

# Investment Sale Form Guidance

Quick actions:

Document reference H114G

## 1. Member details

<b>Forename(s)</b>	Your first name and any middle names.
<b>Surname</b>	Your last name.
<b>Date of birth</b>	Your date of birth in the format DD/MM/YY.
<b>Hornbuckle plan number</b>	Your plan number is an 8-character alpha-numeric reference that we quote on our correspondence.  The plan number will either start "DW" followed by six numbers (e.g. DW123456), or with six letters followed by two numbers (e.g. ABCDEF01).
<b>Email</b>	Your preferred contact email address. We will use your email address to send you information relating to the administration of your plan, so you should avoid using a work email address or another address likely to be accessed by someone else.

## 2. Sale instruction

This section requires you to enter the details of the relevant investment provider to whom your instructions will need to be sent, and details of the assets you want to sell.

A separate copy of this form will need to be completed for each separate investment provider (if applicable).

<b>Provider / Custodian name</b>	The full name of the investment provider or custodian.
<b>Account number</b>	The account or plan number for your investment (if applicable).
<b>Please select the option that applies below</b>	Select "I wish to sell all of the assets held in my account" if you want to sell all of the assets held with the provider, under the account or plan number you have provided above. You can then proceed to section 3.  Select "I wish to sell the assets listed below" if you only want to sell some of the assets held with the provider. You should complete the rest of this section.
<b>Asset description</b>	The name of the security, fund, etc., that you want to sell. You should use the full name of the asset as referred to in any previous correspondence from the investment provider.
<b>No. of units to sell</b>	The number of securities or units you want to sell (if relevant).  If you want to sell your entire holding in the asset, write "All".
<b>Value to sell</b>	The value of your holding that you want to sell (if relevant).  If you want to sell your entire holding in the asset, write "All".  You should note that the value of your investment(s) may change between the date of your instruction and the date the sale is completed.

### **3. Instruction to investment provider**

This section acts as your instruction to the investment provider to sell all or some of the assets held with them, according to your instructions in section 2 of the form.

You should sign the form as the Member where indicated.

We will sign the form on behalf of Hornbuckle Mitchell Trustees Limited once we receive it from you.

If an additional trustee has been appointed in relation to your plan, they should also sign the form.

### **4. Bank details**

You should leave this section blank. We will complete the pension scheme's bank details when we receive the form from you.

### **Get in touch**

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