



If you have any questions, please
call your Client Services Team on
01382 573737

First Steps Account

Withdrawal form

Please use this form to:

- Sell investments and withdraw the proceeds (section 2 note 2)
- Withdraw investments into your own name (section 2 note 3)
- Transfer investments into another nominee (section 3)
- Withdraw cash (section 4)
- Sell or transfer all investments and close your First Steps Account (section 5)

Please complete in block capitals and black ink.

1 Personal details

Name	<input type="text"/>	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"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Postcode	<input type="text"/>		

Continued overleaf



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2 Withdrawal or transfer of investment or sale proceeds



Please refer to the notes below this section.

Investment ¹		Number of shares or "all"	'sale' ² or 'transfer' ³	Subsequent income instruction ⁴
Name (inc.class)	TIDM code			

1 Please give the full name and class of each investment. This is important as there may be different classes available. Please also quote the TIDM code which can be found on your transaction statement or in the Investment Choice Booklet in the Literature Centre at www.alliancetrust.co.uk.

2 Sales - Please insert 'sale'. The combined net proceeds of all the sales less our withdrawal charge of £10.00 will be sent to you by cheque. Where all shares of a particular investment are sold, the amount sent to you will include any surplus cash in the corresponding Security Account. Withdrawals from separate Security Accounts which are paid to you together in one cheque will only be subject to one withdrawal charge of £10.00.

3 Withdrawals into your own name - Investments will be transferred into your own name 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 to you any cash less our withdrawal charge of £10.00. A £15.00 transfer charge will be deducted from each Security Account at the time of withdrawal. If there is insufficient cash held within your First Steps 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'.

4 Subsequent income - Please tell us how you wish us to deal with any income received after the sale of your investments if you do not already have an instruction in place. Please quote the TIDM code of the investment you wish to redirect the income to. You can find these in the Investment Choice Booklet in the Literature Centre at www.alliancetrust.co.uk. If you wish to redirect it to your Deposit Account enter 'deposit'.

If you do not have a redirection instruction in place or do not give us a new instruction we will redirect the income to your Deposit Account.

How we will place your order

We may 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 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 Handling Policy. This may sometimes 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, please 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 if there is no change in beneficial ownership. Please provide the following information about the new provider to whom you wish to transfer.

Name of other provider	<input type="text"/>	Phone number	<input type="text"/>
Your account number with the other provider	<input type="text"/>		
Contact name	<input type="text"/>	Please tick to certify that the transfer involves no change in beneficial ownership	<input type="checkbox"/>
Address	<input type="text"/>	Please choose one of the options below	
	<input type="text"/>	Send any remaining/subsequent cash to me by cheque	<input type="checkbox"/>
	<input type="text"/>	Send any remaining/subsequent cash to my new provider (assuming my new provider accepts the payment)	<input type="checkbox"/>
Postcode	<input type="text"/>		

4 Withdrawals from your Deposit Account



If you wish to withdraw from your Deposit Account within your First Steps Account, please complete this section. Cash will be paid to you by cheque subject to a withdrawal charge of £10.00.

Withdrawal

I wish to withdraw the current balance from my Deposit Account (Please tick)

OR

I wish to withdraw the following amount from my Deposit Account
(Please enter amount / minimum £100)

£

Note

A Deposit Account may only be closed when the entire First Steps Account is closed and in this case interest will be credited up to the date of closure. Where an First Steps Account remains open, interest is automatically credited to the Deposit Account in April and October.

5 Closure of your First Steps Account



Income received after closure will be sent to you by cheque

I wish to close my First Steps Account
(Please tick)

Please tick one of the options below

Please sell all investments and send me the sale proceeds together with any deposit interest due

OR

Please transfer all my investments into my own name and send me the certificates when you receive them from the Registrar. Please also send me any remaining cash held within my First Steps Account along with any deposit interest due

OR

Please transfer the investments I have listed in section 1 into my own name and send me the certificate when you receive it from the Registrar. Please sell the remaining shares and send me the sale proceeds. Please also send me any remaining cash held within my First Steps Account along with any deposit interest due

OR

Please transfer the investments I have listed in section 1 to the provider detailed in section 2.

Please sell the remaining shares and send me the sale proceeds.

Please also send me any remaining cash held within the cash management accounts within my First Steps Account along with any deposit interest due.

Please complete the sections overleaf

6 Sign and date



Signature

Date

DD	MM	YYYY
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If the Account is in joint names, all joint holders must sign. Failure to do so will result in a delay to your payment.

7 Joint holders sign and date



Signature

Date

DD	MM	YYYY
----	----	------

Joint holder 2

Signature

Date

DD	MM	YYYY
----	----	------

Joint holder 3

Signature

Date

DD	MM	YYYY
----	----	------

Joint holder 4

Signature

Date

DD	MM	YYYY
----	----	------

Joint holder 5

Signature

Date

DD	MM	YYYY
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Please return this form to: Alliance Trust Savings Limited, P.O. Box 164, 8 West Marketgait, Dundee DD1 9YP