

# Cash withdrawal request form for personal representatives

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.

Client name	<input type="text"/>
Client number	<input type="text"/>
Date of death	<input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y

## Withdrawal details

**OPTION 1** – If you wish to withdraw funds from specific account(s) please provide details below:

Portfolio/Account	Investment type	Owner	Amount
All cash balances			£
			£
			£
			£

**OR**

**OPTION 2** – If you wish for the withdrawal to be processed in line with our Pre-Defined Hierarchy (see note 7 overleaf) tick here and state the total amount that you wish to withdraw.

£

## Payment instructions

Account name	<input type="text"/>
Bank/Building society name	<input type="text"/>
Branch	<input type="text"/>
Sort code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reference/Building society roll number	<input type="text"/>

Please read the important statements overleaf and then sign below to authorise our actions **1**

Signature	Print name	Date of signature	<b>1</b> All personal representatives must sign. The Close Brothers Asset Management Terms and Conditions shall bind the Client's executor(s), personal representative(s), or any other duly authorised person. Our Terms and Conditions are available online, please visit <a href="https://closebrothersam.com/legal-centre/terms-and-conditions">closebrothersam.com/legal-centre/terms-and-conditions</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

<b>For office use only</b>	01 <input type="text"/>	C/N <input type="text"/>
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1. On occasions, as part of our security checks we will endeavour to make contact with you prior to releasing a payment from the 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.
2. We will verify your bank account details electronically using the information that you provide to us, which will include sharing those details with our third party partner credit reference and fraud prevention agencies to undertake such checks. Although a record of our check will remain on your record, it will not affect your credit score. We will contact you if we require further information and we may not release the proceeds until confirmation has been received.
3. If all or part of this form has been completed by a member of Close Brothers Asset Management, by signing overleaf you are confirming that you have checked that the details are correct. Close Brothers Asset Management will not be held responsible for any inaccuracies.
4. Due to various settlement timescales, dependent on the type of security (equities, collectives, gifts or corporate bonds) the dispatch of withdrawal proceeds in respect of any balance payments may take up to 10 business days from receipt of the withdrawal instruction.
5. 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.
6. 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
  - iii. Individual Savings Account
  - iv. If there is a combination of Close Funds (Select Global Equity/CDFs), Managed Portfolio Service (MPS) or Discretionary Managed Service (DMS) we will take from the Close Funds first, then the MPS then the DMS. If income and accumulation units are held 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 (Select Global Equity/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 Select Fixed Income (CDF)

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

## Data Protection

Close Asset Management Limited (CAM) will hold, process and protect your personal information in keeping with the requirements of Data Protection law. For more information about how we use personal data, please visit [closebrothersam.com/legal-centre/privacy-policy/](https://closebrothersam.com/legal-centre/privacy-policy/)