



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

**01382 573737**

Calls may be recorded for training and monitoring purposes.



**Alliance Trust Savings**

# Stocks & Shares Junior ISA/Child Trust Fund

## Transfer In Request Form for Advised Clients

### Section A – Instructions to Alliance Trust Savings

Please complete Sections A and B in block capitals and black ink and return to: Alliance Trust Savings Limited, PO Box 164, 8 West Marketgait, Dundee, DD1 9YP.

This form should be used if you wish to transfer either a Cash Junior ISA, another Stocks & Shares Junior ISA or a Child Trust Fund into an Alliance Trust Savings Stocks & Shares Junior ISA.

If you do not already have a Stocks & Shares Junior ISA Account with us, you will need to open one. You can do so by completing an *Application Form* (available from your financial adviser) and returning to us or your financial adviser can do this for you online at [www.alliancetrustsavings.co.uk/adviser](http://www.alliancetrustsavings.co.uk/adviser).

Before completing this form it is important that you read the *Key Facts*, *Charges Guide* and the *Terms and Conditions* documents. These documents can be requested from your financial adviser.

If you require any assistance in completing this form, you should speak with your financial adviser.

#### 1. Transfer details

If you are already an Alliance Trust Savings Stocks & Shares Junior ISA customer, provide your Account Reference Number.

Account Reference Number: | | | | | | | | | |

Please accept the transfer of the following Junior ISA/Child Trust Fund to be held in an Alliance Trust Savings Stocks & Shares Junior ISA.

Name of your current Junior ISA/  
Child Trust Fund manager:

#### 2. Investment instructions

When we receive your cash we will hold it in the Cash Account. Your financial adviser can then make your investment instructions online or by sending us a completed *Instruction Form*. By investing online, our lower trading charges will apply. Full details of our charges can be found in our *Charges Guide*, available from your financial adviser.

#### 3. Fund conversion – applicable to holders of retail share class funds only

Alliance Trust Savings will automatically convert retail share classes to new clean share class equivalents where the net Annual Management Charge (AMC) is equal or lower. If the net AMC is higher, we will proceed with the conversion to the clean share class equivalent unless you indicate below that you do not wish this to happen. A small proportion of funds do not have a clean share class equivalent. In this instance you will remain within the retail share class and you will no longer be entitled to any fund rebate you might previously have been entitled to from the Fund Manager.

I do not wish to convert to the clean share class equivalent if the net AMC is higher (Please tick)

#### 4. Declaration by Alliance Trust Savings

We declare to you that:

- The declarations made to you at the time of your application for a Stocks & Shares Junior ISA remain true and valid.
- If we accept the transfers from the transferring ISA/Child Trust Fund Manager, we will apply the transferred assets to your Stocks & Shares Junior ISA as instructed by you in this *Transfer Request Form* to be held under the terms of that Stocks & Shares Junior ISA.
- Your Stocks & Shares Junior ISA and your rights under it will be governed by the details on your application as accepted by us, and by our *Terms and Conditions* and documents referred to in it (the "Governing Documents") as amended by us from time to time.

## 5. Declaration to Alliance Trust Savings and signature

I declare that:

I am 16 years of age or over

I am the child/I have parental responsibility for that child

- I am the registered contact for the Junior ISA/Child Trust Fund.
- I declare that the declarations made to you in my application for my child's Stocks & Shares Junior ISA are still true and apply to the transfer described in this transfer in request.
- I authorise you (on behalf of the child who holds the Account where appropriate) to create additional Accounts for me as appropriate for the delivery of Services or receiving payments using the details contained in my application, as updated by me as appropriate.
- I authorise you to hold the child's subscriptions, Junior ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and cash, and to make on behalf of the child any claims to relief from tax in respect of Junior ISA investments.
- I confirm the applicant has not subscribed to another Stocks & Shares Junior ISA for the child and unaware of any other Stocks & Shares Junior ISA held by the child.

- the applicant will not knowingly make subscriptions that will result in the annual subscription limit being breached.
- the child who will hold the JISA is either:
  - resident in the UK
  - a UK Crown servant
  - married to or in a civil partnership with a UK Crown servant
  - a dependent of a UK Crown servant.
- I acknowledge that there may be circumstances in which my requested transfer cannot proceed, in which case I withdraw my request and agree that the assets to be transferred will remain with my current ISA manager.
- by completing this transfer in request, I instruct you to hold the transferred assets in my child's Stocks & Shares Junior ISA with you.
- I agree to the Alliance Trust Savings *Terms and Conditions*.

**It is a serious offence to make any false statements and to do so can lead to prosecution.**

Signature: 

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

## 6. Junior ISA/Child Trust Fund statement

You will need to provide a recent statement for the Junior ISA/Child Trust Funds you are transferring. Tick here to confirm that you have enclosed with your application.

### 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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**Alliance Trust Savings**

## Stock & Shares Junior ISA/Child Trust Fund

### Transfer In Request Form for Advised Clients

#### Section B – Instructions to the manager of the Junior ISA/Child Trust Fund you are transferring

Section A has been retained by Alliance Trust Savings.

