

Stocks & Shares ISA

Transferring in employee shares

Please read these notes carefully in conjunction with the Alliance Trust Savings Handbook before completing the attached transfer documentation.

Your Client Services Team is available to give information about the Transfer In procedures. If you have any doubts about whether transferring shares into a Stocks and Shares ISA is suitable for you, you should seek independent financial advice.

Eligibility

Only shares acquired through an HM Revenue & Customs approved All-Employee Savings Related Share Option Scheme or Share Incentive Plan may be transferred in.

Deadlines

The transfers must take place within 90 days of:

- the exercise of the option - in the case of a save as you earn option scheme
- the release date - in the case of a share incentive plan

Transferring shares

There is no minimum number of shares which may be transferred. Please be aware that any transfers will count towards your annual subscription limit. No capital gains tax liability arises on the transfer.

Before you transfer shares into a Stocks and Shares ISA, you must have received your share certificate representing your employee shares, and this certificate must be in your own name.

On release from your employer's profit sharing, share incentive plan or on exercise of the option, shares may be transferred into a Stocks and Shares ISA providing that this will not cause you to breach your annual subscription limit. You may transfer up to the value of £7,200.

Valuing the Shares

Your shares are valued as at the date we receive your documentation (your 'valuation date'). Please note that the valuation of the shares is based on the prices quoted for the shares on the London Stock Exchange on the valuation date. This valuation cannot be carried out until the closing price is established.

Depending on the actual valuation, you may be able to transfer all the shares received if this does not cause you to breach your annual subscription limit. If the shares to be transferred are valued in excess of your annual subscription limit, we will arrange for a balance certificate to be sent to you in your own name for the excess.

In all cases, we will let you know the amount which has been applied.

If the 90-day period straddles two tax years, up to £14,400 worth of shares may be transferred into two Stocks and Shares ISAs.

Charge

The transfer charge is £15.00. This amount does not form part of your subscription. Please make your cheque payable to Alliance Trust Savings Limited.

Transfer Procedures

What you need to do to arrange a transfer:

- 1 Complete and sign a *Stocks and Shares ISA Application Form* and send it to us, if you are not already a client. If the 90-day period straddles two tax years, and you are transferring into both years, one application form may be used.
- 2 Complete and sign the attached *Request to Transfer Investments Form*. Please refer to the checklist below the signature box.
- 3 Complete the attached *CREST Transfer Form* as follows:

- The name of the company
- Description of the shares
- Your name and address details exactly as they appear on the share certificate
- Signature

Important:

- **Do not complete the number of shares to be transferred in as this depends on the value of the shares on transfer.**
- **Do not fill in the date yourself.**

4 Send to Alliance Trust Savings Limited:

- Stocks and Shares ISA Application Form (if required)
- Request to Transfer Investment form(s)
- CREST Transfer Form
- Cheque for £15.00 for our charges, payable to Alliance Trust Savings Limited (£15.00 for each transfer)
- Share Certificate

and either

- A copy of the Notice of Exercise of Option (in the case of a save as you earn option scheme)

or

- A copy of the written direction given to the trustees to transfer the ownership of the shares to you, together with a copy of the Notice of Appropriation (in the case of a share incentive plan)

Transfers will be acknowledged shortly after we receive them. Please take great care when completing the documentation and contact us if you require any assistance. Any mistakes may render the transfer invalid and you are reminded that the transfers must take place within 90 days of the exercise date and/or release date.

CREST transfer form

You have been given a pre-printed CREST transfer form.

Please complete all forms in black ink and do not use adhesive address labels or correction fluid. Only complete spaces which are bordered with the heavy black lines.

