ASHBURTON
INVESTMENTS

Trade instruction form – Discretionary Portfolios

This form should be used if you already hold a Discretionary Portfolio and wish to:

1. Fully liquidate/close your Portfolio – complete sections 2, 4 & 7
2. Make a partial withdrawal – complete sections 3, 4 & 7
3. Invest new/additional funds – complete sections 5 & 6

All clients must also complete Section 1 (Account details) and Section 8 (Client Declaration) and read the important notes in Section 9 before signing.

1. Account details

Investment account number		Contact telephone number	
Investment account name		Email address	

2. Full liquidation/portfolio closure request

☐ I/we wish to liquidate all holdings in the above Portfolio and ask that you transfer the proceeds to the bank account noted in section 7 of this instruction form.

☐ I/we understand and accept that once this instruction has been acted upon, the decision cannot be reversed and our Portfolio will be closed*.

*Compulsory field

3. Partial withdrawal

☐ I/we would like to make a partial withdrawal from the above Portfolio, as follows: $/€/£

4. Disinvestment details

General notes:

- In the event that the total investment value of any Portfolio is withdrawn, any distributions in relation to that Portfolio will also be credited to the bank account into which the settlement proceeds are paid.
- Any disinvestment, requires Ashburton to contact the relevant investor or financial advisor to obtain confirmation. Should we be unable to obtain this confirmation the disinvestment instruction may be delayed and the turnaround times and value dates may be impacted.

You must select your reason for disinvestment from the list below, then provide further detail in the box below:

☐ To pay annual Trustee fees	☐ Emigration	☐ Pension payout
☐ Transfer to an external fund manager	☐ Transfer to an internal fund	☐ Performance related issues
☐ Service related issues	☐ Trust related transaction	☐ Other (Additional details required)

For partial repayment of a trust loan to ______ being a beneficiary of the Trust, to cover:

☐ Property rental expenses	☐ Mortgage payments	☐ Utility bills
☐ Household expenses	☐ Property purchase	☐ Transferring into an Investment Portfolio
☐ Car purchase	☐ Medical expenses	☐ Care home expenses

Please provide other / additional details here:

NB: This information is also used for statistical and transaction monitoring purposes to help us improve the overall client experience.

5. New investment instruction

I/we wish to make the below additional contribution to the Portfolio noted above, and I/we accept that any new investment will be subject to the original terms, conditions and fees, as agreed on our original application and/or any subsequent agreements, copies of which can be requested at any time.

Additional Investment amount: $/€/£

6. Source of funds

(Please provide details of the activity which has generated these additional funds that you are investing)

Please provide details here:

7. Bank details of the investor

The bank account must be in the name of the investor and must match bank details held on file. Bank verification, if not already held on file, will also need to be provided before payment can be made. Should there be any AML/CFT/CPF documentary requirements these will need to be covered through receipt of certified original copies in line with regulatory requirements before payment can be made. Please note that no third party payment requests will be accepted.

Name of bank			
Bank Address			
Town		Country	
Postcode		Bank account number	
Name of account		Sort code	
SWIFT code		IBAN	

All payments will be made electronically.

8. Client declaration

1. I/we warrant that all information provided by me/us in this form and all other applicable documents to this instruction are true and correct in every respect.
2. I/we have read, understood and agree to be bound by the latest terms and conditions found on www.ashburtoninvestments.com.
3. I/we confirm that Ashburton (Jersey) Limited has not, in relation to this instruction, given me any advice.
4. I/we understand that any withdrawal request could trigger a tax liability and that I/we are recommended to seek tax advice before proceeding.
5. Should the investment be held in trust, we confirm that we have / will inform Ashburton (Jersey) Limited, of any newly vested beneficiaries and understand our obligation to provide supporting CDD thereon.

Signature of Investor/Authorised person(s)

Full name			
Signature		Date	

Signature of Investor/Authorised person(s)

Full name			
Signature		Date	

9. Important notes

1. Please note that in the event of a full Portfolio closure request, all outstanding charges will be deducted from the amount payable.
2. No action will be taken on any request, until written notification has been provided by the minimum number of authorised persons named on the Portfolio.
3. Any incomplete instruction may result in a delay in processing your instruction and Ashburton (Jersey) Limited shall not be liable for any direct, indirect, special or consequential loss or damages arising from such a delay.
4. If for any reason this form is incomplete and your instruction cannot be processed correctly, Ashburton (Jersey) Limited will not be obliged to process any portion of the instruction.
5. Any trades will be executed on a best endeavors basis.

Ashburton Investments

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