



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

**01382 573737**

Calls may be recorded for training and monitoring purposes.  
Lines are open 8am – 5pm Monday to Friday.



**Alliance Trust Savings**

# Self Invested Personal Pension

## Instruction Form

Please complete in block capitals and black ink and return to: Alliance Trust Savings Limited, PO Box 164, 8 West Marketgait, Dundee DD1 9YP. 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 First Steps Account number and signature on each page of this form that you complete.

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

Please note that you will incur higher charges for postal dealing than online. Full details can be found in our *Charges Guide* at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk).

You will find information on available investments at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or by calling our Customer Services Team on **01382 573737** to request a list of available investments.

### Postal dealing

We will execute instructions on the 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 subscriptions into your Account (Section 3)
- 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 for Sections 5, 6, 7, and 8.

## 1. Personal details

|                                |  |                      |  |  |  |  |  |  |  |
|--------------------------------|--|----------------------|--|--|--|--|--|--|--|
| SIPP Account number            |  |                      |  |  |  |  |  |  |  |
| Title:                         |  | Phone/mobile number: |  |  |  |  |  |  |  |
| First name(s):                 |  | Email address:       |  |  |  |  |  |  |  |
| Surname:                       |  |                      |  |  |  |  |  |  |  |
| Permanent residential address: |  |                      |  |  |  |  |  |  |  |
| Postcode:                      |  |                      |  |  |  |  |  |  |  |



# Postal dealing instructions

SIPP Account number: | | | | | | | | | |

## 3. Make additional payments

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

Amount: £ \_\_\_\_\_

 Tick here to confirm that you have attached your cheque. Cheques should be made payable to Alliance Trust Savings Limited. 

You can give purchase instructions, including any additional payments, 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 in the Forms and Literature section at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or by calling our Customer 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 payments (see Section 3)
- Your additional payments and cash already available in your Deposit Account
- Cash already available in your Deposit Account

| Investment to purchase <sup>1</sup> |               | Amount to invest (£/%) <sup>3</sup> | Source of cash <sup>4</sup> | Income options <sup>3</sup> |               |
|-------------------------------------|---------------|-------------------------------------|-----------------------------|-----------------------------|---------------|
| Name (including class)              | MEX/TIDM code |                                     |                             | Name (including class)      | MEX/TIDM code |
|                                     |               |                                     |                             |                             |               |
|                                     |               |                                     |                             |                             |               |
|                                     |               |                                     |                             |                             |               |
|                                     |               |                                     |                             |                             |               |
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|                                     |               |                                     |                             |                             |               |
|                                     |               |                                     |                             |                             |               |
|                                     |               |                                     |                             |                             |               |
| <b>Total</b>                        |               | £                                   | %                           |                             |               |

### 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 MEX/TIDM code which you can find in the relevant investment choice list available within the Forms and Literature section at [alliancetrustsavings.co.uk](http://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 5) is reached, unless you wish to:

- Use it to purchase another investment – enter name and MEX/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.

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

If you wish to invest in a fund or a PRIIP (e.g. Investment Trust) you must confirm that you have read an up-to-date version of the *Key Investor Information Document (KIID)/Key Information Document (KID)* for each fund/PRIIP in which you want to invest and in addition, confirm that if you are purchasing a fund you are not a US Person or applying on behalf of a US Person. **Please tick both boxes below.**

Copies of the KID/KIIDs can be found in the Investment Selector/Investment Information section of our website at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or are available from fund/PRIIP provider directly.

 I confirm that I have read the relevant KID/KIID for the fund(s)/PRIIP(s) in which I wish to invest 

 I confirm that I am not a US Person or applying on behalf of a US Person 

### Signature

 Signature: 

Date: | D | D | M | M | Y | Y |



## Automatic dealing instructions

SIPP Account number:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
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## 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 be used for automatic purchases of the investment when the balance in your Account reaches the Minimum Purchase Level (see Section 5).

You will find information on available investments at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or by calling your Customer Services Team on 01382 573737 to request a list of available investments.

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 <sup>1</sup> |               |   | Income options <sup>2</sup> |               |
|-------------------------------------|---------------|---|-----------------------------|---------------|
| Name (including class)              | MEX/TIDM code | Percentage to be allocated <sup>3</sup> | Name (including class)      | MEX/TIDM code |
|                                     |               |   |                             |               |
|                                     |               |   |                             |               |
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|                                     |               |   |                             |               |
| <b>Total</b>                        |               | %                                       |                             |               |

### Notes to accompany table

- 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 MEX/TIDM code which you can find in the relevant investment choice list available within the Forms and Literature section at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk).
- 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 5) is reached, unless you wish to:
  - Use it to purchase another investment – enter name and MEX/TIDM code
  - Direct it to your Deposit Account – enter 'deposit'
  - Have income paid to your bank account – enter 'cash'
- 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 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 a PRIIP (e.g. Investment Trust) you must confirm that you have read an up-to-date version of the *Key Investor Information Document (KIID)/Key Information Document (KID)* for each fund/PRIIP in which you want to invest and in addition, confirm that if you are purchasing a fund you are not a US Person or applying on behalf of a US Person. **Please tick both boxes below.**

