

This form can be used to sell all or part of your investments.

Please complete this form using BLOCK capitals.

## Part 1 Personal Details

Investor Reference:

Designation (if applicable):

Title (please tick):      Mr       Mrs       Miss       Ms       Other please specify

Surname:

Other names (in full):

Permanent residential address including postcode:

Postcode:

Date of birth:

Telephone:

Daytime:

Alternative:

## Part 2 Instruction to sell

I confirm I would like to sell:

- all units/shares in my funds  
 some of the units/shares in my funds (please complete the section below)

Units/shares to sell (partial sales only)

(Please specify the value in £ or the number of shares or the percentage of holding you would like to sell, in the relevant column below)

Fund name	£	Shares/Units	%

## Part 3 To have your sale proceeds paid into your bank or building society account

If we have previously accepted instructions to pay all future sale proceeds into your bank or building society account in respect of this account, and those instructions have not changed, you do not need to complete this section.

The bank or building society account must be a personal account in your own name, or a joint account which includes your own name.

Please ensure that the correct verification document has been provided, as without this we will be unable to pay your sale proceeds directly into your account, and will have to send you a cheque.

## IMPORTANT – please read: Bank or building society account verification

To enable us to verify your account please send us an original:

- voided cheque; or
- bank or building society statement no older than three months (an online statement is not acceptable); or
- paying in slip

The document must be for the account your sale proceeds are to be paid into.

**Any future sale proceeds for this account will also be paid directly into this bank or building society account. It is your responsibility to inform us of any changes to your account details.**

Account holder name:
Bank or building society name and address including postcode:
Postcode:
Sort code:
Building society Ref/Roll No:
Bank Account No:

## Part 4 About your Direct Debit

(If you do not have an active Direct Debit please go to section 05)

I/we also make monthly payments by Direct Debit:

- and would like to **stop** making these payments
- and would like to **continue** making these payments

## Part 5 Your declaration and signature

### Important note

**All registered holders should sign this form. Please note we will not be able to release the sale proceeds unless we have successfully verified each holder's identity.**

We will send you your sale proceeds directly to your bank or building society account (subject to satisfactory verification of your account details) normally on the third business day after we carry out your instructions. It is your responsibility to ensure that the account details we hold for you are correct. In the event that; sale proceeds are returned by your bank or building society, we are unable to verify your account details, or unable to make a direct credit transfer for some other reason, we will send you the sale proceeds by cheque to your registered address payable to you or, in the case of joint account holders, to both.

If you have changed your name, you must send us an original legal document indicating the change, or a copy that has been certified as a true copy by a bank, solicitor or an authorised financial adviser.

If you have changed your address, please complete our Change of Address form.

I instruct Aberdeen Standard Fund Managers Limited to conduct the sale instruction(s) as detailed in Section 03 of this form.

Your signature:	Names (in capital letters):	Date:
1 <sup>st</sup> Joint holder's signature:		Date:
2 <sup>nd</sup> Joint holder's signature:		Date:
3 <sup>rd</sup> Joint holder's signature:		Date:

## Useful information

Mail your form to: Aberdeen Standard Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE

UK: 0345 113 6966  
International: +44 (0) 1268 445 488  
(Mon-Fri 9am-5.30pm)

Aberdeen Standard Investments is a brand of the investment businesses of Aberdeen Asset Management and Standard Life Investments.

Aberdeen Standard Fund Managers Limited is registered in England and Wales (740118) at Bow Bells House, 1 Bread Street, London EC4M 9HH.

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