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

Stocks & Shares ISA, Investment Dealing Account and General Investment Account

Withdrawal Form – Personal Representatives
For completion by the Executor(s)

Complete in block capitals and black ink and return to Alliance Trust Savings Limited, PO Box 164, 8 West Marketgait, Dundee DD1 9YP.

This form can be used to:

– **Sell investments and withdraw the proceeds (Section 2)**
– **Withdraw investments into the names of the personal representatives (Section 2)**
– **Transfer investments into another nominee (Section 3)**

If you are wanting to make multiple withdrawals from more than one Account, you will need to complete a form for each Account. Your financial adviser can also make your instructions to sell investments online.

1. Personal details of the deceased

Account type: Stocks & Shares ISA ☐ Investment Dealing ☐ General Investment Account ☐

Title:	Client Reference Number:
Surname:	Account number:
First name(s):	Date of birth: D D M M Y Y

2. Withdrawal or transfer of investments or sale proceeds

To instruct the sale of an investment in order to make a withdrawal from your Account, please complete this section. Also complete Section 4. If you are closing your Account, go straight to Section 6. Refer to the notes below this section.

Investment[1]		Number of shares or 'all'	'Sale'[2] or 'transfer'[3]
Name (including class)	ISIN/TIDM code		

Notes

1 **Investment:** Enter the full name and class of each investment you wish to make. This is important as there may be different classes available. Also quote the ISIN/TIDM code which you can find in the relevant *Investment Choice List* available at **alliancetrustsavings.co.uk**.

2. **Sale:** 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.

Consult our *Charges Guide* at **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 customer 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 Execution Policy*. This may work to your advantage or disadvantage.

3. Transfer investments into another nominee

If you would like investments transferred to a nominee Account with another provider, 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. Provide the following information about the new provider to whom you wish to transfer.

Name of other provider:

Account number with other provider:

Contact name:

Address:

Postcode:

Phone number:

4. Payment details

I/We confirm that this Account is to be closed and the proceeds be withdrawn by: (Please tick box 1 or 2)

BACS transfer (free) ☐ CHAPS payment (£20 charge) ☐

If you do not tick a box above, we will pay withdrawals to the first named Executor by cheque.

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

Bank account details

If you wish the cash to be paid to a bank account, provide the bank account details below. We can only make payments to UK-based bank accounts.

Name and full postal address of your bank:

Postcode

Name:

Branch sort code:

Bank account number:

This must not be the Collection Account number.

If you have not made a withdrawal from your Account previously, please enclose proof (eg void cheque or copy of statement) with this form.

5. Notes – please read these notes carefully before signing this form

Withdrawals from different Investment Dealing Accounts, General Investment Accounts and Stocks & Shares ISAs held by the deceased will not be combined.

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

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: ✗

Full name: Date: D D M M Y Y

Signature: ✗

Full name: Date: D D M M Y Y

Signature: ✗

Full name: Date: D D M M Y Y

Signature: ✗

Full name: Date: D D M M Y Y

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