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I confirm that I have read the relevant KID/KIID for the fund(s)/PRIIP(s) in which I wish to invest

I confirm that I am not a US Person or applying on behalf of a US Person

### Signature

Signature: 

Date: |D|D|M|M|Y|Y|

## Automatic dealing instructions

SIPP Account number:

|  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|

### 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 [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or by calling our Customer Services Team on 01382 573737 to request a list of available investments.

| Investment name <sup>1</sup> |               | Income options <sup>2</sup> |               |
|------------------------------|---------------|-----------------------------|---------------|
| Name (including class)       | MEX/TIDM code | Name (including class)      | MEX/TIDM code |
|                              |               |                             |               |
|                              |               |                             |               |
|                              |               |                             |               |
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|                              |               |                             |               |
|                              |               |                             |               |

#### 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 MEX/TIDM code which you can find in the relevant investment choice list available within the Forms and Literature section at [alliancetrustsavings.co.uk](http://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 5) is reached, unless you wish to:

- Use it to purchase another investment – enter name and MEX/TIDM code
- Direct it to your Deposit Account – enter 'deposit'.

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 a PRIIP (e.g. Investment Trust) you must confirm that you have read an up-to-date version of the *Key Investor Information Document (KIID)/Key Information Document (KID)* for each fund/PRIIP in which you want to invest and in addition, confirm that if you are purchasing a fund you are not a US Person or applying on behalf of a US Person. **Please tick both boxes below.**

Copies of the KID/KIIDs can be found in the Investment Selector/Investment Information section of our website at [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or are available from fund/PRIIP provider directly.

I confirm that I have read the relevant KID/KIID for the fund(s)/PRIIP(s) in which I wish to invest

I confirm that I am not a US Person or applying on behalf of a US Person

#### Signature

Signature: 

Date: |D|D|M|M|Y|Y|

## Automatic dealing instructions

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 do so by completing the section below along with the *Direct Debit Instruction form* which can be found at the back of this form. 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 [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk) or by calling your Customer Services Team on 01382 573737 to request a list of available investments.

Amend an existing Direct Debit instruction OR Set-up a new Direct Debit instruction 

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

Collection on this day of the month (tick one box only):

1st 8th 15th 22nd Direct Debits will be automatically collected on a monthly basis. If you wish Direct Debits to be collected quarterly, tick here. 

Commencing in (month/year):

| M | M | Y | Y | Y | Y |

| Investment to purchase <sup>1</sup> |               |   | Income options <sup>2</sup> |               |
|-------------------------------------|---------------|---|-----------------------------|---------------|
| Name (including class)              | MEX/TIDM code | Percentage to be allocated <sup>3</sup> | Name (including class)      | MEX/TIDM code |
|                                     |               |   |                             |               |
|                                     |               |   |                             |               |
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|                                     |               |   |                             |               |
|                                     |               |   |                             |               |
|                                     |               |   |                             |               |
| 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 MEX/TIDM code which you can find in the relevant investment choice list available within the Forms and Literature section at [alliancetrustsavings.co.uk](http://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 5) is reached, unless you wish to:

- Use it to purchase another investment – enter name and MEX/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 a PRIIP (e.g. Investment Trust) you must confirm that you have read an up-to-date version of the *Key Investor Information Document (KIID)/Key Information Document (KID)* for each fund/PRIIP in which you want to invest and in addition, confirm that if you are purchasing a fund you are not a US Person or applying on behalf of a US Person. **Please tick both boxes below.**

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

## Signature

Signature: X

Date: | D | D | M | M | Y | Y |

**Alliance Trust Savings**

PO Box 164, 8 West Marketgait, Dundee DD1 9YP

T +44 (0)1382 573737 F +44 (0)1382 321183 E [contact@alliancetrustsavings.co.uk](mailto:contact@alliancetrustsavings.co.uk) [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk)

Alliance Trust Savings Limited 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 Limited gives no financial or investment advice. 'Alliance Trust Savings', 'ATS' and 'AT Savings' are all brand names of Alliance Trust Savings Limited together with the 'Alliance Trust Savings' logo are owned by and used with the permission of Alliance Trust PLC, the previous owner of Alliance Trust Savings Limited.





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

**01382 573737**

Calls may be recorded for training and monitoring purposes. Lines are open 8am – 5pm Monday to Friday.



## Direct Debit Form

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

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

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



### Full name and address of your Bank/Building Society

To the Manager: \_\_\_\_\_

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: **X** \_\_\_\_\_

Date: | D | D | M | M | Y | Y |

Signature: **X** \_\_\_\_\_

Date: | D | D | M | M | Y | Y |

### Alliance Trust Savings

PO Box 164, 8 West Marketgait, Dundee DD1 9YP

T +44 (0)1382 573737 F +44 (0)1382 321183 E [contact@alliancetrustsavings.co.uk](mailto:contact@alliancetrustsavings.co.uk) [alliancetrustsavings.co.uk](http://alliancetrustsavings.co.uk)

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PS ATS SIPP F 0003 (10832)



### Direct Debit guarantee

This guarantee should be detached and retained by the payer.

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Alliance Trust Savings will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Alliance Trust Savings to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Alliance Trust Savings or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Alliance Trust Savings asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