#### 1. Instructions to Junior ISA/Child Trust Fund manager of the Account you are transferring to Alliance Trust Savings

To: (Junior ISA/Child Trust Fund Manager)

From: (applicant/registered contact)

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Daytime number:

Daytime number:

#### 2. Transfer details

I wish to transfer the following Account to Alliance Trust Savings Limited (HM Revenue & Customs reference Z1155 for):

Account:  Cash Junior ISA (Go to Section 3)  Stocks & Shares Junior ISA (Go to Section 4)  Child Trust Fund (Go to Section 4)

Junior ISA Account number or Child Trust Fund reference number:

Child's date of birth: | D | D | M | M | Y | Y | Y | Y |

Child's full name:

Are you transferring cash paid into a Junior ISA during this tax year? Yes  No

Child's address:

Any cash you have paid into a Junior ISA this tax year must be transferred in full.

Postcode:

Child's National Insurance Number (if over 16):

#### 3. Transferring a Cash Junior ISA

I wish to transfer my Cash Junior ISA in: Full  OR Part

If you are transferring only part of your Cash Junior ISA, enter the amount to be transferred: £

**4. Transferring a Stocks & Shares ISA**

I wish to transfer my Stocks & Shares Junior ISA in: Full (Go to Section 4a)  OR Part (Go to Section 4b)

I understand that I must transfer my Child Trust Fund in Full: (Go to Section 4a)

Complete the appropriate section below.

**4(a) Transfer my Junior ISA/Child Trust Fund in full**

Please indicate by ticking one of the boxes below how you wish to transfer your Stocks & Shares Junior ISA to Alliance Trust Savings.

Sell all investments as required and transfer in cash  Sign and date Section 5. You are not required to complete the rest of this section.

**OR transfer Investments and cash**

Please transfer Investments and cash

Complete the table below.

Transfer the following investments and refer to the letter from Alliance Trust Savings for registration details for the investments to be transferred. Please sell all other investments in my Junior ISA/Child Trust Fund and send a cheque representing the net sale proceeds to Alliance Trust Savings. Cheques should be made payable to Alliance Trust Savings Limited.

Investments to be transferred			
Investment name	ISIN/SEDOL (if known)	Transfer in-specie	Sell and transfer as cash
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO

Where I must give notice to close or transfer part of the existing Child Trust Fund, or the existing Child Trust Fund contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing Child Trust Fund provider to either: (Please choose option 1 or 2)

1. Wait for the full notice period to end, or wait until redemption (whichever is relevant) before going ahead with this transfer
2. Depending on the Alliance Trust Savings *Terms and Conditions*, carry out the transfer as soon as possible – I accept any consequential loss of income, capital or charges that may be applied

If you are unable to carry out my instructions as detailed above:

Transfer in cash  OR Return this instruction to Alliance Trust Savings

#### 4. Transferring a Stocks & Shares ISA (continued)

##### 4(b) Transfer only part of my Junior ISA

Please indicate by ticking one of the boxes below how you wish to transfer your Stocks & Shares Junior ISA to Alliance Trust Savings.

Cash only (Please tick)  Amount to be transferred (This is the approximate value and will depend on share prices at the time of sale): £

List the investments you wish to sell in order to raise the cash.

Investments to be transferred	Number of shares/cash	ISIN/SEDOL	Transfer in-specie	Sell and transfer as cash
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO

Investments and cash  Amount of cash to be transferred (if any): £

Transfer the following investments and refer to the letter from Alliance Trust Savings for registration details for the investments to be transferred.

Investments to be transferred	Number of shares/cash	ISIN/SEDOL	Transfer in-specie	Sell and transfer as cash
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO
			YES / NO	YES / NO

If you are unable to carry out my instructions as detailed above:

Sell Investments and transfer in cash  OR Return this instruction to Alliance Trust Savings

#### 5. Signature of Registered Contact

Signature: 

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

##### Instructions to current Junior ISA/Child Trust Fund manager

Please:

1. Write to Alliance Trust Savings and myself to inform us that you have received these instructions and are processing them.
2. Supply Alliance Trust Savings with any information they require about my Junior ISA/Child Trust Fund and comply with instructions given to you by Alliance Trust Savings regarding this transfer.
3. Send a closing statement of my Junior ISA/Child Trust Fund to Alliance Trust Savings and to me.

##### Important information

Your current manager may impose exit charges and other costs associated with the transfer and you should assess the total charges you would incur prior to instructing any transfer. Some managers may only allow you to transfer your Junior ISA/Child Trust Fund in the form of cash and you need to know whether this would apply as you may suffer losses as a result of buying back the investments sold.

Before instructing any transfer you should examine all costs associated with the operation of this Stocks & Shares Junior ISA. Certain elements of our products may be priced differently to those of your current Junior ISA/Child Trust Fund manager.

Transfers between managers may take several weeks to complete and you may be unable to deal for a period while the transfer is pending. You should be aware that there is potential for a loss of income or growth following changes in market conditions while the transfer is being completed.

**Alliance Trust Savings**

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