

# Adviser Charges Form

(For Modular iSIPP, Modular ISA, Modular GIA and Private Client SIPP only)



## Application guide

Please only complete this form if you have appointed a Financial Conduct Authority (FCA) regulated financial adviser who is going to receive adviser charges from your product. Important information for your financial adviser can be found on page 4.

This form enables you to authorise the payment of automated adviser charges or adviser charges for which your financial adviser will invoice us. If the adviser charges are to be a mixture of both, please complete two separate copies of this form.

Please do not edit this form. If a request cannot be accommodated using the options available, please use Section 6 for individual charges, to avoid the instruction being rejected.

Please complete this form in BLOCK CAPITALS and black ink and return it to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

If you require any assistance, please call your Customer Support Team or our general enquiry number on 03455 212 414.

## 1 Personal details

Applicant to complete

Full name

Investor number

## 2 Financial adviser details

Applicant to complete

Company name

Contact name (if applicable)

FCA firm reference number

Address

Postcode

Telephone

Email

**Please note: Your financial adviser will need to sign up to our Financial Adviser Terms of Business. This is available from our website [www.jameshay.co.uk](http://www.jameshay.co.uk) or by calling 03455 212 414.**

## 3 Product selection

Applicant to complete

We will apply this agreement to all of your products. If you would prefer to apply it to specific products only, please specify below:

SIPP number

ISA number

GIA number

Initial and ongoing charges will be paid by our automated system. If your financial adviser would prefer to invoice us instead, please tick here ☐

Upon receipt of an invoice, we will check to ensure the amount does not exceed the amounts detailed below and/or overleaf.

**PLEASE NOTE: The maximum adviser charge we will facilitate from the product is 5% (including VAT).**

#### CONTRIBUTIONS/SUBSCRIPTIONS/PAYMENTS IN

Percentage  % of each contribution/subscription/payment in received

OR

Fixed amount  £ of each contribution/subscription/payment in received

The above applies to single and regular payments, and will be calculated on the amount before any tax reclaim (for SIPPs). If you wish for the charge to be calculated from the total amount after tax reclaim, please tick here ☐

#### TRANSFERS IN

Percentage  % of each transfer received

OR

Fixed amount  £ of each transfer received

#### INVESTMENTS

Percentage  up to  % of each new investment into Investment Centre funds

Percentage  up to  % of each new investment into Whole of Market assets or Specialist Investment top ups

OR

Fixed amount  up to £  of each new investment into Whole of Market assets or Specialist Investment top ups

**Please note: Any adviser charges for investments should be stated on the trade instruction.**

**Please note: The maximum adviser charge to be facilitated must not exceed 5% (including VAT).**

Percentage  % of the value of your product, per annum

OR

Fixed amount  £ per annum

OR

Tiered percentage

From	£0.00	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
From	<input type="text"/> £	to	<input type="text"/> £	take	<input type="text"/> %
Over	<input type="text"/> £	take	<input type="text"/> %		

If you wish to **exclude** any asset groups from the calculations above, please specify below. Please note that we are unable to exclude individual investments or investment manager/stockbroker accounts.

- ☐ All Investment Centre funds (including Managed Portfolio Panel)
- ☐ All Whole of Market assets
- ☐ All assets held with an investment manager or stockbroker
- ☐ All Specialist Investments
- ☐ Cash held in the product bank account
- ☐ Cash held with cash panel providers
- ☐ Commercial property

How frequently would you like your ongoing adviser charges paid? Monthly ☐ Quarterly ☐ Half-yearly ☐ Annually ☐

If no option is selected, we will default to paying the charges quarterly.

**5b Ongoing charges - to be paid by third parties**

Applicant to complete

Percentage  % per annum

OR

Fixed amount  £ per annum

The frequency will be determined by the third party.

For future investments, any ongoing charge that is to be paid by a third party should be requested on the trade instruction.

If you would like a third party to charge at the above rate on any existing investments held, please specify which parties below:

All ☐

OR

Specific third parties named below:


**Please note: The maximum adviser charge to be facilitated must not exceed 5% (including VAT).****6 One-off charge**

Applicant to complete

If you wish for a one-off charge to be paid to your financial adviser, please confirm the amount and product below. An invoice from them will need to be included with this form.

One-off amount (to be invoiced)  £SIPP ☐ISA ☐GIA ☐

If no option is selected, the charge will be paid from the product named on the invoice.

**Please note: Only SIPP related charges can be paid from the SIPP.****7 Declaration**

Applicant to complete

I authorise James Hay Partnership to pay charges to my financial adviser as detailed in this form.

I confirm that my financial adviser has provided me with a key features illustration in respect of these adviser charges.

I agree that it is my responsibility to inform you in writing if I wish for these payments to stop, or if I change or remove my financial adviser.

I confirm that this agreement replaces any existing agreements that have been set up previously.

Applicant's name

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Notes to financial adviser

If we are currently paying adviser charges to your firm, we will already hold your bank details on file. To set up bank details or amend those held, please send us a signed and dated instruction on company headed paper, providing the sort code, account number and account name.

This agreement will replace any existing agreements in place for this client.

### INVOICES

Any invoice submitted must be on your company headed paper and addressed to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF. It must provide details of the work carried out, confirm a monetary amount, and include a VAT number (if applicable). VAT can only be accommodated on invoiced charges.

Invoiced payments will not appear on any adviser charges statements. Confirmation of the payment will appear as a debit transaction on the relevant product bank account, which is viewable through our online service James Hay Online. If your firm is part of a network, please check with your payment department if they require a copy of any invoice submitted, as we do not issue payment confirmation.

### SETTLEMENT

The payment terms are 28 days from receipt of the invoice, related documentation and sufficient money required for settlement.

Initial charges are paid on the Friday of the next week, following the completion of the related transaction.

Ongoing charges are paid on the second working day of the month, for the month prior to the previous one. For example, charges for January will be paid on the second working day of March.

Any payments that are missed due to insufficient available cash will be paid in the period following receipt of funds.

If an adviser charge on a client's product is not paid within 90 days of the payment due date, in instances where there is insufficient cash available in the client's product bank account, the payment will be cancelled as will any future adviser charges set up on the client's product. Should this happen, we will require a new Adviser Charges Form to be signed by the client before we can facilitate any further adviser charges payments on that product.

We are able to provide literature in alternative formats. For a Braille, large print or audio version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of Nucleus Group Services Limited (NGSL) (registered in England number 02538532); James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371). JHS has its registered office at Aztec Group House, 11-15 Seaton Place, St Helier, Jersey, JE4 0QH. NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPS Plc, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. (2/23)

[www.jameshay.co.uk](http://www.jameshay.co.uk)