISA and Investment Dealing Account

## Withdrawal form

Please use this form to:

- Withdraw cash (section 2)
- Sell investments and withdraw the proceeds (section 3 note 2)
- Transfer investments into your own name (section 4 note 2)
- Sell or transfer all investments and close your Stocks & Shares ISA or Investment Dealing Account (section 6)

Please complete in block capitals and black ink. Please use one form for each account.

### 1 Personal details

<b>Name</b>	<input type="text"/>	<b>Account number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>	<b>Account type</b> (please tick)	Stocks & Shares ISA <input type="checkbox"/>	Investment Dealing Account <input type="checkbox"/>					
	<input type="text"/>	<b>Date of birth</b>	<input type="text"/>	DD	<input type="text"/>	MM	<input type="text"/>	YYYY	<input type="text"/>
<b>Postcode</b>	<input type="text"/>								
<b>Email</b>	<input type="text"/>								
<b>Daytime phone number</b>	<input type="text"/>	<b>Mobile phone number</b>	<input type="text"/>						

### 2 Cash Withdrawals

To instruct a cash withdrawal from your Account please complete this section. Enter the amount you would like to withdraw or write 'full balance' to withdraw all cash.

I wish to withdraw the following amount from my Deposit Account  
(Please enter amount – minimum £100)

£

I wish to withdraw the following amount from my Online Dealing Account  
(Please enter amount – minimum £100)

£

Please also complete section 5

NOTE Please be advised if you withdraw the full balance and sell all holdings your account will be closed. A Deposit Account may only be closed when the entire Stocks & Shares ISA or Investment Dealing Account is closed and in this case interest will be credited (net of tax) up to the date of closure. Where an ISA or Investment Dealing Account remains open, interest is automatically credited to the Deposit Account in April and October.

### 3 Payment details

If you wish the cash to be paid to your bank account please provide your bank account details below. Please note, if you do not tick a box, we will pay withdrawals to you by cheque. Withdrawals can be paid to you by cheque or directly into your bank account. Please indicate your preferred payment method.

Cheque (free) (Please tick)

CHAPS payment\* (£20 charge) (Please tick)

BACS (free) (Please tick)

### Bank account details

The account must be in your own name or a joint account where you are a named account holder. Please note we can only make payments to UK based bank accounts.

<b>Name and full postal address of your bank or building society</b>	<input type="text"/>	<b>Name of account holder</b>	<input type="text"/>								
	<input type="text"/>	<b>Branch sort code</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Postcode</b>	<input type="text"/>	<b>Bank or building society account number</b>	<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"/>

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

## 4 Transfer into certificate

Investment <sup>1</sup>		Number of shares or 'all'*
Name (inc.class)	MEX/TIDM code	

\*Please note we can only accept a number of shares and not a value.

**1** Please give the full name and class of each investment. 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](http://www.alliancetrustsavings.co.uk).

**2 Transfer into certificate** - we will transfer investments into your name and send you the certificate 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 to you any cash less our withdrawal charge. We will deduct a transfer charge from each Security Account at the time of withdrawal. Please see Table of Charges at [www.alliancetrustsavings.co.uk](http://www.alliancetrustsavings.co.uk) for details of charges. If there is insufficient cash held within your 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. Account holders should be aware that there is a dealing charge.

**3 Subsequent income** - please tell us how you would like us to deal with any income received after the sale of your investments if you do not already have an instruction in place. Please quote the MEX code of the investment you wish to redirect the income to. You can find these in the relevant investment choice list available within the Forms & Documents section at [www.alliancetrustsavings.co.uk](http://www.alliancetrustsavings.co.uk). If you wish to redirect it to your Deposit Account enter 'deposit'.

If you do not have a redirection instruction in place or do not give us a new instruction we will redirect the income to your Deposit Account

## 5 Instruction of sale

Please note, if you are closing your account go straight to section 6.

Investment <sup>1</sup>		Number of shares or 'all'*	Subsequent income instruction <sup>3</sup>
Name (inc.class)	MEX/TIDM code		

\*Please note we can only accept a number of shares and not a value.

### Notes

**1** Please give the full name and class of each investment. 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](http://www.alliancetrustsavings.co.uk).

**2 Sales** - the combined net proceeds of all the sales less our withdrawal charge will be sent to you by bank transfer or cheque. Withdrawals from separate Security Accounts which are paid to you together in one bank transfer will only be subject to one withdrawal charge. Investors should be aware that there is a charge for selling.

**3 Subsequent income** - please tell us how you would like us to deal with any income received after the sale of your investments if you do not already have an instruction in place. Please quote the MEX code of the investment you wish to redirect the income to. You can find these in the relevant investment choice list available within the Forms & Documents section at [www.alliancetrustsavings.co.uk](http://www.alliancetrustsavings.co.uk). If you wish to redirect it to your Deposit Account enter 'deposit'.

If you do not have a redirection instruction in place or do not give us a new instruction we will redirect the income to your Deposit Account.

### How we will place your order

We may 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 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.

## 6 Closure of your Stocks & Shares ISA or Investment Dealing Account

Please tick one of the options below

I wish to close my Account

Please sell all investments and send me the sale proceeds

OR

Please transfer all my investments into my own name and send me the certificates when you receive them from the Registrar. Please also send me any remaining cash held within my Account.

OR

Please transfer the investments I have listed in section 4 into my own name and send me the certificate when you receive it from the Registrar. Please sell the remaining shares and send me the sale proceeds. Please also send me any remaining cash held within my Account.

Income received after closure will be sent to you by cheque

## 7 Sign and date

Signature

Date

DD	MM	YYYY
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Investment Dealing Account holders please note if the Account is in joint names all joint holders must sign. Failure to do so will result in a delay to your payment.

## 8 Joint holders sign and date

Signature

Date

DD	MM	YYYY
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Joint holder 2

Signature

Date

DD	MM	YYYY
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Joint holder 3

Signature

Date

DD	MM	YYYY
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Joint holder 4

Signature

Date

DD	MM	YYYY
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Please return this form to: Alliance Trust Savings Limited, P.O. Box 164, 8 West Marketgait, Dundee DD1 9YP

**Alliance Trust Savings**

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