

# ISA and Investment Fund – Regular Withdrawal

## Application form and Terms and Conditions

### Who is this form for?

This form is for **Sigma** customers who wish to take a regular withdrawal from either their Investment Fund or ISA.

**This form can only be used if you have an investment in a fund from Standard Life Investments. The investment must be in accumulation shares.**

**MUFU30MF 0611**

Campaign code

For office use only

### Please note the following

- Before completing this form, please read the Terms and Conditions in Part 5 of this form.
- All sections must be completed; missing information will prevent us from processing your request.

**Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.**

If you need any help completing this form, please contact us on 0845 279 2003. (Call charges may vary)

### Part 1 – Shareholder details

#### First shareholder

Existing account number (if applicable)	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First name(s) (in full)	
Permanent UK residential address	
	Postcode
Telephone number – day (inc. STD code)	Telephone number – evening (inc. STD code)
Date of birth (DD/MM/YYYY)	<input type="text"/>

This application form is for a UK Investment Fund or ISA and is only for use by applicants whose principal home is in the UK and who are habitually resident in the UK.

Please note: once money has been taken out of your ISA investment you can't reinvest in the ISA if you've already made the maximum investment allowed in the current tax year.

#### Second shareholder

Existing account number (if applicable)	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First name(s) (in full)	
Permanent UK residential address	
	Postcode
Telephone number – day (inc. STD code)	Telephone number – evening (inc. STD code)
Date of birth (DD/MM/YYYY)	<input type="text"/>



### Part 3 - Important information: money laundering

To comply with Money Laundering Regulations 2007, we may verify your identity by carrying out an online check with a reference agency. Where an online check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. If the online check does not confirm your identity we will carry out a manual check and we may need to contact you for further information. We regret we cannot offer any alternative process.

To be read by all parties named on this form.

### Part 4

#### Instruction to your Bank or Building Society to pay by Direct Debit

Issued by: Standard Life Savings Limited,  
1 George Street, Edinburgh EH2 2LL



ORIGINATOR'S IDENTIFICATION No.

3 8 8 0 7 0

#### FOR Standard Life OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

#### Name and full postal address of your Bank or Building Society branch.

**For security, all income, Direct Debit and withdrawal payments in and out of your investment must be paid to and from the same account. Please complete the details below so that any payments out of your investment can be paid direct to your Bank or Building Society account. I hereby instruct Standard Life Savings Ltd to arrange for payments to be paid direct to my Bank or Building Society account, as detailed below.**

Please ensure the same Bank or Building Society details are provided for all payments.

The Manager	
Postcode	
Name(s) of Account holder(s)	

Bank or Building Society Account No.      Branch Sort Code – Please refer to the top right-hand corner of your cheque book

<input type="text"/>	<input type="text"/>
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Reference Number

Building Society Roll Number

#### Your instruction to the Bank/Building Society, and Signature

Please pay Standard Life 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 Standard Life and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)	Date (DD/MM/YYYY)	<input type="text"/>
 	Date (DD/MM/YYYY)	<input type="text"/>

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

## Part 5 - Regular withdrawal terms and conditions

### 1. Definitions

#### **withdrawal amount**

The amount you have chosen to realise on selected dates, or the proceeds from the disposal of a chosen percentage of your investment on selected dates.

It is the net value available from the redemption of accumulation shares after deduction of all due charges or levies.

#### **you**

The investor(s) whose details have been completed in Part 1 above.

#### **we or us**

Standard Life Savings Limited.

#### **withdrawal date**

The 6<sup>th</sup> of the month, or the next business day if the 6<sup>th</sup> is a non-business day.

#### **relevant pricing point**

The pricing point at 7.30am on the business day immediately following the withdrawal date.

### 2. Share Redemption

**You** authorise **us** to effect any redemption of accumulation shares to make up the **withdrawal amount**. Each such redemption shall take effect on the **withdrawal date** at the price calculated at the **relevant pricing point**.

Payment will be sent to your own bank account not later than close of business on the fourth business day following the **relevant pricing point**.

Cheques will not be issued. Confirmation of each transaction will appear on your statement. Contract notes will not be issued.

### 3. Regular withdrawal instruction

We must receive your instruction to start a regular withdrawal at least 10 business days before the first **withdrawal date**.

The amount which **you** may withdraw under the regular withdrawal facility may be either a fixed amount (minimum £25) or a fixed percentage (minimum 0.5%) of the holding on each selected day.

### 4. Termination of the regular withdrawal facility

**We** will operate your instructions until such time as:

1. **You** amend or terminate your instructions by giving us notice of at least 14 business days, or
2. **We** discontinue the regular withdrawal facility by giving you notice of at least 28 business days, or
3. The remaining value of shares which would be held will fall short of the minimum holding requirement set out in the Prospectus.

Prospectus means the current prospectus or scheme particulars issued by the Manager of a fund and which contains details about that fund.

### 5. Amendment

**We** may amend these regular withdrawal terms and conditions at any time by giving you at least 28 business days' notice. **You** may cancel your regular withdrawals at any time by giving us at least 14 business days' notice.

### 6. Notice

1. All notices to be given to **us** under this regular withdrawal facility must be in writing to: Standard Life Savings Limited, Mutual Funds Operations, PO Box 23788, Edinburgh EH7 5ZP
2. Any notice to be given to **you** shall be in writing and be sent to your last known address. **We** will not be responsible for the consequences of a failure by **you** to notify **us** of a change of address.
3. **You** agree to inform Standard Life Savings Limited of any change in the information given.

You will receive each payment around the 15<sup>th</sup> of the month.

