



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

01382 573737

First Steps Account

Instruction form

Please use this form to submit your postal and automatic dealing instructions. You don't need to complete all the sections of this form. However you must give us your First Steps Account number and signature on each page of this form that you complete.

You can use this form to give instructions for the transaction types listed below by completing the corresponding section as indicated.

Postal dealing

Instructions you send to us by post will be executed on the next 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 payments into your Account (section 3)
- Purchase investments (section 4)

If you have a Personal ID and PIN you can give the above investment dealing instructions online at www.alliancetrust.co.uk or by authenticated telephone call (with your Personal ID and PIN) by calling your Client Services Team on 01382 573737.

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



Please provide your First Steps Account Number	<input type="text"/>	Permanent residential address	<input type="text"/>
Title	<input type="text"/>		<input type="text"/>
First names	<input type="text"/>		<input type="text"/>
Surname	<input type="text"/>	Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>	Mobile phone number	<input type="text"/>



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Alliance Trust Savings Limited PO Box 164, 8 West Marketgait, Dundee DD1 9YP

Tel +44 (0)1382 321000 Fax +44 (0)1382 321183 Email contact@alliancetrust.co.uk www.alliancetrust.co.uk/alliancetrustsavings

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3 Make additional payments



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

Amount

Please tick to confirm 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 below.

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. You must however still sign at the foot of this page.

You will find information on available investments in the Literature Centre at www.alliancetrust.co.uk or by calling your Client Services Team on 01382 573737 to request a list of available investments.

4 Purchase instructions



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

Investments to purchase ¹		Amount to invest £ or % ³	Source of cash ⁴	Income options ²	
Investment Name (inc. class)	TIDM code			Investment Name (inc. class)	TIDM code
Total		£	%		

Notes to accompany table

1 Enter the full name and class of each investment. This is important as there may be different classes available.

Please quote the TIDM code which you can find in the Investment Choice Booklet available within the Literature Centre at www.alliancetrust.co.uk.

2 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 TIDM code
- direct it to your Deposit Account - enter 'deposit'
- have income paid to your bank account - enter 'cash'

3 Please give the amount or percentage of cash you wish to allocate to each investment. Please ensure that the percentage amounts in this column add up to 100%.

4 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 your investments for you along with other client instructions as part of the same deal. We will take all reasonable steps to ensure that 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 Handling Policy. This may sometimes work to your advantage or disadvantage.

Purchasing Funds

If you wish to invest in a fund (an OEIC or unit trust) you must confirm that you have read the Guide to Funds and relevant Simplified Prospectus and that you are not a U.S. person. Please tick both boxes below.

I confirm that I have read the Guide to Funds and relevant Simplified Prospectus. (These are available in the Literature Centre at www.alliancetrust.co.uk or by calling us on 01382 573737).

and

I am not a U.S. person

Signature

Signature

Date

DD	MM	YYYY
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Automatic dealing instructions

Please insert your First Steps Account number

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5 Change your Minimum Purchase Levels



When cash in your Security Account reaches the Minimum Purchase Level we will automatically purchase more of the same investment for you. The default Minimum Purchase Level is £100 unless you have already changed it. If you wish to change the Minimum Purchase Level on your Account please complete the relevant sections below.

Account level

If you wish to set or change the Minimum Purchase Level on your Account please tick the relevant box below. This will set the Minimum Purchase Level for all Security Accounts within your First Steps Account and will apply to all current and future investments, until you ask us to change it.

£150	<input type="checkbox"/>	£300	<input type="checkbox"/>	£500	<input type="checkbox"/>
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OR

Investment level

If you wish to set or change the Minimum Purchase Level for individual Security Accounts please complete the table below.

Investment		Minimum Purchase Level ²		
Name (inc. class) ¹	TIDM code ¹	£150	£300	£500

Note to accompany table

¹ Enter the full name and class of each investment. This is important as there may be different classes available.

Please quote the TIDM code which you can find in the Investment Choice Booklet available within the Literature Centre at www.alliancetrust.co.uk.

² Please tick one Minimum Purchase Level box only for each investment you have listed.

Important note

Any new instructions you give us in this section will replace any existing Minimum Purchase Level instructions you have in place.

Signature

Signature

X

Date

DD	MM	YYYY
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Automatic dealing instructions

Please insert your First Steps 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 in the Literature Centre at www.alliancetrust.co.uk or by calling your Client Services Team on 01382 573737 to request a list of available investments.

Please transfer from my Deposit Account to my Security Accounts listed below

£ (minimum £50)

Please start my transfer from Month
(State the month)

Please take my transfer (Tick one box only)

Monthly Half yearly

Quarterly Yearly

Investments to purchase ¹			Income options ²	
Investment Name (inc. class)	TIDM code	% to be ³ allocated	Investment Name (inc. class)	TIDM code
Total		£	%	

Notes to accompany table

1 Enter the full name and class of each investment. This is important as there may be different classes available.

Please quote the TIDM code which you can find in the Investment Choice Booklet available within the Literature Centre at www.alliancetrust.co.uk.

