



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

# 01382 573737

# First Steps Account

## Letter of direction

Please use this form to transfer investments from an existing First Steps Account into an Investment Dealing Account or another First Steps Account.

If the transfer is to a new Account you must complete a new application form. If you require an Investment Dealing Account or First Steps Account application form please download one from the Literature Centre at [www.alliancetrust.co.uk](http://www.alliancetrust.co.uk) or call your Client Services Team.

### 1 Account and personal details

Please enter details of the Account you are transferring from.

Account Number	<input type="text"/>		
Title	<input type="text"/>	Permanent residential address	<input type="text"/>
Surname	<input type="text"/>		<input type="text"/>
Forenames	<input type="text"/>	Postcode	<input type="text"/>
Phone number	<input type="text"/>		<input type="text"/>

If there are two or more joint holders of the above Account, the first-named joint holder should insert details in the section above, and sign in section 5. All other joint holders must also sign and date in section 6. We can only process the transfer with the signatures of every joint holder.

### 2 Direction to Alliance Trust Savings

I / We direct you to transfer the cash and investments in the above Account which are detailed in section 3 into the Investment Dealing Account or First Steps Account specified below. Please enter the details of the Account you are transferring to:

Account Number	<input type="text"/>		
Title	<input type="text"/>	Permanent residential address	<input type="text"/>
Surname	<input type="text"/>		<input type="text"/>
Forenames	<input type="text"/>	Postcode	<input type="text"/>
Phone number	<input type="text"/>		<input type="text"/>

If there are two or more joint holders of the above Account, please insert the details of the first-named joint holder in the section above.



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### 3 Assets to be transferred



The Account in full  OR The following investments and/or cash only (please list in table below)

Investment <sup>1</sup>		State number of shares or 'ALL'	Transfers of cash from Security Account <sup>2</sup>		
Name (inc. class)	TIDM code		Tick if none	Tick if all	If not all, insert the amount to be transferred
Transfers of cash from Deposit Account <sup>3</sup>		DEPO			
Transfers of cash from Online Dealing Account <sup>4</sup>					

- 1 Enter the full name and class of each investment you wish to transfer. This is important as there are different classes available. Please also quote the TIDM code which you will find in the Literature Centre at [www.alliancetrust.co.uk](http://www.alliancetrust.co.uk) or by calling your Client Services Team.
- 2 Please complete this section if you wish to transfer cash from the Security Account of your existing Account into your Investment Dealing Account or First Steps Account.

- 3 If you wish to transfer cash from the Deposit Account of your existing Account into your Investment Dealing Account or First Steps Account please enter the amount to be transferred.
- 4 If you wish to transfer cash from your Online Dealing Account into your Investment Dealing Account or First Steps Account please enter the amount to be transferred.

### 4 Signature



I/we declare and certify that the transaction effected by this instrument does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £1,000.

Signature  Date

If there are two or more joint holders of the Account from which the transfer is being made, the first-named joint holder should sign and date the above, and all other joint holders must sign and date in section 5. We can only process the transfer with the signatures of every joint holder.

### 5 Joint holder details and signature



If the Account from which the transfer is being made is held in joint names, additional joint holders must sign and date below.

**Joint Holder 2**

Name

Signature  Date

**Joint Holder 3**

Name

Signature  Date

**Joint Holder 4**

Name

Signature  Date

**Joint Holder 5**

Name

Signature  Date