

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)

Select SIPP Application Form (if required)

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

6 Signature



Signature

Date

DD

MM

YYYY

Select SIPP – Alliance Trust use only

Account number

Select SIPP Application

Charges cheque

Transfer 2010/2011

CREST Transfer Form

Share certificate

90 days

Notice of exercise of option
OR

Pension limit valid
2010/2011

Notices of appropriation

Accounts set up

Request form

Accounts confirmed

Price	Shares	Value	Calculated by

date received stamp



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Select SIPP

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 Self-Invested Personal Pension (SIPP) 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

The value of the shares transferred in counts as a net contribution to your Select SIPP and we claim basic rate tax relief on the net contribution. Therefore, if basic rate tax is 20% and you transfer in shares to the value of £800, we claim £200 tax relief and credit it to your Account. Your gross contribution is £1,000. If you are a higher rate taxpayer you can claim higher rate tax relief from HM Revenue & Customs through self assessment.

It is therefore very important that you specify the maximum net contribution you wish to make to your pension with these shares. We cannot do this for you as it is your responsibility to ensure you do not exceed the maximum on which tax relief can be claimed.

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. AIM listed shares are valued at their closing price on the business day prior to your valuation date.

Depending on the actual valuation, you may be able to transfer all the shares received if this does not exceed the specified maximum net contribution. If the shares to be transferred are valued in excess of your specified maximum net contribution, 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 actual net contribution which has been applied.

Charge

The transfer charge is £15.00. This amount does not form part of your contribution. 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 Select SIPP *Application Form* and send it to us, if you are not already a client
- 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:

- Select SIPP 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
- 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.



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 Select SIPP

Please complete in block capitals and black ink.

If you have not yet opened a Select SIPP you must submit a completed Select SIPP 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 Select SIPP. I can confirm that:

- a) The shares have been allotted to me from an HMRC approved 'save as you earn option scheme' or 'share incentive plan'
- b) The shares are my own personal property, and are free from any lien, charge, security or other encumbrance
- c) 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 Select SIPP

3 Transfers into your Select SIPP

Investment	TIDM code	Number of shares on certificate	Certificate number	Net contribution ¹ £	Income instructions ²
<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 number of shares or the net contribution to be satisfied by the market value of the shares transferred in

3 £15.00 is payable for each transfer. Cheques must be payable to 'Alliance Trust Savings Limited'

2 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)