2 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 TIDM code
- direct it to your Deposit Account - enter 'deposit'
- have income paid to your bank account - enter 'cash'

Please give the percentage you wish to allocate to each investment.

3 Please give the percentage you wish to allocate to each investment. Please ensure the percentage amounts in this column add up to 100%.

How we will place your order

We may purchase or 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 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 Handling Policy. This may sometimes 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.

Important note

Your instructions given here will replace any existing Deposit Account transfer instructions you already have in place.

Purchasing Funds

If you wish to invest in a fund (an OEIC or unit trust) you must confirm that you have read the Guide to Funds and relevant Simplified Prospectus and that you are not a U.S. person. Please tick both boxes below.

I confirm that I have read the Guide to Funds and relevant Simplified Prospectus. (These are available in the Literature Centre at www.alliancetrust.co.uk or by calling us on 01382 573737).

and

I am not a U.S. person

Signature

Signature

Date

DD	MM	YYYY
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Automatic dealing instructions

Please insert your First Steps Account number

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7 Direct Debit instructions



You can use this section to amend any existing Direct Debit instructions you have in place or if you do not already have a Direct Debit set up you can complete the section below and the Direct Debit Instruction Form which can be found in section 8 to set up a new Direct Debit. 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 in the Literature Centre at www.alliancetrust.co.uk or by calling your Client Services Team on 01382 573737 to request a list of available investments.

Amending an existing Direct Debit instruction (Please tick)	<input type="checkbox"/>	OR	Setting up a new Direct Debit instruction (Please tick)	<input type="checkbox"/>
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Change or set my Direct Debit amount to	£ <input type="text"/>	(minimum £50)	Direct Debits will automatically be collected on a monthly basis
Collect on this day of the month (Tick one box only)	1st <input type="checkbox"/>	8th <input type="checkbox"/>	Collection Direct Debits will be automatically collected on a monthly basis. If you wish Direct Debits to be collected quarterly, please tick. <input type="checkbox"/>
	15th <input type="checkbox"/>	22nd <input type="checkbox"/>	
Commencing in (month/year)	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>	

Investments to purchase ¹			Income options ²	
Investment Name (inc. class)	TIDM code	% to be allocated	Investment Name (inc. class)	TIDM code
Total		£	%	

Notes to accompany tables

1 Enter the full name and class of each investment. This is important as there may be different classes available.

Please quote the TIDM code which you can find in the Investment Choice Booklet available within the Literature Centre at www.alliancetrust.co.uk.

2 Any income received from each investment will automatically be placed in your Security Account and be used to purchase more of the same investment when your Minimum Purchase Level (see section 4) is reached, unless you wish to:

- use it to purchase another investment - enter name and TIDM code
- direct it to your Deposit Account - enter 'deposit'
- have income paid to your bank account - enter 'cash'

3 Please give the percentage you wish to allocate to each investment. Please ensure the percentage amounts in this column add up to 100%.

How we will place your order

We may purchase your investments for you along with other client instructions as part of the same deal. We will take all reasonable steps to ensure that 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 Handling Policy. This may sometimes work to your advantage or disadvantage.

Important note

Your instructions given here will replace any existing Direct Debit instructions you already have in place.

Purchasing Funds

If you wish to invest in a fund (an OEIC or unit trust) you must confirm that you have read the Guide to Funds and relevant Simplified Prospectus and that you are not a U.S. person. Please tick both boxes below.

I confirm that I have read the Guide to Funds and relevant Simplified Prospectus. (These are available in the Literature Centre at www.alliancetrust.co.uk or by calling us on 01382 573737).	<input type="checkbox"/>	and	I am not a U.S. person	<input type="checkbox"/>
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Signature

Signature	<input type="text" value="X"/>	Date	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>
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8 Direct Debit Instruction



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



Please fill in the whole form and return it to:

Alliance Trust Savings Limited, PO Box 164, Meadow House, 64 Reform Street, Dundee DD1 9YP

Ref number (Alliance Trust use only)	<input type="text"/>	Originator's ID number	<input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="7"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="1"/>
Full name	<input type="text"/>	Name(s) of account holder(s)	<input type="text"/>
Name and full postal address of your bank or building society	<input type="text"/>	Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Bank or building society account number	<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"/> <input type="text"/> <input type="text"/>

Direct Debit instruction

Please 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(s)	<input type="text" value="X"/>	Date	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
	<input type="text" value="X"/>	Date	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Banks and building societies may not accept Direct Debit instructions for some types of account.



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ALLIANCE TRUST ASSET MANAGEMENT

ALLIANCE TRUST PLC

ALLIANCE TRUST SAVINGS

Alliance Trust Savings Limited is registered in Scotland No. SC98767; registered office, PO Box 164, 8 West Marketgait, Dundee DD1 9YP; is authorised and regulated by the Financial Services Authority whose address is 25 The North Colonnade, Canary Wharf, London E14 5HS firm reference number 116115; gives no financial or investment advice. 09-163 (June 2009)



Direct Debit guarantee

This guarantee should be detached and retained by the payer.



- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Alliance Trust Savings will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Alliance Trust Savings or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time, by writing to your bank or building society. Please also send a copy of your letter to us.

