

Please complete in **BLOCK capitals using a black ballpoint pen or type.**  
 Please note any sections that are not completed correctly may incur delays or may have to be returned to you. The dispatch of withdrawal proceeds may take up to ten business days from the receipt of your withdrawal instruction.

Client name(s)

Client No / Account ref(s)

### Withdrawal details

Select one of the following options and complete the information required:

**OPTION 1** – Withdraw funds from specific account(s)/Investments as detailed in the table below:

Account/Portfolio Wrapper (e.g. Investment Account/ISA)	Fund/Portfolio Name (e.g. Close Balanced X Acc)	Maturity date (DD/MM/YY)	Owner <sup>1</sup>	Amount	
				<input type="checkbox"/> £	<input type="checkbox"/> or <input type="checkbox"/> %

Please tick here if you have received Advice on this decision from a Close Brothers Asset Management Financial Planner

If you are withdrawing a Fixed Term deposit we will wait until the maturity date to process your request.

**OPTION 2** – Raise the funds for this withdrawal by selling my CBAM holdings in line with the pre-defined heirarchy (see note 8 overleaf) <sup>2</sup> £

**OPTION 3** – Sell all holdings across all portfolios in my name and withdraw any resulting funds and cash balances <sup>3</sup>

### Capital Gains Tax Details

Please tick this box if you **do not** wish to exceed your annual CGT allowance when processing your withdrawal (Please see note 9 overleaf)

### Payment instructions

**BACS transfer to your account** <sup>4</sup> <sup>5</sup>

Account name

Bank/Building society name

Branch

Sort code    -

Account number

Reference/Building society roll number

**We will keep your bank account details on file and therefore we will be able to make future payments to this account.**

- <sup>1</sup> Portfolios can be owned by you alone or jointly with a spouse or partner. Enter the names of all owners here.
- <sup>2</sup> Option 2 only applies to investments in the custody of Close Brothers Asset Management.
- <sup>3</sup> We will disinvest all holdings and pay out residual balances to your nominated bank account. Your account will be closed permanently.
- <sup>4</sup> The bank account must be in account holders name. Payments to third parties are not allowed.
- <sup>5</sup> We will need to have verification of this bank account. If we do not have this on file we will attempt to do this via electronic checks. If we are unable to verify the account we will contact you for further documentation before making payment.

## Reason for withdrawal

Please tick one of the following reasons for your withdrawal:

- Asset purchase/improvement
- Gifts
- General expenditure
- Moving to another provider
- Holiday
- Gift
- Other expenditure (please detail)

## Signatures

Please read the important statements on the following page, and then sign below to authorise our actions. One signature can be accepted for jointly owned accounts/portfolios unless you have previously given us instructions to the contrary or the account is held as tenants in common. For individually owned accounts/portfolios (even if linked) each individual owner must sign accordingly.

Signature

Mr / Mrs / Miss / Ms (please delete as appropriate)

Print name (BLOCK CAPITALS)

Date   /   /

Signature

Mr / Mrs / Miss / Ms (please delete as appropriate)

Print name (BLOCK CAPITALS)

Date   /   /

Please refer to the [Close Brothers Asset Management Terms and Conditions](https://closebrothersam.com/general-terms-and-conditions) (as applicable), which can be viewed at [closebrothersam.com/general-terms-and-conditions](https://closebrothersam.com/general-terms-and-conditions). They provide standard terms upon which we intend to rely. Please contact us if you do not understand any point or have questions.

1. We will only make payments to the account holder(s).
2. On occasions, as part of our security checks we will endeavour to make contact with you prior to releasing a payment from your account. These security checks will involve a verification of your identity and confirmation of the validity of your instruction. This is for your protection and if we are unable to contact you we may not release the proceeds, until this verification/validation has been completed.
3. We are required to verify the ownership of bank accounts before we make payments to them. If your payment is being made to an account that we have not previously verified and we have been unable to electronically verify the new account we will ask you to provide evidence of that account. We will contact you to provide this information and we may not release the proceeds until confirmation has been received. Your bank account details will be stored securely on our systems for future use.
4. If all or part of this form has been completed by a member of Close Brothers Asset Management, by signing you are confirming that you have checked that the details are correct. Close Brothers Asset Management will not be held responsible for any inaccuracies.

5. Withdrawal payments from Fixed Term Deposits will be dispatched within 10 business days following receipt and reconciliation of all maturity proceeds from the counterparty. Early encashment of these deposits may result in a penalty being applied. The third party provider may prohibit early encashments.
6. Due to various settlement timescales, dependent on the type of security (equities, collectives, gilts or corporate bonds), the dispatch of withdrawal proceeds may take up to 10 business days from the receipt of your withdrawal instruction.
7. Should the payment of withdrawal proceeds incur any charges levied by third parties, such charges will be passed on to you by selling additional investments to cover the charges above the withdrawal amount requested.
8. Unless you instruct us where you require the withdrawals to be taken from we will automatically take them according to a pre-defined hierarchy, which does not constitute individual advice, as follows:
  - i. Cash held on account initially
  - ii. Investment Account without reference to Capital Gains Tax (see note 9 below)
  - iii. Individual Savings Account
  - iv. If you have a combination of Close Discretionary funds (CDFs), Managed Portfolio Service (MPS) or Discretionary Managed Service (DMS) we will take from the CDF first, then the MPS then the DMS. If you hold income and accumulation units in the same fund the income units will be withdrawn first.

When dis-investing we will take from the highest risk Close investment solution first; therefore in the following order:

Growth (CDF, MPS and DMS)  
 Balanced (CDF, MPS and DMS)  
 Sustainable Balanced (CDF)  
 Conservative (CDF, MPS and DMS)  
 Close Managed Income Fund (CDF)  
 Close Income Plus Portfolio (MPS and DMS)  
 Diversified Income (CDF)  
 Defensive Income (DMS)  
 Close Sustainable Fixed Income Fund (CDF)

If you do not hold Close investment solutions we will take them proportionately across all funds and direct equity holdings.

One signature can be accepted for Jointly owned accounts/portfolios unless you have previously given us instructions to the contrary or the account is held as tenants in common. For individually owned accounts/portfolios (even if linked) each individual owner must sign accordingly. Where there is a Joint relationship of linked accounts of the same risk the withdrawal amounts will be taken proportionately according to the overall % that each participant owns.

We can offer advice on where to take these withdrawals from. Should you require advice please contact us.

9. Where a withdrawal is being taken from portfolios potentially subject to Capital Gains Tax on gains made when investments are sold, we will not take into account any capital gain unless you have indicated overleaf that you wish us to do so. By ticking this box you accept that processing your withdrawal may be delayed and that we are not responsible for any adverse price movements in the market during this period.

Any calculation of the capital gains impact of executing a sales transaction will be an estimate and as such we cannot guarantee that there will be no tax liability arising or take into account any capital gains made on the disposal of assets held outside of your investments with us.

Where you do not ask us to take account of gains, a gain may be realised above your annual allowance and therefore you may be liable to pay capital gains tax. You will be required to declare this on your Self Assessment Tax Return.

Details of capital gains made within your Close Brothers Asset Management accounts will be provided on your annual tax statement.

Please scan and email this form to us from your  
 registered email address:

directinvestment@closebrothers.com

Alternatively, please post this form to our freepost address:

'Freepost CBAM Online Investor Support'

Or, if signing electronically via DocuSign then click 'Finish' to submit