

3 Payment details



By cheque

If the payment for the investment is to be made by cheque then please prepare a cheque drawn on your SIPP Cater Allen bank account for the amount to be invested, ensure that you, as the SIPP member, countersign this and then return it with this checklist.

By bank transfer (BACS or CHAPS)

If the payment for the investment is to be made by a BACS or CHAPS transfer (instead of by cheque) then please complete the following bank transfer instructions.

Note: In some cases, a bank transfer is not acceptable, in which case a cheque will be required.

Bank name	<input type="text"/>	Account 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"/>	Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount to be transferred	£ <input type="text"/>	Method of transfer (Please tick)	BACS <input type="checkbox"/> CHAPS <input type="checkbox"/>

Note: There is currently no fee for a BACS transfer, which normally takes 3 to 4 working days to clear, but there is a fee of £25.00 for a same day CHAPS transfer.

4 Closing date



Does the investment have a closing date? (Please tick) Yes No

If 'yes', please show details below.

Note: Whilst we will process the investment as quickly as possible, it is advisable to allow at least five working days to process an investment.

5 For a collective investment only



(a) Does, or will, this invest in 'taxable property', i.e. residential property or tangible moveable property? (Please tick) Yes No
Go to 5(b) Go to 7

(b) If 'yes', does this satisfy the 'taxable property' exemption conditions in note 1? Yes No
Go to 7 Investment cannot be made

6 For an unquoted company only



(a) Does the company satisfy the 'taxable property' exemption conditions in note 2? Yes No
Go to 6(b) Investment cannot be made

(b) Is this a new issue of shares? Yes No
Go to 7 Go to 6(c)

(c) Please send us:

- a market valuation of the investment from a qualified person; and
- a cheque drawn on your SIPP's Cater Allen bank account, countersigned by you as the SIPP member, made out to 'HM Revenue & Customs' for the amount of any stamp duty payable on the purchase (usually 0.5% of the value of the shares being purchased).

7 For all investments



Are there any other details about the investment that we should know? (Please tick) Yes No

If 'yes', please show details below.

8 Charges for investing in an unquoted company or overseas investment



There will normally be an initial charge of £250 (plus VAT) and an annual charge of £100 (plus VAT) for investing in an unquoted company or overseas investment, although higher charges may apply in complex cases.

9 Member's instruction and declaration



There will normally be an initial charge of £250 (plus VAT) and an annual charge of £100 (plus VAT) for investing in an unquoted company or overseas investment, although higher charges may apply in complex cases.

1 I declare that:

- I am a member of the Alliance Trust Full SIPP.
- I have read in full, understood and agree the terms of all the relevant documentation published by the promoter, provider, broker or adviser (as appropriate) about this investment transaction and taken such advice as I believe is appropriate to my circumstances.
- I have considered this transaction in connection with my pension investments. I have received no investment or financial advice from Alliance Trust and Alliance Trust has no responsibility for any risks, financial loss (however arising) or liquidity constraints arising from this investment instruction.
- I understand that Alliance Trust has the discretion not to proceed with this investment instruction, and shall not have any liability if it exercises this discretion, if it conflicts with the prevailing Alliance Trust Full SIPP Investment Guide (which is available on request or on our website).
- I will pay appropriate Alliance Trust charges to process this investment instruction and any tax and unauthorised payment charges related to this transaction, particularly in relation to 'taxable property'.

2 I indemnify and will keep Alliance Trust indemnified in respect of any loss or liability or tax charges that they may incur as a consequence of this transaction.

3 I authorise and instruct

- Alliance Trust to give effect to this investment instruction.
- Alliance Trust to restrict the terms of the documentation required to be completed by them in executing this investment instruction to limit their involvement and financial exposure to that of the Trustee and Scheme Administrator, then execute the documentation once it is acceptable to them.
- Cater Allen Private Bank to make the payment specified in Section 3.

Member's Signature

Date

DD	MM	YYYY
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Name (capitals)

When completed, please return this form, together with all the relevant investment documentation, to:

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

If you have any queries on this checklist then please contact us as follows:

Members SIPP Servicing Team

Tel 01382 573610

Email servicing@alliancetrust.co.uk

Advisers Adviser Support Team

Tel 01382 573600

Email advisersupport@alliancetrust.co.uk



Note 1: Collective Investments

If the collective investment invests in 'taxable property', i.e. residential property or tangible moveable property, then it cannot be held in the Alliance Trust Full SIPP ('the SIPP') unless it meets all of the following 'taxable property' exemption conditions.

- 1 The total value of the assets held directly by the collective investment is at least £1 million or the vehicle holds at least three assets directly which are residential property, and in either of these cases no asset held directly by the vehicle which is 'taxable property' has a value which exceeds 40% of the total value of the assets held directly.
- 2 The vehicle is not a close company (or if a vehicle is not resident in the UK then it would not be a close company if it were resident in the UK).
- 3 The vehicle does not have as any of its main purposes the direct or indirect holding of an animal(s) used for sporting purposes.
- 4 The SIPP will not, directly or indirectly, hold an interest in the vehicle for the purposes of enabling the member or a connected person of the member to occupy or use the property.
- 5 The SIPP together with any associated person (see below) will not hold, directly or indirectly, 10% or more of the vehicle, as per the following limits:
 - 10% or more of the share capital or issued share capital of the vehicle
 - 10% or more of the voting rights in the vehicle
 - a right to receive 10% or more of the income of the vehicle
 - such an interest in the company as gives an entitlement to 10% or more of the amounts distributed on a distribution in relation to the vehicle
 - such an interest in the company as gives an entitlement to 10% or more of the assets of the vehicle on a winding up or in any other circumstances
 - such an interest in the vehicle as gives rise to income and gains derived from a specific property.

Note 2: Unquoted Companies

The Alliance Trust Full SIPP ('the SIPP') can invest in an unquoted company only if it meets all of the following 'taxable property' exemption conditions.

- 1 The company's main activity is the carrying on of a trade, profession or vocation.
- 2 The SIPP, either alone or together with associated persons (see below), does not have control of the company.
- 3 Neither the member nor any person connected to him/her (see below), is a 20% director, i.e. a director to whom paragraph (b) of section 417(5) Income and Corporation Taxes Act 1988 applies.
- 4 The SIPP, directly or indirectly, will not hold an interest in the company for the purposes of enabling the member, or a connected person of the member, to occupy or use the property.

The term **associated person** means:

- the member of the SIPP
- any person connected with the member
- any arrangement (under the SIPP or another pension scheme) relating to the member
- any arrangement (under the SIPP or another pension scheme) relating to a person connected to the member.

The term **connected person** is defined in section 993 of the Income Tax Act 2007.

Briefly, a person is connected with a SIPP member if that person is

- the SIPP member's spouse or civil partner
- a relative of the SIPP member, or the spouse or civil partner of such a relative (note: relative means a brother, sister, ancestor or lineal descendant; it does not cover all family relationships and, in particular, it does not include nephews, nieces, uncles and aunts)
- a relative of the SIPP member's spouse or civil partner, or the spouse or civil partner of such a relative
- a partner of the SIPP member (i.e. they are in partnership together), or the spouse, civil partner or a relative of such a partner.



This literature is printed on paper made from trees grown in sustainably managed forests.

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