CREST TRANSFER	Above this line for Registrar's use	
	Counter Location Stamp	Barcode or reference SDRN IG01A
Above this line for completion by the depositing system-user only		
Name of Undertaking	Consideration Money	Certificate(s) lodged with Registrar (To be completed by Registrar)
	XYZ PLC	
Description of Security	ordinary shares of 10 pence each	
Please complete form in type or in block capitals	Amount of shares or other security in words	Figures
	LEAVE BLANK PLEASE	LEAVE BLANK PLEASE
Name(s) of registered holder(s) should be given in full; the address should be given where there is only one holder. If the transfer is not made by the registered holder(s) insert also the name(s) and capacity (e.g. executor(s)) of the person(s) making the transfer.	In the name(s) of	Designation (if any)
	MISS IRIS AQUA 56 TEAL STREET ANYTOWN ANYWHERE AE7 8PQ	Balance certificate(s) required
PLEASE SIGN HERE	I/We hereby transfer the above security out of the name(s) aforesaid into the name(s) of the system-member set out below and request that the necessary entries be made in the undertaking's own register of members. Signature(s) of transferor(s)	Stamp of depositing system-user
	<i>Iris Aqua</i>	ALLIANCE TRUST SAVINGS NOMINEES LIMITED PO BOX 164 8 WEST MARKETGAIT DUNDEE DD1 9YP IG01A Tel: 01382 321000 Contact: []
Full name(s) of the person(s) to whom the security is transferred. Such person(s) must be a system-member.	ALLIANCE TRUST SAVINGS NOMINEES LIMITED	Date
		Participant ID IG01A
		Member Account ID
<small>CRESTCo Limited is delivering this transfer at the direction and on behalf of the depositing system-user whose stamp appears herein and does not in any manner or to any extent warrant or represent the validity, genuineness or correctness of the transfer instructions contained herein or the genuineness of the signature(s) of the transferor(s). The depositing system-user by delivering this transfer to CRESTCo Limited authorises CRESTCo Limited to deliver this transfer for registration and agrees to be deemed for all purposes to be the person(s) actually so delivering this transfer for registration.</small> <small>This form should be used only for a transfer of a certificated unit of a security to a CREST member to be held by a CREST member in uncertificated form. It should not be used for conversion of a unit held by a CREST member into uncertificated form.</small> <small>The CREST rules requires that this form be used for the transfer of a unit of a certificated security to a CREST member to be held by that member in uncertificated form. Any such transfer on this form is exempt from stamp duty.</small>		

Insert full name of company and description of investment as given on certificate.

The name must be the same in every detail as that shown on the share certificate. Any errors on the certificate in spelling should not be corrected but repeated, and informed to us in a covering letter.

Please ensure you sign the form yourself. We will not accept forms signed by an attorney.

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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**



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

08000 326 323

Request to transfer investments

acquired from an employee share scheme into a Stocks and Shares ISA

Please complete in block capitals and black ink.

If you have not yet opened a Stocks and Shares ISA you must submit a completed Stocks and Shares ISA Application Form with this request.

1 Personal details



Title	<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"/>
Surname	<input type="text"/>										
Forenames	<input type="text"/>										
Permanent residential address	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
Postcode	<input type="text"/>										

2 Request to Transfer



Please accept the transfer of the shares noted below into my Stocks and Shares ISA. I can confirm that:

- The shares have been allotted to me from an HMRC approved 'save as you earn option scheme' or 'share incentive plan'
- The shares are my own personal property, and are free from any lien, charge, security or other encumbrance
- I have read and understood the information on transferring shares provided by Alliance Trust Savings Ltd. I agree to be bound by the arrangements for transferring the shares into my Stocks and Shares ISA

3 Transfers into your Stocks and Shares ISA



Investment	TIDM code	Year ¹	Number of shares on certificate	Certificate number	Transfer ² in	Income instructions ³
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cheque for transfer fee enclosed⁴ £

Notes

1 Please insert the ISA year to which this request relates

2 Please insert the number of shares to be transferred in or 'maximum'

3 In the absence of instructions, we will automatically reinvest income in the same investment when the Minimum Purchase level is reached. (See the Alliance Trust Savings Handbook for further details of automatic reinvestment, and other income options)

4 £15.00 is payable for each transfer. Cheques must be payable to 'Alliance Trust Savings Limited'

4 Please check you have enclosed



Notice of Exercise of Option (for save as you earn option scheme)

CREST Transfer Form and share certificate

OR

Notice of Appropriation and written direction to trustees to transfer ownership of shares (for share incentive plan)

Stocks and Shares ISA Application Form (if required)

Cheque for £15.00 for our charges, payable to Alliance Trust Savings Limited

5 Signature



Signature

Date

DD	MM	YYYY
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Alliance Trust use only

Account number

Stocks and Shares ISA Application

Charges cheque

Transfer 2010/2011

CREST Transfer Form

Share certificate

90 days

Notice of exercise of option OR

ISA valid 2010/2011

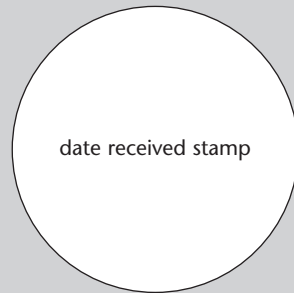
Notices of appropriation

ISA limit 2010/2011

Request form

Accounts set up

Accounts confirmed



Price	Shares	Value	Calculated by

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