

MUFU30

Please return this form to Standard Life, Mutual Funds Operations, PO Box 23788, Edinburgh EH7 5ZP

Who is this form for?

Campaign code
(for office use only)

This form is for anyone who wishes 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.

Please note the following

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

- 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.**

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.

Part 1 Shareholder details

First shareholder	
Existing account number (if applicable)	_____
Date of birth D/M/Y	_____ _____ _____
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First names (in full)	
Permanent UK residential address	
Postcode	
Telephone number - day (inc. STD code)	Telephone number - evening (inc. STD code)
Second shareholder	
Existing account number (if applicable)	_____
Date of birth D/M/Y	_____ _____ _____
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First names (in full)	
Permanent UK residential address	
Postcode	
Telephone number - day (inc. STD code)	Telephone number - evening (inc. STD code)

Part 1 Shareholder details - continued

Third shareholder

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev) Surname

First names (in full)

Permanent UK residential address

Postcode

Fourth shareholder

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev) Surname

First names (in full)

Permanent UK residential address

Postcode

Part 2 Regular withdrawal details

If you want to withdraw from more than one of your investment options you will need to complete another form.

For example, if you want to withdraw £100 each month (£1,200 per year) tick the monthly box and write £100 in the payments box.

For example, if you want to withdraw 6% per year but paid at quarterly intervals, tick the quarterly box and write 6% in the percentage box.

You will receive each payment around the 15th of the month.

Please refer to Regular Withdrawal Terms and Conditions in Part 5 for further information.

Please tick which **one** of your investments **you** want to withdraw from and insert the fund name below.

Investment Fund ISA Investment

How often do **you** want the withdrawal paid?

Monthly Quarterly Half Yearly Yearly

If **you** wish to withdraw a fixed amount for each payment, please indicate how much **you** want each payment to be.

£

If **you** wish to withdraw a percentage of your holding, indicate the annual percentage amount.

%

Which month and year would **you** like your withdrawals to start from?

/ 20

Part 3 Important information: money laundering

To be read by all parties named on this form.

To comply with Money Laundering Regulations 2007, **we** may verify your identity by carrying out an on-line check with a reference agency. Where an on-line 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. **We** regret that **we** cannot offer an alternative unless the on-line check does not confirm your identity, in which case **we** will carry out a manual check.

Part 4 Payment details

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

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 Limited to arrange for payments to be paid direct to my Bank or Building Society account, as detailed below.

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

Postcode

Name(s) of Account-holder(s)

Bank or Building Society Account Number

Branch Sort Code

Please refer to the top right hand corner of your cheque book.

Reference Number

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 6th of the month, or the next business day if the 6th is a non-business day.

relevant valuation point

The valuation 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 valuation point**.

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

You will receive each payment around the 15th of the month.

Part 5 Regular withdrawal terms and conditions – continued

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 end your contract without penalty 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.

Part 6 Your signature

Please ensure you sign here or we will have to return your application.

Read the regular withdrawal terms and conditions above.

Check that **you** have completed ALL sections of the application form.

You declare that you:

- are resident and ordinarily resident in the United Kingdom for tax purposes;
- qualify for ISA tax benefits as a Crown employee serving overseas; or
- are married to or in civil partnership with a Crown employee serving overseas.

You authorise **us** to carry out electronic identity checks if required.

You accept the Regular Withdrawal Terms and Conditions, as set out in Part 5 of this application form.

You authorise **us** to pay regular withdrawals in terms of the information supplied in this application form.

First shareholder

<input type="text" value="Signature"/>	<input type="text" value="Date"/>
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Second shareholder

<input type="text" value="Signature"/>	<input type="text" value="Date"/>
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Third shareholder

<input type="text" value="Signature"/>	<input type="text" value="Date"/>
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Fourth shareholder

<input type="text" value="Signature"/>	<input type="text" value="Date"/>
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Financial adviser's details

<input type="text" value="Name of contact"/>	
<input type="text" value="Commission basis"/>	<input type="text" value="Location"/>
<input type="text" value="Status of Client (eg execution only)"/>	<input type="text" value="FSA or Authorisation number"/>
<input type="text" value="Intermediary reference number (maximum 25 characters)"/>	

Please remember to send in verification of identity form.